

STATE OF WASHINGTON

BEFORE THE PUBLIC EMPLOYMENT RELATIONS COMMISSION

In the matter of the petition of:)	
)	
PUBLIC SCHOOL EMPLOYEES)	CASE 22083-C-08-1388
OF WASHINGTON)	DECISION 10394 - PECB
)	
For clarification of an existing)	CASE 22288-C-09-1398
bargaining unit of employees of:)	DECISION 10395 - PECB
)	
TOPPENISH SCHOOL DISTRICT)	ORDER TO SHOW CAUSE
)	
)	

On October 31, 2008, Public School Employees of Washington (petitioner) filed a petition seeking to clarify a bargaining unit of certain employees of Toppenish School District (employer). The petitioner seeks to include the position of Central Payroll Clerk in a bargaining unit it represents. The petitioner's reason for the unit clarification is that the Central Payroll Clerk position is no longer confidential. This matter was docketed as Case 22083-C-08-1388. A hearing on this issue was originally scheduled for February 18, 2008. Upon joint request, the hearing was delayed. One reason for the delay was that the employer wanted time to investigate whether the position at issue is a part of a bargaining unit of central office personnel currently represented by a different organization.

On February 23, 2009, the petitioner filed a petition seeking to further clarify the same bargaining unit. The second petition was docketed as Case 22288-C-09-1398. The petitioner seeks to include six more positions in its bargaining unit. Its reason was that these six positions are no longer confidential. These positions are: Receptionist, Assistant Secretary to the Assistant Superin-

tendent, Accounts Payable Clerk, Secretary to the Business Manager, District Mediator, and Assistant to the Business Manager. As in the first case, the question arose about whether these six positions are already represented by a different organization. The two cases were consolidated on March 20, 2008.

Since April 4, 2009, three motions to intervene have been filed in these proceedings. The first was by an entity called "Directors and Supervisors." The second was by an entity called "Classified Administrative Central Office Staff," and the third was by an individual, Jose Eligio Jimenez. In light of the three potential intervenors, a day of hearing was scheduled for May 12, 2008, to determine the intervenors' status and to determine if any labor organization would automatically represent the positions at issue, if those positions are found not to be confidential. The confidentiality question would be reserved for hearing days scheduled on July 13 and 14, 2009.

On May 1, 2009, the employer provided the petitioner and the Hearing Officer a packet of documents relevant to this case. Among these documents was a copy of a current Memorandum of Understanding between the employer and Classified Administrative Central Office Personnel (attached hereto). This memorandum appears to be a current collective bargaining agreement, containing terms regarding wages, hours, and working conditions. The document contains a list of positions included in the Classified Administrative Central Office Personnel's bargaining unit. This list appears to include the positions at issue in these proceedings.

In light of this memorandum, there seems to be a serious question about whether a unit clarification proceeding is appropriate, as it

appears that the positions at issue may be currently represented by Classified Administrative Central Office Personnel.

ORDER

Based on the foregoing, the hearing scheduled for May 12, 2009, is cancelled and the petitioner is directed to show cause why the instant petition should not be dismissed. The petitioner must file its response to this Order to Show Cause on or before May 21, 2009. The employer and the three potential intervenors may submit their positions on this matter by May 21, 2009.

Dated at Olympia, Washington, this 7th day of May, 2009.

PUBLIC EMPLOYMENT RELATIONS COMMISSION



CATHLEEN CALLAHAN, Executive Director

**Memorandum of Understanding
Between**

Toppenish School District No. 202

And

**Classified Administrative
Central Office Personnel**

***EFFECTIVE:
SEPTEMBER 1, 2007-AUGUST 31, 2009***

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PREAMBLE

This constitutes an Understanding between the employer, Toppenish School District No. 202, and the Classified Administrative Central Office Personnel (hereafter designated the Unit).

The parties agree that it has been and will continue to be in their mutual interest and purposes to promote systematic and effective employee-management cooperation; to confer in good faith, with respect to personnel matters, including wages, hours and working conditions; and promote effective methods for prompt adjustment of differences.

ARTICLE I

RIGHTS OF THE EMPLOYER

Section 1.1. It is agreed that the customary and usual rights, powers, functions and authority of management are vested in management officials of the District. Included in these rights in accordance with and subject to applicable laws, regulations and the provisions of this Understanding, is the right to direct the work force, the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote or take other disciplinary action against employees; and the right to release employees from duties because of lack of and/or substandard work or for other legitimate reasons. The District operation by determining the methods, the means and the personnel by which operations undertaken by the employees in the unit are to be conducted.

Section 1.2. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations relating to personnel policies, procedures and practices, and matters of working conditions, the District shall give due regard and consideration to the employees.

ARTICLE II

RIGHTS OF EMPLOYEES

Section 2.1. Each employee shall have the right to bring matters of personal concern to the attention of appropriate officials of the District.

Section 2.2. Neither the District nor the Unit shall illegally discriminate against any employee subject to this Understanding on the basis of race, creed, color, sex, religion, age or marital status or because of physical handicap.

ARTICLE III

APPROPRIATE MATTERS FOR CONSULTATION AND DISCUSSION

Section 3.1. It is agreed and understood that matters appropriate for consultation between the district and employees are working conditions, wages, fringe benefits and grievance procedures.

Section 3.2. It is further agreed and understood that the District will consult with the employees and meet with employees upon their request concerning any of the above, either prior to or after the normal workday.

ARTICLE IV

HOURS OF WORK AND OVERTIME

Section 4.1. The work week shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday.

Section 4.1.1. The normal shift shall consist of eight and one-half (8½) hours including a thirty (30) minute unpaid lunch period and also including a fifteen (15) minute first half and fifteen (15) minute second half rest period, both of which shall occur as near as possible.

Section 4.2 Overtime. All overtime must be approved by the Superintendent or supervisor.

Section 4.2.1 All hours worked by direction of the Superintendent or supervisor in excess of forty (40) hours per week shall be compensated at one and one-half (1½) times the base hourly rate.

Section 4.2.2. All employees called back on a regular workday, or called on the sixth or seventh day, shall receive no less than one (1) hour pay at the appropriate rate.

ARTICLE V

HOLIDAYS AND VACATIONS

Section 5.1. Holidays and vacations. All employees shall receive the following paid holidays that fall within their work year:

- | | |
|---------------------------|---------------------------|
| 1. New Year's Day | 7. Veteran's Day |
| 2. Martin Luther King Day | 8. Thanksgiving Day |
| 3. Presidents' Day | 9. Day after Thanksgiving |
| 4. Memorial Day | 10. Day before Christmas |
| 5. Independence Day | 11. Christmas Day |
| 6. Labor Day | |

Section 5.1.1 Worked Holidays. Employees who are required to work on the above-described holidays shall receive the pay due them for the holiday, plus one and one-half (1½) times their base rate for all hours worked on such holidays.

Section 5.1.2. Worked Holidays. If one of the above holidays falls on a weekend, the District shall establish either the previous Friday or the following Monday to be observed as the holiday.

Section 5.2. Vacations. It is understood that all employees subject to this Agreement shall earn vacation credits beginning immediately with their employment with the District, in accordance with the following schedule. Such vacation shall be earned, vested, and used as designated in the Article.

Section 5.2.1. During their first (1st) year of service, each employee shall earn five (5) days paid vacation.

Section 5.2.2. During each of their second (2nd) through fifth (5th) year of service, each employee shall earn ten (10) days paid vacation.

Section 5.2.3. During each of their sixth (6th) through tenth (10th) year of service, each employee shall earn fifteen (15) days paid vacation.

Section 5.2.4. Beginning with the eleventh (11th) year of service, each employee shall earn an additional day of paid vacation per year of service beyond ten (10) years, up to a maximum of twenty-three (23) days paid vacation.

Section 5.2.5. For every regular workday from which an employee is absent on sick leave, bereavement leave, emergency leave, or due to a holiday, the hours of the employee's normal work shift shall be credited for computing vacation credit as if worked.

Section 5.2.6. It is mutually agreed that vacations for less than twelve (12) month personnel shall be on prorata full-time equivalent basis.

Section 5.2.7. Vacation dates must be requested and approved in advance by the Superintendent or his designee before employees may take their vacation.

Section 5.2.8. Vacation must be used during the year in which it is earned except as provided in Section 5.4.

Section 5.2.9. Year-round employees shall not use more than fifty percent (50%) of their yearly vacation time during regular schedule school days.

Section 5.3. Time on layoff and time on authorized leave of absence will be counted as continuous service for the purpose of establishing and retaining eligibility dates.

Section 5.4. Except as provided in the following section, any vacation credit currently due but unused by the new accrual date each year may be carried over for one (1) year following the accrual date with the written approval of the immediate supervisor and administration. No vacation may be carried over for more than one (1) year beyond the date on which it became due; provided, however, no employee shall be denied accrued vacation benefits due to District employment needs. A maximum of thirty (30) days of vacation may be carried over. More than thirty (30) days of vacation may be carried over to the following year with the approval of the Superintendent or designee.

Section 5.5. Any employee who is discharged or who terminates employment shall receive payment for unused accrued vacation with their final paycheck.

ARTICLE VI

LEAVES

Section 6.1. Sick Leave

Section 6.1.1. Sick leave may be accumulated to one hundred eighty (180) days for sick leave cash out purposes only and up to the number of individual contract days for sick leave.

Section 6.1.2. In the event employees are absent for reasons which are covered by industrial insurance, the District shall pay the employee an amount equal to the difference between the amount paid the employee by the Department of Labor and Industries and the amount the employee would normally earn until sick leave is exhausted. A deduction shall be made from the employee's accumulated sick leave in accordance with the amount paid to the employee by the District.

Section 6.1.3. Employees who have accrued sick leave while employed by another public school district in the State of Washington shall be given credit for such accrued sick leave upon employment by the District, per current State law.

Section 6.1.4 Sick Leave Buyback. Each January, employees with more than sixty (60) days of accrued sick leave may sell back unused sick leave accrued during the prior calendar year at the rate of one day's pay for four (4) days unused leave.

Section 6.1.5. Sick Leave Cashout. At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation for each four (4) days accrued leave for illness or injury. For cashout purposes, sick leave accumulation shall be limited to one hundred eighty (180) days.

Section 6.2. Family Illness Leave. Upon request, leave may be granted when necessary for a family member's doctor appointment or illness. Family members shall be understood to include employee's spouse, children, brother, sister, parents, grandchildren, grandparents, parents-in-law, children-in-law, siblings-in-law, or dependents living in the home. Such leave shall be deducted from sick leave.

Section 6.3. Leave for Bereavement. Each employee shall be entitled to five (5) days leave with pay for absence caused by death to any employee's relative or close personal friend. Such bereavement leave shall not be deducted from sick leave. Bereavement is noncumulative.

Section 6.4. Personal Leave. Each employee shall be entitled to three (3) days personal leave paid per year. Personal leave shall be granted for personal or emergency reasons, which require the presence and direct attention of the employee during work hours. Personal leave is noncumulative. Such leave shall not be deducted from sick leave.

Section 6.4.1 Elective School Break. Each employee shall be entitled to one (1) elective school break day per year per employee.

Section 6.5. Maternity Leave. Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such time as the employee and her medical advisor deem necessary as verified by a letter from employee's physician. Such leave to terminate when the employee's medical advisor verifies by a letter that the employee is able to return to work. Maternity leave shall be unpaid except that the employee may claim sick leave benefits for temporary disabilities as stated below.

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there from, are, all job-related purposes, temporary disabilities and shall be treated as such under sick leave.

Section 6.6. Judicial Leave. In the event an employee is summoned to serve as a juror, such employee shall receive a normal day's pay for each day of required presence in court; provided, however, that any compensation received for such service shall be paid to the District. Such repayment shall not exceed the employee's normal daily pay less bona fide expenses. In the event that an employee is a party in a court action, such employee may request a leave of absence.

Section 6.7. Leave of Absence.

Section 6.7.1. Upon recommendation of the immediate supervisor through administrative channels to the Superintendent, and upon approval of the Board of Directors, an employee may be granted a leave of absence for a period not to exceed one (1) additional year may be granted.

Section 6.7.2. The returning employee will be assigned to the position occupied before the leave of absence. Employees hired to fill positions of employees on leave of absence will be hired for a specific period of time, during which they shall be subject to all provisions of this Understanding. It shall be the responsibility of the employer to inform replacement employees of these provisions.

Section 6.7.3. The employee will retain accrued sick leave, vested vacation rights and seniority rights while on leave of absence. However, vacation credits, sick leave and seniority shall not accrue while the employee is on leave of absence; provided, however, that if such leave is approved for extended illness or injury, seniority shall not accrue.

Section 6.8. Emergency Leave. Emergency leave shall be granted with pay. Emergency leave may be taken at the employee's discretion, due to a problem that has been suddenly precipitated or is unplanned, or where preplanning could not relieve the necessity for the employee's absence. Such leave shall be deducted from sick leave.

Section 6.9. Leave Sharing. Employees who have accumulated more than ten (10) days of annual leave (vacation) may donate leave in accordance with State Law (RCW 28A.400.380, WAC 392-126-004 through WAC 392-126-104). Employees who have accrued more than sixty (60) days of sick leave may donate sick leave to specific individuals or pool as follows:

Procedures For Leave Sharing for Central Office Classified Personnel

1. **Vacation:** Employees who have accumulated more than ten (10) days of annual leave (vacation) may donate leave according to the following criteria: 1) The employee may donate any amount of annual leave provided the donation does not cause the employee's annual leave balance to fall below ten days; 2) Employees may not donate excess annual leave that the donor would not be able to take because of an approaching date after which the annual leave cannot be used; and 3) All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave.

2. Sick Leave: Employees who have accrued more than sixty (60) days of sick leave may donate sick leave to specific individuals or pool according to the following criteria: 1) Must have accrued more than sixty (60) day of sick leave; 2) Employees may not donate an amount of sick leave that will result in his or her sick leave account going below sixty (60) days, with a maximum of 6 days sick leave share per event; 3) All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave.

3. In the event the employee receiving leave does not use all leave donated for that condition, the unused portion shall be returned to the donors, pro-rata. A report will be given to donors when all days are used.
4. Contribution or leave shall be on a voluntary basis and the names of donors shall be confidential.
5. Application Process for Employee Receiving Donated Sick Leave:
 - a. Employee must request leave sharing by writing a letter to the Personnel Office.
 - b. Prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition must be sent to the Personnel Office.
 - c. The Leave Bank Committee will make a decision on the request. (The Leave Bank Committee shall consist of the Assistant Superintendent and one member from the Central Office Classified Staff. The Central Office Classified Staff will select the Staff member designated to sit on the Leave Bank Committee).
 - d. If the request is approved, the central office will distribute the necessary forms to the group membership.

Even though we have this procedure to request donated days, the committee encourages that each staff member maximizes the amount of sick leave accumulation in case of an illness of an extraordinary or severe nature.

ARTICLE VII

PROBATION, SENIORITY, AND LAYOFF PROCEDURES

Section 7.1. The seniority of an employee within the unit shall be established as of the date of which the employee passes his/her probationary period unless such seniority shall be lost as hereinafter provided.

Section 7.2. Each new hire shall remain in a probationary status for a period of not more than six (6) months following the hire date. During this probationary period the District may discharge such employee at its pleasure.

Section 7.2.1. Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this Understanding retroactive to the hire date.

Section 7.3. The seniority rights of an employee shall be lost for the following reasons:

- a. Resignation
- b. Discharge for justifiable cause; or
- c. Retirement

Section 7.4. Seniority rights shall not be lost for the following reasons:

- a. Time lost by reason of industrial accident, industrial illness, or judicial leave.
- b. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States; or
- c. Time spent on other authorized leaves.

ARTICLE VIII

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 8.1. The District shall have the right to discipline or discharge an employee for justifiable cause. If the District has reason to reprimand an employee, it shall be done in a manner, which will not embarrass the employee before other employees or the public.

Section 8.2. Except in extraordinary cases, and as otherwise provided in this Article, the District will give employees two (2) weeks notice of intention to discharge, except in disciplinary cases.

Section 8.3. Employees may also be terminated as per Section 1.1, Rights of the Employer.

ARTICLE IX

INSURANCE AND RETIREMENT

Section 9.1. Health insurance for all employees working under this Understanding, the District will pay for medical, dental including orthodontia, vision, and life insurance for twelve months.

Section 9.2. The District shall provide tort liability coverage for all employees subject to this Understanding in accordance with the District's current insurance plans.

Section 9.3. The District shall make required contributions for State Industrial Insurance on behalf of all employees subject to this Understanding.

Section 9.4. The District shall make contributions to provide unemployment benefits for all employees subject to this Understanding as required by law, or by other lawful agreement.

ARTICLE X

GRIEVANCE PROCEDURE

Section 10.1. Grievances or complaints arising between the District and its employees defined in the preamble herein, with respect to matters dealing with the application of the terms and conditions of this Understanding shall be resolved in compliance with The Article.

Section 10.2. Grievance Steps.

Section 10.2.1. Employees shall first discuss the grievance with their immediate supervisor. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty (20) days of the occurrence of the grievance shall be invalid and subject to no further processing.

Section 10.2.2. If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall then discuss the grievance with the Superintendent. If the grievance remains unsolved, the employee will then take the grievance to the Board of Directors.

ARTICLE XI

SALARIES AND EMPLOYEE COMPENSATION

Section 11.1. Employees shall be compensated in accordance with the provisions of this Understanding.

Section 11.2. Salaries for employees subject to this Understanding, during the term of this Understanding, are contained in classified salary schedule attached hereto and by this reference incorporated herein. The salaries and benefits contained in the provisions of this Understanding are entered into subject to the limitations imposed by applicable RCW and WAC rulings.

Section 11.3. Incremental steps, where applicable, shall take effect on September 1, of each year during the term of the Understanding; provided the employee has been actively employed continuously for at least one-half (1/2) of the previous employment year.

Section 11.4. Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis as per current District rate, but not less than the prevailing State rate.

Section 11.5. Employees required to remain overnight on District business shall be reimbursed for room and board expenditures. All compensated expenses shall be approved by the District Superintendent.

Section 11.6. Academic credits, when recognized by the salary schedule, must be earned from an accredited community college, college or university and transferable or applicable to a bachelor's or more advanced degree program.

ARTICLE XII

TERM AND SEPARABILITY OF PROVISIONS

Section 12.1. The term of this Understanding shall be September 1, 2007-August 31, 2009.

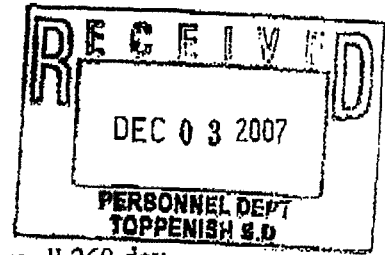
Section 12.2. All provisions of this Understanding shall be applicable to the entire term of this Understanding when executed.

Section 12.3. This Understanding may be modified at any time during its term upon mutual consent of the parties in writing; provided, however, that this Understanding shall be modified as necessary to consider the impact of any legislation enacted following execution of this Understanding which may arguably affect the terms of conditions herein or create authority to alter personnel practices in public employment.

Section 12.4. If any provision of this Understanding or the application of any such provision is held invalid, the remainder of the Understanding shall not be affected thereby.

Section 12.5. Neither party shall be compelled to comply with any provision of this Understanding which conflicts with State or Federal statutes or regulations promulgated pursuant thereto.

Section 12.6. In the event either of the two (2) previous sections is determined to apply to any provision of the Understanding, such provision shall be adjusted pursuant to Section 12.3.



CENTRAL OFFICE STAFF NEGOTIATED AGREEMENT FOR 2007-2009

The following staff members represent the Central Office Staff and are all 260-day employees:

- Rita Anaya, Personnel Administrative Secretary ✓
- Danelia Arellano, Secretary to the Superintendent *Confidential*
- Joyce Calhoun, Payroll Officer
- Monica Delgado, Administrative Secretary/Receptionist ✓
- Katie Elder, Secretary to the Business Manager *Confidential*
- Nora Flores, Secretary to the Assistant Superintendent *Confidential*
- Lynette Brizendine, Accounts Payable Officer ✓
- Simona Reballosa, Payroll Officer *Confidential*
- James District Mediator ✓*
- Alan Jones asst. to Andrews*

*Special Service
Food Service
My into Records*

Accepting Salary increases for the following years:

- 2007-2008 1.5% plus any Washington State allowed increase
- 2008-2009 1.5 % plus any Washington State allowed increase, with a limit of two (2) openers other than wages

1. The addition of one personal day to make the total allowance of three (3) personal days (Section 6.4.) and one (1) elective school break day per year per employee. (Section 6.4.1)
2. Vacation carryover increased to a maximum of 30 days, more than 30 days may be carried over to the following year with approval of the Superintendent or designee. (Section 5.4)
3. Add a step increase for those who reach 15 college credits on the salary schedule by 12 cents and add additional 15 credits (105 college credits) on the salary schedule by 12 cents as a last column to salary schedule.
4. Change the "Central Office Experience" column to "Applicable Experience" on the salary schedule.
5. Create another entry-level schedule for office clerks (job description is already on District File) for routine Secretarial duties.

All terms of this agreement are retroactive to Sept. 1, 2007.

Central Office Representatives

Toppenish School District #202

Monica Delgado
Monica Delgado

John M. Cerna
John M. Cerna

Kathryn C. Elder
Kathryn C. Elder

Date: 12/3/07

PERS 9/1/07

4.24% state increase AND 1.6%

**TOPPENISH SCHOOL DISTRICT #202
CENTRAL OFFICE STAFF
SALARY FOR 2007-2008 SCHOOL YEAR**

JOB DESCRIPTION	Applicable EXPER.	2007-08 HS DIPLOMA	2007-08 15 COLLEGE CREDITS	2007-08 30 COLLEGE CREDITS	2007-08 45 COLLEGE CREDITS	2007-08 90 COLLEGE CREDITS	2007-08 105 COLLEGE CREDITS
OFFICE CLERK (Entry-Level)	1	15.38	16.50	16.63	16.88	17.13	17.25
	2	16.90	17.02	17.15	17.40	17.65	17.77
	3	17.42	17.54	17.67	17.92	18.17	18.29
	4	17.94	18.06	18.19	18.44	18.69	18.81
	5	18.46	18.58	18.71	18.96	19.21	19.33
SECRETARY/RECEPTIONIST	1	17.58	17.70	17.83	18.10	18.35	18.47
	2	18.12	18.24	18.36	18.62	18.87	18.99
	3	18.64	18.76	18.88	19.14	19.39	19.51
	4	19.15	19.27	19.41	19.66	19.92	20.04
	5	19.67	19.79	19.93	20.19	20.45	20.57
ADMIN. SECRETARY - PERSONNEL DEPT	1	18.77	18.89	19.01	19.28	19.53	19.65
	2	19.30	19.42	19.54	19.81	20.06	20.18
	3	19.83	19.95	20.07	20.34	20.59	20.71
	4	20.34	20.46	20.59	20.84	21.11	21.23
	5	20.85	20.97	21.12	21.37	21.64	21.76
ACCOUNTS PAYABLE OFFICER PAYROLL OFFICER	1	19.95	20.07	20.20	20.47	20.70	20.82
	2	20.48	20.60	20.73	20.99	21.23	21.35
	3	21.00	21.12	21.26	21.49	21.76	21.88
	4	21.51	21.63	21.78	22.03	22.28	22.40
	5	22.05	22.17	22.30	22.54	22.81	22.93
SECRETARY TO BUSINESS MANAGER ASST. SUPERINTENDENT'S SECRETARY SUPERINTENDENT'S SECRETARY	1	20.40	20.52	20.66	20.90	21.16	21.28
	2	20.90	21.02	21.17	21.42	21.68	21.78
	3	21.45	21.57	21.68	21.96	22.21	22.33
	4	21.97	22.09	22.22	22.47	22.74	22.86
	5	22.48	22.60	22.76	22.98	23.23	23.35

LONGEVITY STIPEND FOR SERVICE IN TOPPENISH SCHOOL DISTRICT:

During their 6th through 10th year of service with the District, each employee shall receive an additional five cents (\$0.05) per hour, which will be added to their current rate of pay.

During their 11th through 15th year of service with the District, each employee shall receive an additional ten cents (\$0.10) per hour, which will be added to their current rate of pay.

During their 16th through 20th year of service with the District, each employee shall receive an additional fifteen cents (\$0.15) per hour, which will be added to their current rate of pay.

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PERS 9/1/08
5.13% state increase AND 1.5%

TOPPENISH SCHOOL DISTRICT #202
CENTRAL OFFICE STAFF
SALARY FOR 2008-2009 SCHOOLYEAR

JOB DESCRIPTION	Applicable EXPER.	2008-09 HS DIPLOMA	2008-09 15 COLLEGE CREDITS	2008-09 30 COLLEGE CREDITS	2008-09 45 COLLEGE CREDITS	2008-09 90 COLLEGE CREDITS	2008-09 105 COLLEGE CREDITS
OFFICE CLERK (Entry-Level)	1	17.48	17.61	17.75	18.01	18.28	18.41
	2	18.03	18.16	18.30	18.57	18.83	18.95
	3	18.59	18.72	18.86	19.12	19.39	19.52
	4	19.14	19.27	19.41	19.68	19.94	20.07
	5	19.70	19.83	19.96	20.23	20.50	20.63
SECRETARY/RECEPTIONIST	1	18.76	18.89	19.03	19.31	19.58	19.71
	2	19.33	19.46	19.59	19.87	20.14	20.26
	3	19.89	20.02	20.15	20.43	20.70	20.82
	4	20.44	20.56	20.71	20.97	21.25	21.38
	5	20.99	21.12	21.27	21.55	21.83	21.95
ADMIN. SECRETARY - PERSONNEL DEPT	1	20.03	20.16	20.29	20.57	20.84	20.97
	2	20.59	20.72	20.85	21.13	21.41	21.53
	3	21.16	21.29	21.42	21.70	21.97	22.10
	4	21.70	21.83	21.97	22.24	22.52	22.65
	5	22.25	22.38	22.53	22.81	23.09	23.22
ACCOUNTS PAYABLE OFFICER PAYROLL OFFICER	1	21.29	21.42	21.56	21.84	22.09	22.22
	2	21.85	21.98	22.12	22.40	22.65	22.78
	3	22.41	22.54	22.69	22.93	23.22	23.35
	4	22.96	23.08	23.24	23.50	23.77	23.90
	5	23.53	23.66	23.80	24.05	24.34	24.47
SECRETARY TO BUSINESS MANAGER ASST. SUPERINTENDENT'S SECRETARY SUPERINTENDENT'S SECRETARY	1	21.77	21.90	22.04	22.30	22.58	22.71
	2	22.30	22.43	22.59	22.86	23.11	23.24
	3	22.85	23.02	23.14	23.43	23.70	23.83
	4	23.44	23.57	23.71	23.98	24.27	24.39
	5	23.99	24.12	24.28	24.53	24.79	24.92

LONGEVITY STIPEND FOR SERVICE IN TOPPENISH SCHOOL DISTRICT:

During their 6th through 10th year of service with the District, each employee shall receive an additional five cents (\$0.05) per hour, which will be added to their current rate of pay.

During their 11th through 15th year of service with the District, each employee shall receive an additional ten cents (\$0.10) per hour, which will be added to their current rate of pay.

During their 16th through 20th year of service with the District, each employee shall receive an additional fifteen cents (\$0.15) per hour, which will be added to their current rate of pay.

PHOTOCOPIANT 21111 5007740 JCA