

WORKING AGREEMENT

Between The

Service Employees International Union, Local 925

And The

North Kitsap School District #400

September 1, 2026– August 31, 2029

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PREAMBLE

This Agreement is made and entered into by and between North Kitsap School District #400 of the County of Kitsap, State of Washington, hereinafter referred to as the District or Employer, and Local No. 925 of the Service Employees International Union, who shall be referred to as the Union or SEIU.

It is the desire of both of the parties of this Agreement to avoid industrial strife and to bargain collectively in regard to wages, hours, vacations and working conditions and in further consideration of the covenant made by; each of the parties hereto, as hereinafter set forth, the parties hereby mutually agree to be legally bound and agree as follows:

ARTICLE I — BARGAINING AGENCY

1.1. Recognition. The Board agrees to recognize the Union as the bargaining agent for all named classified regular employees usually employed as full or part-time workers engaged in Maintenance, Grounds, Custodial, Nutrition Services and Technology in regard to wages, hours, vacations, and working conditions.

ARTICLE II — UNION MEMBERSHIP

2.1. New Employees. When employing new employees to perform work covered by this Agreement, the Employer shall provide such employees with a copy of this Agreement.

2.2. Dues and Membership. The District will provide in writing to the Union President the name, job title and worksite of new hires within thirty (30) business days of the employee's start-date in any of the job titles set forth on Schedule A of this Agreement. Additionally, the District will provide in writing to the Union President the name, job title and worksite, and District email if applicable, within thirty (30) business days of the start-date of substitutes and/or temporary employees who qualify for Union membership in any job title set forth in this Agreement.

The District will inform the Union President or Union Representative of the onboarding or orientation day for the new hire in order for the Union to reach out and welcome the new employee.

The District shall deduct Union dues and/or voluntary political contributions from the pay of any employee who authorizes such deductions pursuant to State law. The District shall deduct SEIU dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110 as per signed authorization cards. The District shall transmit all such funds deducted to SEIU on a monthly basis. The Union will provide a list of those members who have agreed to union membership via Union-designated methods.

All employees may select to become members of the Union. Authorized payroll deductions by the employee shall be made in equal installments from each paycheck beginning with the pay period in September through the pay period in August of each year. There will be no cost to the employee or the union for these deductions. Employees who commence employment after September or terminate employment before June shall have their deductions prorated at the total annual amount for each month the employee is employed. In any event, such dues deductions shall continue until the employee(s) request in writing to the Union. The Union will notify the District in writing of any revocation of union membership in a timely manner. The Employer will notify the Union prior to stopping payroll deduction of dues. Nothing in this article shall render the District liable for payment of any dues or fees to the Union.

2.3. Voluntary Political Contributions. Voluntary contributions to the Union's political action fund may be included in the deduction made for dues. The procedures and method of transmittal shall be consistent with the procedures used for other groups.

2.4. Indemnification. The Union and its members shall indemnify, defend and hold the Employer harmless against any claims, demands, and suits instituted against the Employer resulting from any reasonable action taken or omitted by the Employer for the purpose of complying with this Article.

2.5. Annual or Quarterly - Full Bargaining Unit List. The District shall provide to the Union a full bargaining unit list which shall include all current workers in the bargaining unit. The list will include if the District collects such information: Employee ID number, last and first name, personal phone number, personal email, department, job class/ title, hourly wage, work location, work phone number and work email. This report will be provided annually by October 31 and quarterly or monthly upon request.

2.6 Public Disclosure Requests. The District will notify the Union in advance of disclosure of any public records pursuant to a public records request for lists of employees, employee schedules, employee affiliations, or employee financial information. This section does not waive the District's immunity under RCW 42.56.060 and does not create a personal contractual claim for wrongful disclosure for failure to provide such notice.

ARTICLE III — WORKING CONDITIONS

3.1. Non-discrimination. No employee shall be discharged or discriminated against in any way because of their membership in or activities on behalf of the Union. Nor shall they be unlawfully discriminated against on account of race, color, creed, age, national origin, sex, or presence of any disability.

3.2. Bargaining Unit Work. No reduction of the regular staff shall ever be made by reason of using or hiring of students, teachers, other employees of the Employer or government-subsidized work programs. In the event that a position is determined necessary during an employee's extended absence, the District shall provide bargaining unit staff primary consideration when seeking coverage, provided the employee is available, qualified, and properly trained.

3.3. Student Help and Mentorship. Employees may have the opportunity to participate in learning experiences with North Kitsap School District students. Any employee agreeing to participate in this process will be included in the discussion when the student learning experience plan is being developed. In the event that the employee does not feel that the learning opportunity is being successful or it is impairing his/her ability to complete their daily job assignments, the employee may transfer responsibility back to the administrator in charge.

3.4. Employment Rights. It is agreed that no member of the Union shall be requested, required or allowed to make any individual contract, stipulation or affidavit which relates to hours, wages, working conditions, union membership or union activities or any matter which may affect their employment rights in the North Kitsap School District.

3.4.1. Nutrition Services Rotation List. The goal of this procedure is to establish a standard for having current, permanent secondary non-head cook Food & Nutrition Services (FNS) staff fill in as substitutes at Elementary School Kitchens when there are no on-call substitute staff willing or able to work. This procedure is for absences scheduled more than 48 hours (or two days) prior to the date of absence. There are three basic steps:

1. When elementary FNS Staff members schedule time off the FNS administrative assistant will request secondary FNS staff who want to fill the absence.
 - a. When an absence is posted during operating hours, the administrative assistant will send out an email immediately.

- b. When an absence is posted outside of operating hours, the admin assistant will send out an email the next morning, at the start of the work day.
 - c. The email will state the school site, the starting and ending times and the total hours available.
 - d. Secondary non-head cook staff have until the next morning following the request for volunteers to offer to fill the absence.
 - e. The absence will be filled with the first person to respond to the email.
 - f. Once/If the position is filled with a volunteer, the admin assistant will send another email announcing the position has been filled. The volunteer who fills the position will be moved to the bottom of the rotation list.
 - g. If no-one volunteers for the position, the admin assistant will move to step 2.
2. When there are no secondary FNS employees willing to fill an absence at an elementary school, the FNS administrative assistant will begin calling the individuals in the pool of FNS substitutes. Should no substitutes be willing or available to work filling the absence, the administrative assistant will move to step 3. Should a substitute who is able to work at an elementary school be scheduled to work at a secondary school during the same shift, the substitute will be pulled to the elementary school.
3. When there are no secondary FNS employees nor substitutes available to fill an absence at an elementary school, the FNS administrative assistant will use the rotation list. The rotation list is a list that has all the secondary FNS staff who have subbed, been trained to sub, or are willing to sub in inverted seniority order and are not head cooks. () The list is in reverse seniority, with the least senior employee at the top of the list.
 - a. The FNS administrative assistant will send an email announcing that no one offered to work an open position and there were no substitutes available to work.
 - b. The FNS administrative assistant will start with the first/next employee on the list and inform them where they will be working, the hours and the date.
 - i. The FNS administrative assistant will enter the date next to the individual substituting at an elementary school.
 - ii. The date the employee worked at the elementary school will be used to show who the "next" person in the rotation list is.
 - c. If the first/next person on the rotation list works at a secondary school where someone else is out or has themselves **previously** requested the date of absence off the FNS administrative assistant will make a note on the rotation list as to why the person was passed over and then move on to the "next" person.
 - i. When a person has been skipped over they become the first or next person for the next absence.
 - ii. If a person calls in and does not work at an elementary school for their turn on the rotation list, they will be the first/next person to be called for the next subsequent absence.

4. At the start of every school year, the rotation list will continue after the last person selected. The first person on the list will again be called once everyone on the list has substituted or the start of the next year.

3.5. Pay Classification Permanent. Employees who move from one classification to another within the Union permanently shall be placed at the lowest step of the wage schedule (Appendix A) for the new classification that does not result in a loss of pay.. Employees working in several classifications shall receive the step rate of pay appropriate for each classification.

3.5.1. Out of Class/Position Pay. When a current regular employee works on a temporary (fill in) basis in a higher paying position, they will be paid at the Step 1 wage of the higher paying position, or the first step that will provide an increase in hourly compensation of at least \$0.50 per hour. The Department Director, or their designee, will make assignments to temporary positions based on the qualifications of available employees and the needs of the District.

When the District becomes aware that a temporary position needs to be filled for thirty (30) days or more prior to being posted as a regular vacancy, the position will be identified as an interim position. Interim positions will be filled through a process wherein the Director or their designee announces that an interim position is available and asks for qualified employees to fill it. If no qualified employee is available within the classification, SEIU members from the entire department may be considered. The Director or their designee will select the most qualified employee to fill the position on an interim basis. The wage for the interim position will be based on the selected employee's seniority within the classification to determine step placement.

3.6. Minimum Wage. No worker shall be required or permitted to perform any work within the District during their regularly scheduled hours at less than the employee's regular wage classification.

3.7. Protective Clothing/Equipment. In recognition of Maintenance/Grounds/Custodial and Food Services, and the added expense incurred by the employee due to work-related wear and tear on clothing, each employee shall be given at least one new uniform/clothing annually such as overalls and aprons.

The District will maintain a supply of high-visibility vests and high-visibility t-shirts bearing the district logo for grounds employees to wear when required by LNI/OSHA regulations and at other appropriate times/venues.

Maintenance, Custodial, and Food Service employees will be reimbursed for footwear and insoles up to \$200, and Grounds will be reimbursed up to \$300, with valid receipt and paperwork annually. Exceptions to this Section may be made on a case-by-case basis with supervisor approval. Food Service employees must wear anti-slip or slip-resistant shoes while on shift.

3.8. Reimbursement. Employees covered by this agreement shall be reimbursed for any mileage accumulated in their own car on school business authorized by their immediate supervisor. Private car mileage reimbursement shall be at the current rate used by the District. Such mileage will not be paid for travel between work sites when such time is not part of their work shift.

3.9. Licensing/Fees. Any licensing or other fees of that nature required by the State of Washington by District policy as a job requirement, such as plumbers, electricians, boiler-men, food nutritional service employees, and mechanics, will be paid for by the employer.

3.9.1. Reimbursement: Professional Fees. Bargaining unit members may submit for reimbursement of up to \$250.00 of professional fees based upon verification of the expense and attendance of training. Reimbursement shall be paid the month following verification after submission of paperwork. The following are organizations whose membership qualifies for reimbursement.

Washington Association of Maintenance and Operations.
Service Employees International Union, Local 925
Washington School Nutrition Association
School Nutrition Association
ASTEC Association of Science and Technology
Pacific Horticulture

3.10. Probation Period. New employees shall be placed on a probationary status for a period of ninety (90) work days, provided that no employee shall be on a probationary status for more than one (1) year from their date of hire. The immediate supervisor will, during the first days of employment, clearly define the duties and responsibilities of the position, using as a minimum, the current position description. Prior to the end of the probationary period, a decision will be reached as to the continued employment of the employee. The written notice of decision to discharge a probationary employee will be provided to the employee and the Union by the Human Resources Office.

Employees shall enjoy all contractual rights and privileges commencing with the first day of continuous employment. Employees on probationary status may be terminated at the District's discretion without recourse to the grievance procedure and/or justifiable cause. If an employee is so terminated, all rights, duties, and obligations under this contract shall be forfeited.

3.11. Grounds Certifications. The District will require at least two (2) grounds employees to obtain and maintain the Washington State Department of Agriculture Pesticides license and two (2) grounds employees to obtain and maintain the Certified Playground Safety Inspector license. The District will cover the costs of the annual required trainings. The employees required to obtain these licenses will be entitled to a prorated \$400 stipend annually for each license maintained. The District will first seek volunteers to obtain these licenses, and if no volunteers come forward, the least senior grounds employee(s) to obtain the licenses.

3.12. Labor Management Committee . The Union will designate team members who will meet with the Superintendent or designee(s) on a mutually agreeable regular basis to discuss and attempt to resolve issues of common concern including the impact of changes in departmental operating procedures on wages, hours and working conditions . The meetings shall be held monthly at a mutually joint agreed date between both parties. If no agenda items are surfaced at least 48 hours before the meeting, it may be canceled.

3.13. Subcontracting. Whenever possible, the District will utilize bargaining unit members to perform work within the unit around the District. The District and Union acknowledge, however, that there may be times when the District needs to subcontract specific work, such as in emergent situations.

If the District determines to subcontract an entire job description(s) within the bargaining unit covered by this Agreement, the Union and the District shall meet and negotiate pursuant to RCW 41.56. Unless there is an emergent situation the District agrees to negotiate with the Union about the need to contract out SEIU member positions, assignments, day to day jobs/duties as provided under this CBA. If there is an emergent situation the District agrees to meet with the Union regarding any proposal or need of contracting out of bargaining unit work and impact on SEIU members.

3.14. Personnel File. Employees shall receive a copy of all complimentary and derogatory information placed in their personnel file and be given an opportunity to attach their response to such materials for a period of two (2) weeks after receipt of their copy of such information.

The District Personnel Office shall maintain the official personnel file for each employee. This shall not prevent the supervisor from maintaining a working file, which shall be equally available to the employee. The employee may inspect either file with a representative of the District and, if the

employee wishes, the Union. The employee may make an inventory of either file and have it signed and dated by the representative of the District, and may have copies made of any contents of the file. The cost of reproduction will be borne by the employee. The employee has a right to attach comments to any materials included in the personnel or working files within thirty (30) days of the inspection of the file if the materials have not previously been received.

An employee may request derogatory material be deleted from the personnel file after two (2) years, provided there have been no other incidents/violations of a similar nature during that period. If the request is denied, the employee may request the Superintendent or the Superintendent's designee review the denial.

3.15. Substitute Employees. Substitute employees in an assignment for more than sixty (60) consecutive calendar days shall become a temporary employee on the 61st day.

Substitute employees who work more than thirty (30) cumulative days during the current or previous school year shall be included within the bargaining unit, but the only section that will apply to such employees is the salary schedule rate in Appendix A.

The District will make a good faith effort to cross-train substitutes who do not have restrictions on their availability and consistently accept jobs within food services.

3.16. Job Description. Copies of current job descriptions are available upon request from the personnel office. When the District determines that a vacant position will not be filled, the Union will be promptly notified.

For any position that requires a significant change due to additional or different skills, or a new position within the bargaining unit, the District agrees to notify the Union of the change. If the Union would like to bargain the working conditions of the change/new position, the parties shall meet consistently with their collective bargaining obligations in Chapter 41.56 RCW.

The job descriptions represented within the unit are not intended to enumerate all duties and/or responsibilities of employees in each position. Other duties as assigned shall be consistent with the general responsibilities of the position.

3.17. Bulletin Board Space. The District shall provide a bulletin board in each school for the use of the Union. Bulletins posted by the Union are the responsibility of the officials of the Union. Each bulletin shall be signed by the Union official responsible for its posting. Unsigned notices of bulletins shall not be posted. The responsibility for the prompt removal of notices from the bulletin board space after they have served their purpose shall rest with the individual who posted such notices.

3.18. Standby Work for Food Services. Standby work shall be defined as employees who work as representatives of the District to supervise non-District renters who use District kitchens or food service equipment. Standby work is paid at the Head Cook rate at the appropriate step. These employees shall not clean, cook or serve. They shall only be required to ensure best practices in food preparation, equipment handling and kitchen safety. This work must be offered to SEIU members first. If no qualified SEIU member voluntarily accepts such standby work, the least senior qualified employee will be required to accept such standby work.

3.19. Mandated Courses. When the District mandates that a course be taken, such will be done in writing in order to be an official notice to employees.

3.20. Surveillance Cameras. Recording devices are a tool to assist in providing a safe and secure educational environment for staff and students. The recording may be used like any other evidence in cases involving safety concerns and or criminal activity. Although the use of a camera shall not be

used to monitor employees on a regular basis, it does not preclude the supervisor from using the evidence from the camera to address performance.

3.21. Staff who work in more than one school. Employees who are required to work in two (2) or more schools will be paid for fifteen (15) minutes travel time, provided that no more than one (1) hour of non-assigned time is scheduled between assignments at different schools, the District shall pay mileage for use of personal vehicles from the district campus to the destination district campus. This is exclusive to food service staff.

3.22. Maintenance and Grounds Safety Committee. The District and the Union agree to convene quarterly a safety committee to discuss issues of mutual concern. The safety committee shall include at least two bargaining unit members and two District representatives.

ARTICLE IV — HOURS OF WORK AND OVERTIME

4.1. Hours of Work. Each regular employee, day or night, shall have a designated starting and ending time for their shift. Forty (40) hours per week, five (5) consecutive days, Monday through Friday excluding Saturday and Sunday, or part-time shifts which may include Saturday and Sunday, shall constitute one (1) week's work. Part-time shifts are defined as any position which is scheduled for less than 2,080 hours per year.

4.2. Workday. A workday shall be eight (8) hours to be completed within eight and one-half (8½) hours.

4.2.1. Rest Periods. Each employee shall receive rest periods of fifteen (15) minutes for each four (4) hours of work.

4.2.2. Unpaid Meal Break. Shifts in excess of five (5) hours per day shall include, in addition to the above, a duty-free, unpaid meal break of not less than thirty (30) minutes, to be as near the middle of the shift as possible. Employees required to work through their regular meal breaks will be given time to eat at a time agreed upon by the employee and the supervisor. In the event the District requires an employee to forego a meal break and the employee works the entire shift, including the meal break, the employee shall be compensated for the foregone meal break at the appropriate rates.

4.2.3. Alternative Work Schedule. As an exception to Subsections 4.1 and 4.2 above, the District and the Union through the labor management process can mutually agree to create alternative work schedules. These alternative work schedules do not constitute a shift change.

4.3. Shift Changes. After the first month of school, an employee's regular shift and workweek shall not be changed without prior notice to the employee of at least one (1) week; however, this notice may be waived by the employee. Normally such changes shall not be more than two (2) times per year unless for an emergency or for training.

4.4. Split Shifts. No member of the bargaining unit shall involuntarily work split shifts. This Section does not prohibit an employee assuming two different jobs and combining them for a single work load with time off between the jobs.

4.5. Overtime. Overtime shall be paid at the rate of time-and-one-half (1-1/2) for any hours worked over forty (40) hours during the workweek, which is defined as Monday through Sunday. Hours worked shall include all hours in which employees are authorized to provide services for the Employer or knowingly permitted to work, including paid holidays. The Employer shall attempt to give twenty-four (24) hours' notice regarding overtime assignments whenever practical.

4.6. Assignment of Overtime/Extra Time. Overtime/extra time opportunities will be published to all employees within the same classification, and the overtime/extra time opportunity will be awarded first to available employees within the building by seniority and qualification. If no employee within the building accepts the overtime/extra time opportunity within one (1) working day of the notice, then other employees within the classification may be awarded the overtime/extra opportunity by seniority and qualification.

If no employee accepts the overtime/extra time opportunity, the overtime/extra time may be offered to substitutes.

If no employee voluntarily accepts the overtime/extra time, the least senior qualified employee within the classification in the building will be required to accept such overtime/extra time.

4.6.1. Emergency Schedule Changes. In an emergency situation, management can change staff schedules without prior notice. Considerations will be given to employees' extenuating circumstances. The selection of employee may be based upon skill set (this can supersede seniority).

4.7. Compensatory Time. An employee may opt to accept compensatory time off in lieu of overtime/extra-time compensation. No employee may be forced to accept compensatory time in lieu of overtime pay/extra-time. Compensatory time, if granted, may be accrued, but must be used before the next pay period, provided, however, that records shall be maintained and there must be a reasonable expectation that the employee will be provided an opportunity to expend the accrued time by arrangement with the immediate supervisor. Compensatory time in lieu of overtime as provided in this article shall be accrued at the rate of one and one-half (1-1/2) hours for each hour worked. No employee may work overtime without prior approval of their supervisor. Unused accrued compensatory time shall be paid to the employee at the end of the applicable pay period.

4.8. Call Outs. Employees on call out after their normal shift will be guaranteed two (2) hours minimum at time and one-half (1-1/2) under the terms of this Agreement. A call out is defined as the time from portal to portal.

4.9. Required Departmental Meetings. Employees shall receive their appropriate rate for all hours in attendance at required departmental meetings/training.

ARTICLE V — VACATIONS

5.1. Annual Vacations. Annual vacation time will be allowed each employee on the following basis:

- A. Accrued vacation will be available for scheduling after an employee has completed their probationary period.
- B. For employees who are scheduled to work 260 days per year, their vacation will be accrued as follows:

Years	Days	Annual Hours
1	10	80
2	11	88
3	12	96
4	13	104
5	14	112
6	15	120
7	16	128
8	17	136
9	18	144
10	19	152
11	20	160
12	21	168
13	22	176
14	23	184
15	24	192
16	25	200

- C. If a holiday should fall within the vacation time, that day shall not apply against vacation allowance. Vacation time schedule will be on a sign-up request order basis during the summer months. Vacations may be taken as mutually agreeable to management and the employee and require prior approval by Director or designee.
- D. No employee may carry over beyond the employee's hire date each year more than thirty (30) days of vacation allowance. The Supervisor shall make the time available to allow employee to meet this standard. At time of retirement or termination from service, employees may cash-out up to thirty (30) days of unused vacation allowance.
- E. Full-time employees called back from vacation shall be compensated at double (2 times) their regular rate for all hours worked.

ARTICLE VI — HOLIDAYS

6.1. Criteria. The following days and any holiday proclaimed as a paid state holiday shall be holidays, with pay, for full-time and regular part-time classified employees. Part-time employees shall be paid for those holidays which fall during the period they are employed in proportion to the number of hours regularly worked each day:

- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

- Day preceding or following Christmas Day
 - New Year's Day
- Day preceding or following New Year's Day
 - Martin Luther King, JR's Birthday
 - President's Day
 - Memorial Day
 - Independence Day
 - Juneteenth

6.2. Holiday Work. If the employer requires the employee to work on the above stated holidays, he/she shall be paid double time for each holiday worked. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday; respectively, shall be considered the holiday.

ARTICLE VII — LEAVE

7.1. Sick Leave. Leave for personal illness, injury, or family care shall be earned at the rate of one (1) day for each calendar month worked, equivalent to the hours of the employee's normal workday. Sick leave is cumulative.

The District shall project the number of annual days/hours of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days/hours of sick leave at the beginning of the school year.

An employee may use accrued sick leave according to District policy. The District may require a signed statement from a licensed medical practitioner to verify the need for treatment or supervision for any absence which exceeds five (5) consecutive days, when sick leave abuse is suspected or when there is a pattern of absences.

7.1.1. Sick Leave Use. The District shall allow the use of accrued sick leave for care of a child, parent, or permanent household member who has a health condition that requires treatment or supervision consistent with RCW 49.46.210, as amended. Child means a biological, adopted or foster child, stepchild, a legal ward, or a child of a person standing in the place of a parent.

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Additional leave may be granted under the terms of the Family and Medical Leave Act (FMLA) or Washington State's Paid Family Medical Leave (PFML) pursuant to Section 7.5.

7.1.2. Emergency Leave. Emergency leave of three (3) days shall be granted to all employees provided that the following requirements are satisfied.

- A. Emergency leave shall be defined as an urgent, unforeseen occurrence or occasion requiring immediate action, or beyond the control of the employee, that requires the employee to be absent during the regular contracted working day.
- B. Prior approval for emergency leave must be obtained whenever possible. If prior approval cannot be obtained, a written request for approval of such leave shall be submitted within seven (7) calendar days upon the return of the employee to their responsibilities. A brief description of the type or nature of the emergency must be provided in order for the supervisor to determine whether or not an emergency in fact exists. Further documentation or substantiation may be required by the supervisor in those cases when the emergency nature of the circumstances is contested.

C. Absence due to extreme weather conditions when school is in session shall be considered an emergency. The Superintendent shall determine whether or not extreme weather conditions exist.

D. Used emergency leave shall be deducted from sick leave.

7.1.3. Sick Leave Cash Out. A sick leave cash out program will be promulgated by School Board Policy pursuant to state statutes and regulations.

7.1.4. Personal Leave. Personal leave of two (2) days per year shall be available to all employees without the need for further explanation. In the event a substitute is not required or sufficient substitutes are available, personal leave shall be available for more than that listed below. Employees may carry forward up to a maximum of five (5) personal leave days per year.

Unused personal leave will be cashed out at the end of the fiscal year (August 31st). The District will notify employees in June before the end of the school year that unused personal leave will be cashed out according to this Section, unless the employee requests their personal leave be carried to the following school year. Employees who want their personal leave rolled over must notify the District in writing on or before July 15, or by the Friday prior to July 15 if July 15 falls on a weekend.

Employees with twenty (20) to twenty four (24) years of service will receive a total of three (3) personal leave days per year; employees with twenty five (25) or more years of service will receive a total of four (4) personal leave days per year. The maximum number of personal days allowed per department on any given work day are listed below. Exceptions may be made with supervisor approval:

Nutrition Services – 2
Maintenance – 2
Grounds – 1
Custodial – 3
Technology – 1

7.2. Bereavement Leave. Leave with pay will be granted for up to five (5) work days per event for absences due to the death of a significant person in the employee's life. No deductions will be made from accumulated sick leave in this instance. If more than five (5) days is needed, other leave provisions may be available. Bereavement leave is not cumulative.

7.3. Hospitalization Leave (Immediate Family Members). All employees shall receive three (3) days of paid leave per year for visitation in a hospital or other inpatient care facility of a mother, father, wife, husband, brother, sister, legal guardian or child whose health condition is considered imminently terminal. Such hospitalization leave is not cumulative.

7.4. Parental Leave. All employees of and for North Kitsap School District No. 400 shall receive one (1) day of paid non-deductible leave because of: (a) the birth of a son or daughter of an employee and in order to care for such newborn child; or (b) the placement of a son or daughter with the employee for adoption, or state-placed foster care. Any leave granted under this Section shall be applied in an equal manner to male and female employees. This leave and any additional unpaid parental leave requested by an employee shall be administered under the terms of the Family and Medical Leave Act pursuant to Section 7.5.

Nothing in this Section shall preclude the use of accumulated sick leave for child care or family care pursuant to Sections 7.1.1 and 7.1.2 above.

7.5. Family and Medical Leave. The District shall grant additional unpaid leave in accordance with the federal Family and Medical Leave Act and Board Policy 5404. Employees may also use the Washington State Paid Family Medical Leave (PFML) program, in accordance with applicable laws. Employees shall not be required to use their accrued sick leave, or other leaves, prior to utilizing PFML.

7.6. Leave of Absence. Any employee may be given a leave of absence by permission of the Board, for not more than twelve (12) months and still maintain his/her position, or substantially equivalent thereof, with the School District. This includes maternity leave. Absence from employment for periods of short duration may be extended to an employee, without pay, when said request for leave has been approved by the supervisor and/or Superintendent.

7.7. Civic Duty. All employees in and for the North Kitsap School District shall receive Civic Duty Leave, which shall include jury duty and fulfilling military obligations in accordance with Federal and State regulations.

7.8. Union Leave.

- A. Bargaining Unit members shall suffer no loss in compensation for serving on District Committees during scheduled work hours.
- B. President Leave: There shall be eighty (80) hours of paid leave for the Chapter President or designee. The Local shall reimburse the District for the cost of the president or designee.
- C. Partnership Leave: There shall be seventy-two (72) hours per year of paid Partnership leave. The Local shall reimburse the District for the cost of the Partner. The partner will work with her/his supervisor to schedule this leave to make the least impact on the Department.
- D. Union Orientation and Union access:
 - 1. Designated leaders shall have thirty (30) minutes to meet on the job and on the clock with newly hired employees.
 - 2. Representatives of the Union shall have reasonable access to the Employer's premises for the purpose of administering information or conferring with members and shall not interfere with service or efficient operation of the unit.
 - 3. If the District holds a multi union group orientation the district shall invite SEIU to attend group orientation on paid time.

7.9. Leave Donation.

7.9.1. Eligibility to Donate Leave. Employees may be permitted to donate leave according to Board Policy and state law.

7.9.2. Eligibility to Receive Donated Leave. In order to be eligible to receive donated leave, an employee must meet the following criteria as defined by and provided for in state law and School Board policy:

- A. Suffer from an illness, injury or condition that is of an extraordinary or severe nature that has caused, or is likely to cause, the employee to go on leave without pay or to terminate employment with the District;
- B. Have justified the absence and use of such a program, i.e. physicians' verification;

C. Have depleted or anticipate shortly depleting their annual and sick leave reserves; and

D. Have abided by District rules regarding sick leave use.

No employee may receive more than the equivalent of one of his/her work years in transferred leave.

7.9.3. Transfer Procedure. Leave shall be transferred on a case-by-case basis as requested to the Human Resources department by the employee.

7.10. Interpretation and Administration. All leaves provided under this Article shall be interpreted and administered in accordance with relevant state and federal laws as now or hereafter amended.

ARTICLE VIII — INSURANCE

8.1. Health Insurance. SEBB. The District shall provide insurance benefits to all eligible employees under the rules, regulations and policies of the School Employees Benefits Board (SEBB). The District shall pay the full portion of the employer contribution as adopted in the School Employees Health Care Coalition agreement for all employees who meet the eligibility requirements outlined in law. All eligible administrators along with eligible dependents, will pay and be eligible for full insurance coverage under the SEBB program if the Administrator works, or are anticipated to work 630 hours or more in an eligibility year, as long as they maintain an employee/employer relationship. Payroll deductions will be made for any portion of an eligible administrator's premiums.

8.2. Retirement. All eligible classified employees will be covered by federal social security, state retirement and workers compensation.

8.3. Additional Time for Food Service Employees. Food Service employees assigned additional time for thirty (30) consecutive work days will be allotted a change in their FTE for insurance computation.

ARTICLE IX — PROMOTIONS

9.1. Voluntary Transfer. When a position becomes vacant, the supervisor shall notify all employees within the classification who are eligible for a non-promotional (no change of position title) transfer. If an employee desires to transfer to a non-promotional or lower paying assignment, that employee may notify the supervisor in writing.

If more than one eligible employee applies for transfer to the position, determining factors will be seniority within the position/job title, evaluations, discipline and attendance.

9.2. Vacancies. After Section 9.1 has been applied and a vacancy occurs or a new position is created, such positions shall be posted concurrently for five (5) days in-district and out of district before being filled. All such positions shall be posted on the bulletin boards of each school and in all appropriate work areas and through electronic notification (District website/District email).

- A. If qualifications are equal, preference will be given to Union members in the following order: First; senior employees within the classification, Second; senior employees within the Union.
- B. Employees assigned to such positions shall be given sixty (60) days work trial. If not satisfactory, employee shall return to their former position.
- C. Regular part-time employees will be given first chance for additional work when qualified.

The District will not post split shift positions; however, Union employees have the right to apply for any position posted, even though there may be some free time in between positions. Also, the District will not pay for mileage in between two separate positions/postings if they are at different buildings. Each position would be treated independently.

ARTICLE X — RESIGNATIONS, TERMINATIONS, DISCIPLINE AND DISCHARGE

10.1. Discipline and Discharge. Discipline and discharge of employees shall be only for just cause. Just cause includes the concept of progressive discipline. Before termination, all employees shall be entitled to receive an informal meeting with the supervisor to present any evidence which would mitigate the reasons for discharge, and a written statement of reasons for discharge. Upon request, a grievance regarding a termination may be filed with the Superintendent, bypassing the immediate supervisor. Employees may be suspended with written notice. If charges are proven to be without cause, all employment rights and wages shall be restored. The Employer will forward notice of disciplinary action to the Union president and Local 925.

10.2. Resignations. Resignations shall require a minimum of fourteen (14) days' notice under normal circumstances.

10.3. Disciplinary Transfer. When the Employer finds that a transfer or demotion is justified, the employee shall receive the rate of pay appropriate for the new position. The reasons for the transfer shall be supplied, in writing, upon request. An employee so demoted will not be eligible for voluntary transfer for twelve (12) months.

10.4. Involuntary Transfer. The District and the Union will meet to negotiate an involuntary transfer of an employee where there is a departmental or performance need, or an emergent situation of difficulties between employees for both party's safety and welfare.

The District will first ask current staff if there is an employee within the District that would accept a voluntary transfer. Employees will retain the same position and wage and seniority status. The District and the Union goal is to provide a safe and healthy workplace consistent with all federal and state and local laws and regulations.

If there are no qualified volunteers for transfer, the District will meet with the Union to discuss the reassignment of the least senior employee that meets position qualifications. The reassigned employees will retain position, wage and seniority status. If the position of the displaced employee becomes available within two years of transfer, the displaced employee would have transfer rights back to that position.

ARTICLE XI — REDUCTION IN FORCE

11.1. Reduction in Force (Loss of Hours). In the event of a reduction in force required by levy failure, program reduction, budget reduction, or lack of work the following procedures shall apply. The District will provide the Union and employees at least thirty (30) calendar days' notice of a loss of hours under this Section. Employees who have lost twenty percent (20%) or more of either hours or days with a minimum of thirty (30) minutes or more per day, will be placed on a Restoration List. When the available hours or positions are restored by the District, employees will be offered restoration of hours, within their previous classification(s), according to seniority and qualifications.

Names shall remain on the Restoration List for eighteen (18) months.

In such cases, whenever employee qualifications and abilities are substantially equal, and the decision is consistent with educational, program and student needs, the District shall make every effort to reduce the hours of junior employees and avoid reducing the hours of senior employees. The Union will be provided with a copy of the Restoration List upon request.

11.2. Reduction in Force (Layoff). In the event of a reduction in force required by levy failure, program reduction, budget reduction, or lack of work, the following procedures shall apply. Employees who lost one and one-half (1.5) hours or more per day during any eighteen (18) consecutive month period, or lose their entire position, will be on layoff status.

In the event of a layoff, (a reduction greater than fifty percent (50%) of days or hours) the District will lay off employees by seniority within a position. An employee(s) laid off from a particular position will have the right to use their seniority to bump a less senior employee(s) in their classification(s) with a lower hourly rate of pay as long as they meet minimum qualifications for such job. A laid off senior employee(s) may continue to bump down into lower paying positions, until they meet the qualifications of a position, or if unable to meet that standard, then they will be laid off. The District will make a good faith effort to provide employees as much advance notice of an impending lay off as possible, but no less than thirty (30) calendar days.

Employees laid off will be placed on a Re-employment List for eighteen (18) months from the date of layoff. During that time, they will be given first opportunity for openings within their previous position. They will be given preference, based on seniority, for any other opening for which they are qualified and which is a lower paying position from the one they held before layoff.

In the event the District suffers a double levy failure, the District and Union will meet to bargain the hours, wages, and working conditions contained in this Agreement and will immediately be subject to negotiations at the request of either party.

11.3. Employee/Employer Notification. Employees on the Re-employment List shall file their personal address, phone number, and email address in writing with the District's Human Resources Office and shall thereafter promptly advise the District in writing of any change.

An employee shall forfeit rights to employment as provided in Section 11.2. if the employee does not comply with the requirements of this Section, or if the employee does not respond to the offer of re-employment within seven (7) days after mailing of a written notice, or email by the District to the employee, or three (3) working days after receiving oral notice, whichever event first occurs.

11.4. Rejection of Offer. An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other accrued benefits; provided, that such employee is offered a position substantially equal to that held prior to layoff. If an employee on the Re-employment List due to a reduction of time rejects an offer of restoration of time they forfeit their right to remain on the Re-employment List.

ARTICLE XII — GRIEVANCE PROCEDURES

12.1. Criteria. Grievance or complaints arising between the District and its employees within the bargaining unit defined in Article 1 herein, with respect to matters dealing with the interpretation or application of terms and conditions of this Agreement, shall be resolved in strict compliance with this Article.

12.2. Grievance Steps.

Step 1. The employee shall first meet to discuss the grievance with their immediate supervisor. If the employee wishes, the employee may be accompanied by a Union representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty (20) working days of the occurrence of the grievance or within twenty (20) working days of when the employee should reasonably have known of the occurrence of the grievance, shall be invalid and subject to no further processing.

Step 2. If the grievance is not resolved to the employee's satisfaction within () ten (10) working days of the Step 1 meeting, the employee shall reduce to writing a statement of the grievance within ten (10) working days containing the following:

A. The facts on which the grievance is based;

- B. A reference to the provision in this Agreement which allegedly has been violated; &
- C. The remedy sought.

The employee shall submit the written statement of grievance to their immediate supervisor or appropriate administrator **with a copy to Human Resources**. The supervisor or administrator shall meet with grievant and/or Union representative within ten (10) working days of receipt of the written grievance. A written decision shall be provided to the grievant and Union within ten (10) working days following the meeting. If an agreeable disposition is made, all parties to the grievance shall sign it. See Appendix C.

Step 3. If no settlement has been reached within the ten (10) working days of the District's step 2 response, and the Union believes the grievance to be valid, a written statement of the grievance shall be submitted within ten (10) working days to the Superintendent or designee. After such submission, the Superintendent or designee shall schedule a meeting with the grievant and/or Union representative within ten (10) working days of receipt of the written grievance. The Superintendent or designee shall provide a written decision within ten (10) working days following the meeting. If an agreeable disposition is made, all parties to the grievance shall sign it. See Appendix D.

Arbitration. If no settlement has been reached within ten (10) working days of the District's step 3 response, and the Union believes the grievance to be valid, the Union may demand arbitration of the grievance. The parties shall within ten (10) working days of the demand for arbitration and agree upon an arbitrator.

The decision of the arbitrator shall be binding on both parties. The arbitrator shall have no authority to add to, subtract from, alter or modify any term of this Agreement. The parties shall share equally the cost of the arbitrator.

12.3. Non-discrimination. The employer shall not discriminate against any individual employee of the Union for taking action under this Article.

12.4. Union Representation. Nothing herein shall be construed to prevent Union representation at any step in the above procedure.

12.5. Extension of Time Limits. The time limits referred to above shall be strictly observed by both parties. However, either party may extend these timelines by mutual consent of the other party in writing. If the grievant or Union fails to advance the grievance within the timelines set forth above, the grievance will be considered withdrawn. If the District fails to respond within the timelines set forth above, the grievance may automatically advance to the next step.

ARTICLE XIII — WAGES

13.1. Wage Schedule. The wage schedule, effective September 1, 2026 through August 31, 2027 for Custodial, Maintenance, Nutrition Services, Technology, and Grounds employees is found in Appendix A of this Agreement. For the 2026-2027 and 2027-2028 school years, the wage schedule will be adjusted based on the Wage Study described in Section 13.1.1., or by three and one half percent (3.5%) whichever is greater. For the 2028-2029 school year, the wage schedule will be adjusted based on the Wage Study described in Section 13.1.1.), or by three (3) percent, whichever is greater.

13.1.1. Annual Wage Study. The District will complete a Wage Study and will provide the results to the Union by July 15, annually. The Union will have two (2) weeks to review and respond with questions. By August 31st of the current school year, the District will make necessary adjustments to ensure the low and high cells are at the median level of the comparable districts

(adjustments will carry across the wage schedule). If the median should be less than the current salary schedule, the current schedule will be maintained. The parties agree that comparable districts shall include Bremerton, Bainbridge Island, South Kitsap and Central Kitsap. In any year where wage adjustments are made through this process, this language and process supersede the final sentence in Section 13.1. above. If the legislature reduces the District's levy authority or changes how levy funds may be spent and doesn't otherwise provide sufficient increased revenue that may be spent on classified employee staffing to mitigate the loss of levy revenue, the process specified in this Section (13.1.1) shall be suspended on a prospective basis. If the legislature offers additional funds for the bargaining unit positions, the Union and District agree to meet and negotiate over those funds.

13.2. Step Movement. Employees will move on the steps of Appendix A in the following manner:

- A. Employees hired between September 1 and February 28/29 will move on the steps of Appendix A September 1st of the school year they will reach the required years of service.
- B. Employees hired between March 1 and August 31 will move on the steps of Appendix A the following September 1st of the year they reached the required years of service.

13.3. Payroll Deductions. The Employer agrees to make payroll deductions for transfer to the employee's Washington State Employees' Credit Union account.

13.4. Other Projects. Staff will not be involved in major asbestos removal projects. Minor projects, such as replacement of window glazing compound, or floor tile which might contain asbestos, may be accomplished by District staff with appropriate training and equipment.

13.5. Standard of Wages. Nothing in this Agreement shall lower any present working condition or standard of wages. If the workload of any position substantially changes from the previous year, the parties agree to negotiate the impact of such changes pursuant to RCW 41.56.

13.6. Conference, Workshops & Classes. The District shall budget at least \$10,000 during each year of the contract for the payment of fees, registration, travel, meal costs and employee time outside the regular workday (including mandatory benefits), for optional training to improve professional skills by attending educationally relevant conferences, workshops and/or classes. "Relevant" is defined as an activity consistent with a school improvement plan and/or consistent with the individual's current assignment. Activities must be selected by the employee, pre-approved by the Union as per procedures and guidelines, the employee's supervisor, and by the District administrator with budget authority.

13.7. Longevity Pay. Year 1 – Year 12 increases in accordance with Section 13.1.

15-19 years +.50

20-24 years +.75

25+ years +\$1.00

ARTICLE XIV — EVALUATIONS

14.1. Evaluations. Each employee shall be evaluated at least annually by the designated administrator, with input from such other staff, as the administrator deems appropriate.

Each evaluation will address an employee's work performance focusing on the requirements of the job description and note strengths and weaknesses with specific suggestions for improvement where appropriate. When performance deficiencies exist the administrator will meet with the employee to

discuss the issues of concern and possible solutions, which may include a formal plan of improvement.

Prior to the completion of the annual evaluation process, the designated administrator and employee shall meet to discuss the contents and finalize the annual evaluation. An example of the form is available through the District website, the employee's supervisor and/or the Human Resource office.

Upon completion of the conference the designated administrator and the employee shall sign and date the evaluation. The signature of the employee indicates that the employee has seen the evaluation and does not indicate the employee agrees with the content.

The employee shall have the right to attach a written explanation to the annual evaluation which shall be permanently attached, provided such written explanation is given to the designated administrator for attachment within ten (10) working days of the evaluation conference.

A copy of the written evaluation will be placed in the employee's personnel file and a copy will be given to the employee.

ARTICLE XV — DEFINITIONS

15.1. Seniority. Seniority is accrued beginning the first day of continuous employment with the North Kitsap School District as a member of SEIU.

15.1.1. For purposes of vacation accrual, seniority shall be continuous length of service as of the first date of employment as a regular employee under this Agreement.

15.1.2. For hours of work, promotional purposes, reduction in force and leave scheduling, seniority shall be the continuous length of service within a Classification as defined in Section 15.2 - Classification.

15.1.3. An employee who changes classifications shall retain their seniority within the previous classification(s) and will begin to accrue seniority in the new classification.

15.1.4. Seniority will not accrue when leave of absence is granted to pursue other employment outside of North Kitsap School District.

15.2. Classification. The term "classification" shall include: A) Maintenance B) Custodial, C) Food Service, D) Technology, E) Grounds.

15.3. Position. The term "position" shall include the job descriptions within each Classification.

15.4. Assignment. The term "assignment" shall mean separately those locations, shifts and/or duties worked within the position.

15.5. Regular Employee. The term "regular employee" shall mean an employee of the district in an ongoing position who is covered by the collective bargaining agreement.

15.6. Temporary Employee. The term "temporary employee" shall mean an employee in a position of predetermined length (predetermined by date or event) and is covered by the collective bargaining agreement.

15.7. Substitute. The term "substitute" shall mean an on-call employee who is deployed to replace a regular or temporary employee on leave or for extra-work.

15.8. Years of Service. Years of Service shall be defined as total years employed by the Employer.

ARTICLE XVI — SAVINGS CLAUSE

It is the intention of the parties hereto to comply with all applicable provisions of the state or federal law, and they believe that each and every part of this contract is lawful. All provisions of this contract shall be complied with unless any of such provisions shall be declared invalid or inoperative by a court of final jurisdiction. In such event, either party may request re-negotiation of such invalid provisions for the purpose of adequate and lawful replacement thereof.

Employees agree that during the life of this Agreement there shall be no work stoppages, slowdowns, strikes, or sympathy strikes.

ARTICLE XVII — DURATION OF CONTRACT

Collective Bargaining Agreement

between

North Kitsap School District

and

LOCAL 925 OF THE SERVICE EMPLOYEES
INTERNATIONAL UNION

This agreement shall remain in effect from September 1, 2026 through August 31, 2029.

Adopted by the Board of Directors this 28 day of May, 2026 and recorded in the records of the School District as of this date.

Agreed

FOR THE DISTRICT:



Mike Desmond (May 29, 2026 10:24:38 PDT)

Mike Desmond,
Board President



Beverly Godfrey (May 29, 2026 12:53:11 PDT)

Beverly Godfrey,
Vice President



Debra Strawhun (Jun 1, 2026 12:42:10 PDT)

Debra Strawhun,
Director



Miranda Smallwood (Jun 8, 2026 18:51:01 PDT)

Miranda Smallwood,
Director



Stacy Mills (Jun 11, 2026 15:08:50 PDT)

Stacy Mills,
Director

FOR THE UNION:



Crispin (Cip) Pearson,
SEIU Chapter President



Marjorie Spurlock,
Chapter Vice President

Appendix A

CLASSIFICATION	POSITION	Skyward	Years	Years2	Years3	Years4
			1-4	5-9	10-11	12+
Maintenance	Maintenance Lead	60-01	\$46.31	\$48.63	\$49.60	\$49.71
Maintenance	Maintenance Technician	61-02	\$40.99	\$43.11	\$44.42	\$44.58
Maintenance	Electrician, Plumber, HVAC	63-02	\$43.31	\$45.75	\$48.01	\$48.01
Maintenance	General Maintenance	65-04	\$32.87	\$34.39	\$35.70	\$36.89
Maintenance	Maintenance-Warehouse/Courier	66-05	\$32.37	\$35.16	\$36.26	\$36.27
Grounds	Grounds Lead	67-06	\$37.85	\$39.96	\$41.35	\$42.07
Grounds	Groundskeeper	68-07	\$35.78	\$37.23	\$38.68	\$39.44
Grounds	Landscape Maintenance	69-08	\$29.55	\$30.76	\$31.94	\$32.33
Custodial	Head Custodian (Secondary)	70-09	\$33.38	\$35.06	\$37.24	\$37.39
Custodial	Head Custodian (Elementary)	71-10	\$31.75	\$33.34	\$35.53	\$35.90
Custodial	Secondary Night Custodian II	72-27	\$32.54	\$34.21	\$35.56	\$36.08
Custodial	Roving Custodian	73-10	\$31.09	\$32.72	\$34.07	\$34.50
Custodial	Custodian	73-11	\$29.15	\$30.73	\$32.07	\$32.42
Nutrition Services	Production Coordinator	11-10	\$30.45	\$33.70	\$35.12	\$36.09
Nutrition Services	Head Cook Base	80-14	\$29.05	\$31.09	\$33.02	\$33.17
Nutrition Services	Head Cook	82-15	\$28.30	\$30.21	\$31.94	\$32.10
Nutrition Services	Assistant Cook	84-16	\$25.17	\$26.75	\$28.14	\$28.30
Nutrition Services	Nutrition Assistant II	88-16	\$23.76	\$25.15	\$25.91	\$26.06
Nutrition Services	Nutrition Assistant	86-19	\$23.23	\$24.53	\$25.69	\$25.84
Nutrition Services	Courier - Storeroom Clerk	90-18	\$31.96	\$33.72	\$35.46	\$35.61
Technology	Computer Technician	76-20	\$42.22	\$43.68	\$46.91	\$48.22

Nutrition Services:

Nutrition Services employees will receive \$.25 differential for catering work performed outside the regular shift. Nutrition Services employees will receive an annual stipend of \$550.00 for holding a valid SNA/WSNA certification. Certification holders will be required to attend one WSNA Chapter meeting annually (if available), one professional development opportunity (conference or workshop) and meet all SNA guidelines for maintaining certification. Annual conference attendance is contingent upon the availability of enough professional development funds to cover at least half of the cost of attendance.

Custodial/Maintenance Night Differential:

- First Shift (begin prior to 12 noon) - No shift differential.
- Second Shift (begin between noon and 6:00 PM) - \$0.75 per hour differential.
- Third Shift (begin between 6:00 PM and midnight) - \$1.00 per hour differential.

Substitute Pay:

Substitutes with thirty (30) or more days of service in the current or preceding fiscal year will be paid at ninety percent (90%) of the wage for the position for which the substitute is assigned.

Longevity Pay:

- 15-19 years +.50
- 20-24 years +.75
- 25+ years +\$1.00



Appendix B

NORTH KITSAP SCHOOL DISTRICT/ SEIU LOCAL 925

EMPLOYEE ASSISTANCE REQUEST (EAR) FORM

Employee Name: _____

Location: _____

Nature of Concern: (State any information related to your concern, recommendation or question, including date, time, parties involved, information needed, etc.) List below or attach a sheet providing the information.

Supervisor Response:

Supervisor Signature

Date

Record of Action:

☐ This action/information satisfies my request/concern.

☐ This meeting satisfies Step 1, 12.2 Grievance Steps of the CBA

Employee Signature

Date



Appendix C

NORTH KITSAP SCHOOL DISTRICT/SEIU LOCAL 925

STEP TWO GRIEVANCE FORM

Instructions: If the issue identified in Step 1 is not resolved to the employee's satisfaction within ten (10) working days, the employee shall complete and submit this form within ten (10) working days to the employee's immediate supervisor or appropriate administrator with copy to Human Resources office.

Grievant Name*

Location

*Attach a list of names if more than one grievant, including the signature of each of the grievants.

Job Title

Name of Immediate Supervisor

Date of Grievable Act

Date Grievance is submitted to HR

STATEMENT OF GRIEVANCE: Be specific and the grievant MUST include:

A. The facts on which the grievance is based;

B. A reference to the provision in this Agreement which allegedly has been violated;

C. The remedy sought;

(Attach additional sheets of paper if necessary to fully explain the alleged grievance.)

Grievant Signature

Date

DISTRICT DISPOSITION OF GRIEVANCE:

HR Signature

Date

GRIEVANT'S RESPONSE TO DECISION:

- ☐ I accept the decision stated herein.
- ☐ I do not accept the decision state herein and will be submitting this grievance to Step 3

Grievant Signature

Date



Appendix D

NORTH KITSAP SCHOOL DISTRICT/SEIU LOCAL 925

STEP THREE GRIEVANCE FORM

Instructions: If no settlement has been reached within the ten (10) working days referred to in Step 2, and SEIU Local 925 believes the grievance to be valid, the employee needs to submit this form within ten (10) working days to the District Superintendent or designee.

Grievant Name*

Location

*Attach a list of names if more than one grievant, including the signature of each of the grievants.

Job Title

Name of Immediate Supervisor

Date of Grievable Act

Date Grievance is submitted to HR

STATEMENT OF GRIEVANCE: Be specific and the grievant **MUST** include:

A. The facts on which the grievance is based;

B. A reference to the provision in this Agreement which allegedly has been violated;

C. The remedy sought;

(Attach additional sheets of paper if necessary to fully explain the alleged grievance.)

Grievant Signature

Date

DISTRICT DISPOSITION OF GRIEVANCE:

Superintendent/Designee Signature

Date

GRIEVANT'S RESPONSE TO DECISION:

- ☐ I accept the decision stated herein.
- ☐ I do not accept the decision stated herein and will be requesting this grievance be submitted for Arbitration.

Grievant Signature

Date

Created:	2026-05-29
By:	Korinne Henry (KHenry@nkschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZz6XsglyrJBob-lv37g5DAUYKPFWdeDN

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2026-06-09 - 1:51:07 AM GMT- IP address: 209.85.238.32
-  Signer smills@nkschools.org entered name at signing as Stacy Mills
2026-06-11 - 10:08:48 PM GMT- IP address: 64.146.234.81
-  Document e-signed by Stacy Mills (smills@nkschools.org)
Signature Date: 2026-06-11 - 10:08:50 PM GMT - Time Source: server- IP address: 64.146.234.81 - Signature Appearance Selected: MOBILE_DRAW
-  Agreement completed.
2026-06-11 - 10:08:50 PM GMT

