

Pullman School District & Pullman Paraeducators Association
2025 Bargaining
FULL Document with ALL Proposals
No TAs

updated 7-16-25

New #s	Article/Section	Wordings
1	Article I – Administration Section 4: Status of Agreement	5-22-25 This shall be the sole Agreement between the parties <u>(Pullman School District paraeducators as defined in Article I, Section 2 of this agreement and Pullman School District No. 267)</u> regarding wages, hours and terms and conditions of employment. This Agreement shall supersede any rules, regulations, policies, resolutions or practices of the District, which shall be contrary to or inconsistent with its terms.
2	Article I – Administration Section 8: Labor/Management Meetings	5-22-25 The Association leadership shall meet with the Superintendent and/or designee to discuss matters of mutual concern <u>regarding terms and conditions of this agreement</u> at the request of either party. Such meetings will take place on an as needed basis.
5	Article III – Employee Rights Section 6: Student Discipline	7-15-25 A. Employees are expected to follow building procedures concerning student discipline. B. The principal or designee of each building shall, within the first month of school, distribute and explain the discipline procedures of the school building and the policy of the District relating to discipline. The Superintendent or designee shall ensure district-wide communication of said policy. C. When known, the District or designee shall notify the employee of the history of any student who has behavioral concerns prior to the employee working with or supervising the student. As plans and/or contracts are developed, school sites will share this information with employees who have a legitimate educational interest. 1. If a student has a formal behavior <u>intervention</u> plan (<u>BIP</u>), employees will be provided information about a student's behavior plan by the case manager. The employees shall be provided updates to the plan when changes are made. 2. The District will determine which employees need training regarding safety protocols and procedures for working directly with students demonstrating a history of violent and/or assaultive behaviors. The District will inform and provide training for the identified employees.

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5 (cont.)	Article III – Employee Rights Section 6: Student Discipline (cont.)	<p>3. <u>No employee shall be assigned to work alone with a student who has made intentional, deliberate, racist, or sexually harassing remarks or engaged in such actions toward them.</u></p> <p style="text-align: center;">6-6-25</p> <p>A. Employees are expected to follow building procedures concerning student discipline.</p> <p>B. The principal or designee of each building shall, within the first month of school, distribute and explain the discipline procedures of the school building and the policy of the District relating to discipline. The Superintendent or designee shall ensure district-wide communication of said policy.</p> <p>C. When known, the District or designee shall notify the employee of the history of any student who has behavioral concerns prior to the employee working with or supervising the student. As plans and/or contracts are developed, school sites will share this information with employees who have a legitimate educational interest.</p> <p>1. If a student has a formal behavior <u>intervention</u> plan (BIP), employees will be provided information about a student’s behavior plan by the case manager. The employees shall be provided updates to the plan when changes are made.</p> <p>2. The District will determine which employees need training regarding safety protocols and procedures for working directly with students demonstrating a history of violent and/or assaultive behaviors. The District will inform and provide training for the identified employees.</p> <p>3. No employee shall be assigned to work alone with a student who has made intentional, deliberate, and cognitively aware racist or sexually harassing remarks or actions toward them (RCW 640.020, RCW 640.44).</p>
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7	<p style="text-align: center;"><u>Article III –</u> <u>Employee</u> <u>Rights</u></p> <p style="text-align: center;"><u>Section 12:</u> <u>Employee</u> <u>Safety (New</u> <u>section)</u></p>	<p style="text-align: right;">6-18-25</p> <p>A. Employees who suffer harassment, a threat, or assault by a student, parent, or guardian of a student, during their employment or the authorized supervision of students at a district-sponsored event, will receive paid administrative leave for the remainder of the day of the incident, and one additional day afterward. Additional paid administrative leave days may be provided to the employee depending on the severity of the incident.</p> <p>1. Human Resources shall provide the employee with Employee Assistance Program (EAP) resources relevant to the incident within 1 day.</p> <p>2. Students who threaten or assault an employee will be referred to the district threat assessment team for a safety and re-entry plan.</p> <p>B. When a student has been referred to the threat assessment team, that student's safety and re-entry plan will be communicated in writing to all the staff members who work with that student prior to student re-entry.</p> <p>A. <u>Employees who are threatened with bodily harm, while carrying out their occupational obligations shall immediately notify the building principal or supervisor. The building principal/supervisor shall notify the superintendent/designee of the threat and take immediate steps in cooperation with the employee to provide reasonable precautions for their safety.</u></p> <p>B. <u>An employee who has a complaint regarding harassment may file said complaint with the employee's direct supervisor. If the complaint is not satisfactorily resolved, or if the complaint involves the supervisor, the complaint should be made to the district Civil Rights Coordinator.</u></p> <p style="text-align: right;">6-18-25</p> <p><u>A. Employees who suffer harassment, a threat, or assault by a student, parent, or guardian of a student, during their employment or the authorized supervision of students at a district-sponsored event, will</u></p>
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7 (cont.)	<u>Article III – Employee Rights</u> <u>Section 12: Employee Safety (New section)</u> (cont.)	<u>receive paid administrative leave for the remainder of the day of the incident, and one additional day afterward. Additional paid administrative leave days may be provided to the employee depending on the severity of the incident.</u> 3. <u>Human Resources shall provide the employee with Employee Assistance Program (EAP) resources relevant to the incident within 1 day.</u> 4. <u>Students who threaten or assault an employee will be referred to the district threat assessment team for a safety and re-entry plan.</u> <u>B. When a student has been referred to the threat assessment team, that student's safety and re-entry plan will be communicated in writing to all the staff members who work with that student prior to student re-entry.</u>
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8	<p>Article IV – Working Conditions</p> <p>Section 1: Hours of Work</p>	<p style="text-align: right;">7-15-25</p> <p>A. Prior to the first work day, each employee shall be provided, in writing, a defined work schedule which lists the initial start and end times or the employee’s shift, workdays and hours. <u>No employee can be assigned to more than two work locations.</u></p> <p>B. Each employee shall have access to a computer workstation (e.g. Chromebook, Surface Pro, desktop, etc.) Employees may arrange with their supervising teacher Employees will have a few fifteen (15) minutes each day daily in the morning and afternoon to read and respond to their District email account. This time shall not be scheduled during the employee’s breaks or lunch. This time will be included in the employee’s daily work schedule.</p> <p>C. Daily work schedules with classes, duties, emails, lunch and breaks will be provided in writing to each employee by the end of the first 1st full week of school. These schedules shall include of transition time between classes and locations within the building and outside the building.</p> <p>D. Schedules are subject to change based on student or program needs. Notice of any modifications of the employee’s assigned shift, workdays and/or hours shall be given to the employee in writing within three (3) days prior to such reassignment.</p> <p>E. Any reduction of hours shall occur in accordance with Article VII, Layoff and Recall.</p> <p>F. On days when students are scheduled for early release, late start, or on conference days, employees shall work their regular work hours.</p> <p style="text-align: right;">6-18-25</p> <p>CCL – only subsection A Waiting on PPA response to subsections B and C (6-6-25 below).</p> <p style="text-align: right;">6-18-25</p> <p>A. Prior to the first work day, each employee shall be provided, in writing, a defined work schedule which lists the initial start and end times or the employee’s shift, workdays and hours. <u>No employee can be assigned to more than two work locations.</u></p> <p style="text-align: right;">6-6-25</p>
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8 (cont.)	Article IV – Working Conditions Section 1: Hours of Work (cont.)	<p>A. Prior to the first work day, each employee shall be provided, in writing, a defined work schedule which lists the initial start and end times or the employee’s shift, workdays and hours.</p> <p>B. Each employee shall have access to a computer workstation (e.g. Chromebook, Surface Pro, desktop, etc.) to reduce personal cell phone usage. Employees may arrange with their supervising teacher Employees will to have a few fifteen (15) minutes each day daily in the morning and afternoon to read and respond to their District email account. This time shall not be scheduled during the employee’s breaks or lunch. This time will be included in the employee’s daily work schedule.</p> <p>C. Daily work schedules with classes, duties, emails, lunch and breaks will be provided in writing to each employee by the end of the first-1st full week of school. These schedules shall include three to five (3-5) minutes of transition time between classes and locations within the building and outside the building.</p>
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9	Article IV – Working Conditions Section 2: Work Year	<p style="text-align: right;">7-15-25</p> <p>A. Paraeducators (general and special education): The employee work year shall consist of one hundred eighty-two (182) days, one hundred eighty (180) days will correspond to the student school year.</p> <p>1. Two (2) days will be scheduled as district directed time. The employee will sign an attendance roster to indicate completion of the hours worked. The District will make every effort to embed required training during this District directed time.</p> <p>B. Library, Office Support, SPED Paras, and Building Paraeducators: The employee work year shall consist of one hundred eighty-three (183) days, one hundred eighty (180) will correspond to the student school year.</p> <p>1. Two (2) days will be scheduled as district directed time. The employee will sign an attendance roster to indicate completion of the hours worked. The District will make every effort to embed required training during this District directed time.</p> <p style="padding-left: 40px;">a. Library, Office Support, and Building Paraeducators: One (1) day will be scheduled prior to the start of the year for the purpose of setting up the library or main office under the direction of the building administrator or district librarian to be prepared to provide services to students on the first day of school. This additional day will be paid through a district-approved time slip.</p> <p style="padding-left: 40px;">b. SPED Paras: One (1) day will be scheduled prior to the start of the year for SPED Paras and supervising teachers to meet to review students’ BIPs and IEPs, and discuss employee schedules. This additional day will be paid through a district-approved time slip.</p> <p>C. If the District hires Certificated Occupational Therapist Assistants (COTAs) in the future, the parties shall meet to negotiate the work year.</p>
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9 (cont.)	Article IV – Working Conditions Section 2: Work Year (cont.)	<p style="text-align: right;">6-6-25</p> <p>A. Paraeducators (general and special education): The employee work year shall consist of one hundred eighty-two (182) days, one hundred eighty (180) days will correspond to the student school year.</p> <p>1. Two (2) days will be scheduled as district directed time. The employee will sign an attendance roster to indicate completion of the hours worked. The District will make every effort to embed required training during this District directed time.</p> <p>B. Library, Office Support, SPED Paras, and Building Paraeducators: The employee work year shall consist of one hundred eighty-three (183) days, one hundred eighty (180) will correspond to the student school year.</p> <p>2. Two (2) days will be scheduled as district directed time. The employee will sign an attendance roster to indicate completion of the hours worked. The District will make every effort to embed required training during this District directed time.</p> <p style="padding-left: 40px;">a. Library, Office Support, and Building Paraeducators: One (1) day will be scheduled prior to the start of the year for the purpose of setting up the library or main office under the direction of the building administrator or district librarian to be prepared to provide services to students on the first day of school. This additional day will be paid through a district approved time slip.</p> <p style="padding-left: 40px;">b. SPED Paras: One (1) day will be scheduled prior to the start of the year for SPED Paras and supervising teachers to meet to review students' BIPs and IEPs, and discuss employee schedules. This additional day will be paid through a district approved time slip.</p> <p>C. If the District hires Certificated Occupational Therapist Assistants (COTAs) in the future, the parties shall meet to negotiate the work year.</p>
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10	Article IV- Working Conditions Section 7: Optional Hours	<p style="text-align: right;">7-15-25</p> <p>A. Optional hours are defined as compensation for additional hours worked outside of the employee's normally scheduled workday and/or work year. Optional hours shall be preapproved by the employee's supervisor and shall be paid at the employee's regular rate. Combined optional and regular hours in excess of forty (40) hours per week shall be paid at the overtime rate.</p> <p>B. When possible paraeducators at each building site with the highest seniority are given the first option for additional hours. This will be capped at 40 hours, and the person with the next highest seniority will have the option for additional hours.</p> <p>B C. In lieu of payment for optional hours, an employee may request to take flex time. All flex time must be requested by e-mail and pre-approved by the employee's supervisor. Flex time shall be documented on the monthly attendance roster with the pre-approval e-mail attached. Flex time is to be taken during non-student contact time and must be used by June 1.</p> <p>€ D. Any flex time not taken during the regular work year shall be cashed out and paid at the employee's regular rate of pay in the June pay warrant. D. If the balance of additional hours is not paid by the District or used by the employee before separation of employment.</p> <p style="text-align: center;">6-6-25 CCL</p> <p style="text-align: right;">5-22-25</p> <p>A. Optional hours are defined as compensation for additional hours worked outside of the employee's normally scheduled workday and/or work year. Optional hours shall be preapproved by the employee's supervisor and shall be paid at the employee's regular rate. Combined optional and regular hours in excess of forty (40) hours per week shall be paid at the overtime rate.</p> <p>B. Paraeducators at each building site with the highest seniority are given the first option for additional hours. This will be capped at 40 hours, and the person with the next highest seniority will have the option for additional hours.</p>
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		<p>B C. In lieu of payment for optional hours, an employee may request to take flex time. All flex time must be requested by e-mail and pre-approved by the employee's supervisor. Flex time shall be documented on the monthly attendance roster with the pre-approval e-mail attached. Flex time is to be taken during non-student contact time and must be used by June 1.</p> <p>C D. Any flex time not taken during the regular work year shall be cashed out and paid at the employee's regular rate of pay in the June pay warrant. D. If the balance of additional hours is not paid by the District or used by the employee before separation of employment.</p>
11	<p>Article IV – Working Conditions</p> <p>Section 8: Emergency/Inclement Weather Conditions</p>	<p style="text-align: center;">7-15-25</p> <p>A. If conditions make it necessary for the District to declare school closed for one (1) or more days, employees shall not be required to report to work. Employees shall make up the day(s) when school is rescheduled.</p> <p>B. Employees shall be compensated for a minimum of two (2) hours of work, to be paid at their regular rate of pay if schools are closed after the employees' workday begins. If the employee's supervisor requests, employees may work additional hours during closure days. Employees will receive their regular rate of pay for all hours worked.</p> <p>C. Should the District receive a waiver for loss of student days, the employee shall be allowed to use accumulated leave, or work additional hours to make up for lost wages. <u>The employee's leave option will be entered in the absence management system.</u></p> <p>D. Should If inclement weather or other conditions make it necessary for the District to delay the opening of <u>school or to close the school before the end of the student day, all employees will be permitted an additional hour to report to work safely, and will be excused with pay. If the employee reports to work later than one (1) hour</u> or close school closes before the end of the student day <u>the</u> employees may, at their discretion, work the regularly scheduled shift, use accumulated emergency leave, take leave without pay <u>using the Inclement Weather (Unpaid Leave) option in the absence management system,</u> or make up the time <u>using the Inclement Weather-Make up EOY option at their convenience</u> after the end of the school year <u>no later than</u></p>

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11 (cont.)	<p>Article IV – Working Conditions</p> <p>Section 8: Emergency/Incl ement Weather Conditions (cont.)</p>	<p><u>four (4) working days after the last calendar day of the school year.</u> The job duty being performed at the end of the school year will be approved by the building supervisor.</p> <p>E. If conditions make it necessary for the District to close the school before the end of the student day, employees may, at their discretion, work their regularly scheduled shift, use accumulated emergency leave, take leave without pay using the Inclement Weather (unpaid leave), or use inclement weather makeup to make up the time at their convenience no later than four (4) working days after the last calendar day of the school year. The job duty being performed will be approved by the building supervisor.</p> <p>E F. If the employee is unable to report to work due to inclement weather and the schools are open, the employee may use emergency or personal leave, <u>or make up the time using the Inclement Weather Make-up EOY option,</u> or may take leave without pay.</p> <p>F G. The District shall include a copy of its inclement weather/school closure policy online.</p> <p style="text-align: center;">6-18-25</p> <p>A. If conditions make it necessary for the District to declare school closed for one (1) or more days, employees shall not be required to report to work. Employees shall make up the day(s) when school is rescheduled.</p> <p>B. Employees shall be compensated for a minimum of two (2) hours of work, to be paid at their regular rate of pay if schools are closed after the employees’ workday begins. If the employee’s supervisor requests, employees may work additional hours during closure days. Employees will receive their regular rate of pay for all hours worked.</p> <p>C. Should the District receive a waiver for loss of student days, the employee shall be allowed to use accumulated leave, or work additional hours to make up for lost wages. <u>The employee’s leave option will be entered in the absence management system.</u></p> <p>D. Should If inclement weather or other conditions make it necessary for the District to delay the opening of school or to close the school before the end of the student day, <u>all employees will be permitted an additional hour to report to work safely, and will be excused with pay. If the</u></p>
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<p style="text-align: center;">11 (cont.)</p>	<p style="text-align: center;">Article IV – Working Conditions</p> <p style="text-align: center;">Section 8: Emergency/Incl ement Weather Conditions (cont.)</p>	<p><u>employee reports to work later than one (1) hour</u> or close school closes before the end of the student day the employees may, at their discretion, work the regularly scheduled shift, use accumulated emergency leave, take leave without pay <u>using the Inclement Weather (Unpaid Leave) option in the absence management system, or make up the time using the Inclement Weather-Make up EOY option at their convenience after the end of the school year no later than four (4) working days after the last calendar day of the school year.</u> The job duty being performed at the end of the school year will be approved by the building supervisor.</p> <p>E. If conditions make it necessary for the District to close the school before the end of the student day, employees may, at their discretion, work their regularly scheduled shift, use accumulated emergency leave, take leave without pay using the Inclement Weather (unpaid leave), or use inclement weather makeup to make up the time at their convenience no later than four (4) working days after the last calendar day of the school year. The job duty being performed will be approved by the building supervisor.</p> <p>£ F. If the employee is unable to report to work due to inclement weather and the schools are open, the employee may use emergency or personal leave, <u>or make up the time using the Inclement Weather-Make up EOY option,</u> or may take leave without pay.</p> <p>£ G. The District shall include a copy of its inclement weather/school closure policy online.</p>
<p style="text-align: center;">12</p>	<p style="text-align: center;">Article IV – Working Conditions</p> <p style="text-align: center;">Section 9: Teaching Duty Bar</p>	<p style="text-align: center;">6-18-25</p> <p>Employees are to work under the direction of a certificated/licensed staff member to support and assist in providing instructional and other services to students. The certificated/licensed staff member remains responsible for the overall conduct and management of the classroom or program, including the development of lesson plans, substitute paraeducator plans and the design, implementation and evaluation of the instructional program and <u>communication of</u> student progress.</p>

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13	Article IV - Working Conditions Section 10: Playground, Before and After School Supervision of Students	<p style="text-align: right;">7-15-25</p> <p>A. The District will consider location of the playground, number of students, weather conditions including air quality, length of time that an employee is outside, equitable distribution of duties, and safety issues to appropriately staff recesses. Buildings shall apply the same factors and standards in determining indoor and outdoor recess. Concerns about staffing may be brought to the attention of the building principal. If concerns are not resolved at the building level, they may be directed to Labor Management.</p> <p>B. The District will provide working communication tools such as radios/walkie talkies to ensure the safety of all these employees while on supervising recess/playground, cafeteria, before/after school and crossing guard duty. Building access will be granted to employees during these periods.</p> <p>C. The District will determine and provide training for all employees who work as crossing guards, recess/playground assistants and before/after school monitors. The training will be held during the normal workday. If this training is held outside of the employee's regular work hours, the employee will be compensated at their hourly rate or at the overtime rate if the employee's hours are such that they have met that threshold.</p> <p>D. Employees who are scheduled to supervise student(s) with a BIP or similar behavioral concerns will be provided a radio/walkie talkie to use if in need of assistance due to unsafe behavior.</p> <p>E. Special Education Paraeducators will receive a stipend of \$25 per month if they use their personal devices to communicate regarding assigned duties. This communication must support student privacy and promote the safety of both paraeducators and students. The district will designate the specific communication application that employees must use.</p> <p style="text-align: right;">6-6-25</p> <p>A. The District will consider location of the playground, number of students, weather conditions including air quality, length of time that an employee is outside, equitable distribution of duties, and safety issues to appropriately staff recesses. Buildings shall apply the same factors and</p>
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13 (cont.)	Article IV - Working Conditions Section 10: Playground, Before and After School Supervision of Students (cont.)	<p>standards in determining indoor and outdoor recess. Concerns about staffing may be brought to the attention of the building principal. If concerns are not resolved at the building level, they may be directed to Labor Management.</p> <p>B. The District will provide working communication tools such as radios/walkie talkies to ensure the safety of all these employees while on supervising recess/playground, cafeteria, before/after school and crossing guard duty. Building access will be granted to employees during these periods.</p> <p>C. The District will determine and provide training for all employees who work as crossing guards, recess/playground assistants and before/after school monitors. The training will be held during the normal workday. If this training is held outside of the employee's regular work hours, the employee will be compensated at their hourly rate or at the overtime rate if the employee's hours are such that they have met that threshold.</p> <p>D. Employees who are scheduled to supervise student(s) with a BIP or similar behavioral concerns will be provided a radio/walkie talkie to use if in need of assistance due to unsafe behavior. The exception is classrooms that have working telephones.</p> <p>E. Special Education Paras will all receive a District cell phone to communicate about assigned duties to protect student privacy and safety of paras and other students.</p>
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14	<p>Article IV – Working Conditions</p> <p>Section 11: Substituting for Certificated Staff Members</p>	<p style="text-align: right;">7-15-25 CCL</p> <p style="text-align: center;">7-15-25</p> <p>A. In emergencies, employees who hold a valid teaching or substitute certificate may substitute for a certificated staff member. <u>Employees requested by their supervisor to work as a substitute teacher will receive an hourly increase of three dollars (\$3.00) per hour for certificated substitute coverage or the daily substitute rate; whichever is higher.</u> The employee will receive the certificated hourly substitute rate of pay if higher than the employee's regular rate of pay. Compensation shall commence from the time that the employee begins coverage of the classroom/students. <u>Should the employee substitute in this capacity, it will be documented on a timeslip.</u></p> <p>B. An emergency is defined as a sudden condition or state of affairs calling for immediate action or when arrangements for a regular certificated substitute cannot be made due to time constraints or substitute availability.</p>
15	<p>Article IV – Working Conditions</p> <p>Section 12: Student Information</p>	<p style="text-align: right;">7-15-25</p> <p><u>Prior to providing support or supervision to any student with a known IEP, 504 Plan, or Behavior Intervention Plan (BIP), the building principal and/or designee shall ensure that all employees with a legitimate educational interest receive appropriate information regarding the student's academic, health, behavioral, and safety needs.</u></p> <p><u>This will include relevant details from 504 Accommodation Plans, Special Education IEPs, BIPs, or other health and safety plans, as necessary for the effective delivery of educational services or supervision.</u></p> <p>Within 10 days of the district implementing any IEP, 504, or BIP or within 10 days of any significant changes of any IEP, 504, or BIP, the building principal and/or designee shall provide to employees who have a legitimate educational interest appropriate student information regarding the educational, health, and safety needs of students, under the employees' direct supervision. This may include information from</p>

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		<p>504 Accommodation Plans, Special Education IEPs, BIPs or other health and safety plans as necessary for providing educational services or supervision to students.</p> <p style="text-align: center;">6-6-25 CCL</p>
16	<p>Article IV – Working Conditions</p> <p>Section 14: Staff Development/ Training</p>	<p style="text-align: center;">7-15-25</p> <p>D. With prior written approval of the aAssistant sSuperintendent/designee, employees may attend teacher learning improvement days for the whole day or for specific courses related to paraeducator certification. These days are optional but if the employee is approved to attend, they will be paid at the employee's regular rate of pay.</p> <p>E. The District will prioritize offering required training if needed during early release days, late start days, conference weeks, and other times available to employees for professional development. The District may provide trainings as needed to meet District goals and required trainings.</p> <p>F. <u>Complete annual online trainings by October 30th September 30. Employees who have not completed the required online trainings by October 30th September 30 may be subject to disciplinary action. Any disciplinary action will not remove the requirement to complete the mandatory training modules.</u></p> <p><u>Employees who are unable to attend the two (2) non-instructional days shall notify their building administrator no later than two (2) days prior to the start of the school year, scheduled non-instructional days. Such employees shall be required to complete the assigned trainings independently and may with prior approval submit a timeslip for compensation of up to five and one-half (5.5) 6 hours to complete these trainings. to be submitted no later than two (2) weeks following completion of the trainings. These 6 hours will be broken up over multiple weeks if needed to prevent overtime.</u></p> <p style="text-align: center;">6-18-25</p> <p>D. With prior written approval of the aAssistant sSuperintendent/designee, employees may attend teacher learning improvement days for the whole day or for specific courses related to paraeducator certification. These days are optional but if the employee is approved to attend, they will be paid at the employee's regular rate of pay.</p>

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<p style="text-align: center;">16 (cont.)</p>	<p style="text-align: center;">Article IV – Working Conditions</p> <p style="text-align: center;">Section 14: Staff Development/ Training (cont.)</p>	<p>E. The District will prioritize offering required training if needed during early release days, late start days, conference weeks, and other times available to employees for professional development. The District may provide trainings as needed to meet District goals and required trainings.</p> <p>F. <u>Complete annual online trainings by October 30th September 30. Employees who have not completed the required online trainings by October 30th September 30 may be subject to disciplinary action. Any disciplinary action will not remove the requirement to complete the mandatory training modules.</u> <u>Employees who are unable to attend the 2 non-instructional days prior to the start of the school year, may with prior approval timeslip up to 6 hours to complete these trainings. These 6 hours will be broken up over multiple weeks if needed to prevent overtime.</u></p>
<p style="text-align: center;">17</p>	<p style="text-align: center;">Article IV – Working Conditions</p> <p style="text-align: center;">Section 15: Paraeducator Certification Professional Development</p>	<p style="text-align: right;">6-6-25 CCL</p> <p style="text-align: right;">5-22-25</p> <p>A. If funded by the state, the District will provide fourteen (14) hours of training to provide the Fundamental Course of Study (FCS) and/or to attain clock hours towards certifications as defined by OSPI.</p> <ol style="list-style-type: none"> 1. At least seven (7) hours of these trainings will be in-person unless the Professional Educator’s Standards Board (PESB) or the county health department recommends virtual training. 2. When training dates are scheduled, the Association will receive prior notification. <p>B. The District will maintain a link to information on paraeducator requirements on the District website.</p> <p>C. The required Fundamental Course of Study (FCS) training does not include substitutes.</p>

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		D. The District will reimburse employees for any OSPI certification fees in full; a receipt will be provided by the employee to the District. This is not a taxable reimbursement.
18	<p>ARTICLE IV – Working Conditions</p> <p><u>Section 17 - Employee's Supervisor (New Section)</u></p>	<p style="text-align: right;">7-15-25</p> <p><u>At the beginning of every school year, and no later than the first Friday in September, all employees shall be notified with whom they should communicate regarding absences and leaves. In most situations, the building administrator will be the employee's direct supervisor. Should there be a change in their work assignment, they will be informed of this information within three (3) days of the assignment change.</u></p> <p><u>The A lead Supervising teacher is a certificated educator who is responsible for directing and overseeing the work of paraeducators in their classroom or instructional setting. The employees will be notified by By October 15th employees will also be notified of which lead supervising teacher(s) will provide feedback for their evaluation.</u></p> <p style="text-align: right;">6-18-25</p> <p><u>At the beginning of every school year and no later than the first Friday in September, all employees shall be notified with whom they should communicate regarding absences and leaves. In most situations, the building administrator will be the employee's direct supervisor. Should there be a change in their work assignment, they will be informed of this information within 3 days of the assignment change.</u></p> <p><u>The Supervising teacher is a certificated educator who is responsible for directing and overseeing the work of paraeducators in their classroom or instructional setting. By October 15th, employees will also be notified of which supervising teachers will provide feedback for their evaluation.</u></p>

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20	Article V – Evaluation Section 2: General Evaluation Requirements	<p style="text-align: right;">7-15-25</p> <p>A. Performance concerns will be addressed within five (5) days of the occurrence and may also be on the performance evaluation report. Evaluator(s) will accurately inform employees of their progress during the evaluation process.</p> <p>B. The observation for evaluation purposes shall be prearranged. The administrator will inform the employee when they are conducting an observation for evaluation purposes. Electronic devices shall not be used to listen to or record the employee unless mutually agreed to by the evaluator and the employee. Such recordings shall be used for evaluation purposes only and will not be shared with others without the employee’s written consent. No recordings shall be used for the purpose of evaluation.</p> <p>C. Every employee will be evaluated in writing. Evaluations must be provided to the employee prior to the <u>May 30th</u> last week of school. The evaluation will be reviewed in person with by the employee., by the evaluator, with the employee, and a A copy of the <u>evaluation report</u> will be furnished provided to the employee <u>no later than May 30th</u> the last day of school. one week prior to placement in the personnel file.</p> <p>D. Employees shall be required to sign and date the completed evaluation. The employee’s signature shall indicate only that they have received a copy of the evaluation report, not that they necessarily agree with its content. The evaluation form provided by the District shall be the only form used.</p> <p>E. Any evaluation that violates the Collective Bargaining Agreement will be removed from the employee’s personnel file.</p> <p>F. Employees will not be required to sign evaluations that are completed after May 30th.</p>
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<p>20 (cont.)</p>	<p>Article V – Evaluation</p> <p>Section 2: General Evaluation Requirements (cont.)</p>	<p>G.E. The summative evaluation will be placed in the employee’s personnel file. Any observation notes will be purged from the evaluator’s/supervisor’s file no later than June 30.</p> <p>H F. Any item on the Evaluation Form that is marked with an “Requires Additional Action or Add’l Action” “Unsatisfactory” or “Requires Add’l Action” must have been preceded with a written statement and/or formal conference with the employee in order to provide notice of the problem, specific suggestions for improvement, and reasonable time for improvement.</p> <p style="text-align: center;">7-15-25</p> <p>A. Performance concerns will be addressed within five (5) days of the occurrence and may also be on the performance evaluation report. Evaluator(s) will accurately inform employees of their progress during the evaluation process.</p> <p>B. <u>The observation for evaluation purposes shall be prearranged.</u> The administrator will inform the employee when they are conducting an observation for evaluation purposes. Electronic devices shall not be used to listen to or record the employee unless mutually agreed to by the evaluator and the employee. Such recordings shall be used for evaluation purposes only and will not be shared with others without the employee’s written consent. <u>No recordings shall be used for the purpose of evaluation.</u></p> <p>C. Every employee will be evaluated in writing. Evaluations must be provided <u>to the employee</u> prior to the <u>May 30th</u> last week of school. The evaluation will be reviewed in person <u>by the employee.</u>, by the evaluator, with the employee, and a <u>A</u> copy of the <u>evaluation</u> report <u>will be furnished provided</u> to the employee <u>no later than May 30th</u> the last day of school. one week prior to placement in the personnel file.</p> <p>D. Employees shall be required to sign and date the completed evaluation. The employee’s signature shall indicate only that they have received a copy of the evaluation report, not that they necessarily agree with its content. The evaluation form provided by the District shall be the only form used.</p> <p><u>E. Any evaluation that violates the Collective Bargaining Agreement will be removed from the employee’s personnel file.</u></p>
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20 (cont.)	Article V – Evaluation Section 2: General Evaluation Requirements (cont.)	<p><u>F. Employees will not be required to sign evaluations that are completed after May 30th.</u></p> <p>G.E. The summative evaluation will be placed in the employee’s personnel file. Any observation notes will be purged from the evaluator’s/supervisor’s file no later than June 30.</p> <p>H F. Any item on the Evaluation Form that is marked with an “Unsatisfactory” or “Requires Add'l Action” must have been preceded with a written statement and/or formal conference with the employee in order to provide notice of the problem, specific suggestions for improvement, and reasonable time for improvement.</p>
22	Article V – Evaluation Section 5: Improvement Plan	<p style="text-align: right;">6-18-25 CCL</p> <p style="text-align: right;">6-6-25</p> <p>A. A non-probationary employee receiving a rating of “Requires Additional Action” with a one (1) significantly below requirements or a two (2) below requirements on any criteria of a summative performance evaluation will be given a written notice explaining any deficiencies and ways the employee can improve their job performance. The employee shall be given a reasonable amount of time to implement the specific suggestions for improvement.</p> <p>B. If an employee is rated “Requires Additional Action” with a one (1) significantly below requirements or a two (2) below requirements on a majority of the subsections of the evaluation criteria and does not demonstrate improvement in the areas of weakness, the employee’s supervisor shall make a recommendation to the Superintendent on the continued employment of the employee. The Superintendent shall recommend to the Board of Directors any action to be taken.</p>

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23	Article VI – Assignment, Transfer and Vacancy Section 2: Vacancy	<p style="text-align: right; color: red;">7-15-25</p> <p>A. Building principals will assign staff within the building before any vacancy is declared.</p> <p>B. Vacancies of less than three (3) hours shall be first offered to the paraeducator working with the assigned student(s), teacher(s), building or program/department. If work schedules prohibit such assignment, hours may be assigned to other employees within the building.</p> <p>C. If the above vacancy remains unfilled, the job posting, and selection process will follow as indicated in Subsection D.</p> <p>D. Job openings or vacancies for all bargaining unit paraeducator positions shall be posted internally for five (5) working days before being filled. The employee with the highest seniority who requests the transfer will receive the vacant position. of three (3) or more hours shall be posted concurrently inside and outside the District for a minimum of five (5) days on the Pullman School District website.</p> <p style="color: red;">E. If no voluntary transfer requests from within the bargaining unit are received by the end of the fifth (5th) day, the position will be posted for all District classified employees and outside applicants. All District classified employees applying for a job opening shall be considered in filling the position.</p> <p>E.F. F. The job posting shall include a job description which clearly sets forth the qualifications, number of hours and requirements for the position.</p> <p>F. Current employees who apply for the open position will be granted an interview and will be given first consideration for the position.</p> <p style="color: red;">G. Temporary and substitute employees are considered external candidates.</p> <p style="text-align: right; color: blue;">6-6-25 CCL</p> <p style="text-align: right; color: red;">5-22-25</p> <p>A. Building principals will assign staff within the building before any vacancy is declared.</p> <p>B. Vacancies of less than three (3) hours shall be first offered to the paraeducator working with the assigned student(s), teacher(s), building or program/department. If work schedules prohibit such assignment, hours may be assigned to other employees within the building.</p>

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<p style="text-align: center;">23 (cont.)</p>	<p>Article VI – Assignment, Transfer and Vacancy</p> <p>Section 2: Vacancy (cont.)</p>	<p>C. If the above vacancy remains unfilled, the job posting, and selection process will follow as indicated in Subsection D.</p> <p>D. Job openings or vacancies for all bargaining unit paraeducator positions shall be posted internally for five (5) working days before being filled. The employee with the highest seniority who requests the transfer will receive the vacant position and work with their site administrator to schedule an appropriate time to fill the vacancy within 30 calendar days. of three (3) or more hours shall be posted concurrently inside and outside the District for a minimum of five (5) days on the Pullman School District website.</p> <p>E. If no voluntary transfer requests from within the bargaining unit are received by the end of the fifth (5th) day, the position will be posted for all District classified employees and outside applicants. All District classified employees who apply for the open position will be granted an interview, and will be given first consideration for the position.</p> <p>E.F. The job posting shall include a job description which clearly sets forth the qualifications, number of hours and requirements for the position.</p> <p>F. Current employees who apply for the open position will be granted an interview and will be given first consideration for the position.</p> <p>G. Temporary and substitute employees are considered external candidates.</p>
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24	<p>Article VI – Assignment, Transfer And Vacancy</p> <p>Section 3: Involuntary Transfer</p>	<p style="text-align: right;">7-15-25</p> <p>A. No transfer shall be made if there is a qualified volunteer available to fill said position.</p> <p>B. When there are no volunteers, the least senior employee at the building site will be selected for the involuntary transfer. Seniority shall mean length of service within the Pullman School District.</p> <p>C. B. Employees may be transferred from their current assignment with five (5) three (3) days prior written notice notification. The supervisor and employee shall meet to discuss the effects of such a transfer before the transfer is initiated.</p> <p>D. There will be no reduction in pay due to an involuntary transfer.</p> <p>E. Any employee who was involuntarily transferred will have the first option to return to their previous position should it become open again within 5 years.</p> <p style="text-align: right;">5-22-25</p> <p>A. No transfer shall be made if there is a qualified volunteer available to fill said position.</p> <p>B. When there are no volunteers, the least senior employee at the building site will be selected for the involuntary transfer. Seniority shall mean length of service within the Pullman School District.</p> <p>B.C. Employees may be transferred from their current assignment with five (5) three (3) days prior written notice notification. The supervisor and employee shall meet to discuss the effects of such a transfer before the transfer is initiated.</p> <p>D. There will be no reduction in pay due to an involuntary transfer.</p> <p>E. Any employee who was involuntarily transferred will have the first option to return to their previous position should it become open again within 5 years.</p>
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25	<p>Article VII – Layoff and Recall</p> <p>Section 1: Definitions</p>	<p style="text-align: right;">6-6-25</p> <p>A. Layoff – an action by the Board reducing the number of employees in the District due to <u>a financial emergency</u> monetary or program reasons. <u>A financial emergency includes but is not limited to a failure of a special levy, a reduction in state or federal funding, a loss of funding because of a decline in enrollment, an increase in expenditures, or similar financial circumstances that may cause the District to reduce its educational program and the number of its employees. Layoff does not include the following:</u> It does not refer to decisions to discharge, terminate or adversely affect an employee for cause.</p> <p><u>1. Termination for cause</u></p> <p><u>2. Elimination of a position funded by grant money when the position is eliminated because the District no longer receives the grant money funding it</u></p> <p><u>3. Termination because a program is eliminated or reduced</u></p> <p><u>4. Reducing an employee’s FTE</u></p> <p><u>5. Not filling a vacant or open position</u></p> <p><u>6. Terminating an employee on probationary status</u></p> <p>B. Reduction in Force reduction of employees due to layoff at the end of the school year. Any employee placed on layoff status shall retain all accrued benefits as are regularly extended to any employee on leave.</p> <p>D. <u>B.</u> Seniority – shall mean the first date on which the employee began continuous daily employment as a member of the bargaining unit, hereinafter called the “hire date”; <u>within the District regardless of job title</u>. Substitute and temporary work experience shall be excluded when computing seniority.</p>
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26	<p>Article VII – Layoff and Recall</p> <p>Section 2: Criteria for Reduction in Force (RIF)</p>	<p style="text-align: right;">6-6-25</p> <p>Reduction in Force (RIF) is an action by Board Resolution reducing the number of positions due to economic reasons such as failure of special levies, reduction of state or federal funding, or reduction in enrollment or changes in the educational program. The District will not reduce the number of full-time or part-time jobs except by attrition or layoff. Layoff will only follow after all Assignment, Vacancy, and Transfer provisions have been exhausted.</p>
27	<p>Article VII – Layoff and Recall</p> <p>Section 2 3: Publication of the Seniority Report</p>	<p style="text-align: right;">6-6-25</p> <p>A. The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment (hereinafter “hire date”) within the school district regardless of job title.</p> <p>B. A. Annually, by November 1, the District shall publish and distribute the seniority report to all employees for verification of work experience. Employees shall have twenty (20) working days to report any dispute regarding their years of experience to the Human Resources Department during the annual review period. <u>Failure to publish the report by November 1 will not prevent the District from implementing the layoff process as long as the report is published and employees have a reasonable opportunity to dispute their years of experience.</u></p> <p>C. B. Employees on leave are responsible for initiating any changes pertaining to their individual listing.</p> <p>D. C. An employee’s seniority shall not be lost, but their years of service shall be adjusted for time spent on any type of unpaid leave in excess of twenty (20) workdays.</p> <p>E. D. A finalized list shall be published and distributed to all employees by March 1 of each year. The list shall reflect all corrections, deletions, and additions of personnel for the school year. Failure to publish the final list by March 1 will not prevent the District from</p>

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27 (cont.)	Article VII – Layoff and Recall Section 2 3: Publication of the Seniority Report (cont.)	<p>implementing the layoff process. <u>Failure to publish the final list by March 1 will not prevent the District from implementing the layoff process.</u></p> <p>F. <u>E.</u> The seniority report shall include:</p> <ol style="list-style-type: none">1. Initial hire date as a member of the bargaining unit2. Initial hire date as an employee within the District3. Total number of years of service within the bargaining unit4. Total number of years of service within the District <p>G. <u>F.</u> In the event that <u>If</u> more than one employee has the same seniority ranking, the affected employees shall participate in a drawing by lot to determine <u>their</u> position on the seniority list. The Association and all employees so affected shall be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which allow <u>the</u> affected employees and the Association to be in attendance.</p> <p>H. <u>G.</u> An employee's seniority shall be lost for the following reasons:</p> <ol style="list-style-type: none">1. Resignation2. Discharge3. Retirement4. Failure to return to work in response to a call back from layoff
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28	<p>Article VII – Layoff and Recall</p> <p>Section 34: Reduction in Force <u>Layoff</u> Procedure</p>	<p style="text-align: right;">6-6-25</p> <p>A. The Superintendent will notify the President of the Association by May 31 of any anticipated layoff within the bargaining unit and the position(s) within the bargaining unit to be discontinued. <u>If the District notifies the President of the Association after May 31, it may still implement the layoff procedure if a financial emergency exists.</u></p> <p>B. Any layoff of employees <u>listed in Article I, Section 2</u> shall be accomplished using overall district seniority, regardless of funding category/source or worksite. Staffing adjustments resulting from layoff of employees will be based on district seniority within the bargaining unit.</p> <p>C. Employees to be laid off shall receive advance written notice of no less than ten (10) working days. The Association shall be presented with a layoff list no less than ten (10) working days prior to employee layoffs.</p> <p>D. The District shall first seek voluntary reduction through resignations, leave of absence and/or retirement.</p> <p>E. If a <u>layoff</u> reduction in the workforce is necessary, the number of individual employees will be reduced rather than reducing hours for all employees.</p> <p>F. Eligible employees who are laid off will have the option to continue their benefits through COBRA coverage as required by law and with consideration of carrier limitations.</p>
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30	<p>Article VIII – Leaves</p> <p>Section 1: Illness and Injury Leave</p>	<p style="text-align: right;">6-18-25</p> <p>Waiting for PPA response to 6-6-25 proposal on subsections D & G below.</p> <p>A. Each employee shall be awarded sick leave allowance of ten (10) twelve (12) days based on the number of actual hours worked. This leave is awarded each September or upon employment with the District. Such leave shall be used for absence caused by illness, illness of a family member, medical appointments, or injury. Unused sick leave days may be accumulated at the rate of the employee’s normal daily work shift up to one hundred eighty 180 days or to the maximum allowable by State law.</p> <p>D. Upon district request, a physician’s signed statement will be required to support an absence of five (5) or more consecutive days. <u>The District may also request verification of an employee’s absence if a pattern of possible misuse is identified. The District will provide the employee and the Association with written notice that a pattern may exist prior to requesting verification for the absence. This paragraph is not grievable.</u></p> <p>G. When possible, the employee shall notify the <u>supervisor and</u> Human Resources Department at least five (5) days in advance of the dates of planned leave. If an administrator/supervisor, upon consultation with the District Office, suspects an employee is misusing sick leave, the administrator/supervisor will bring it to the employee’s attention with a conversation between both parties. After the meeting, the District may require a physician’s statement.</p> <p style="text-align: right;">6-18-25</p> <p>A. Each employee shall be awarded sick leave allowance of ten (10) twelve (12) days based on the number of actual hours worked. This leave is awarded each September or upon employment with the District. Such leave shall be used for absence caused by illness, illness of a family member, medical appointments, or injury. Unused sick leave days may be accumulated at the rate of the employee’s normal daily work shift up to one hundred eighty 180 days or to the maximum allowable by State law.</p>
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<p style="text-align: center;">30 (cont.)</p>	<p style="text-align: center;">Article VIII – Leaves</p> <p style="text-align: center;">Section 1: Illness and Injury Leave (cont.)</p>	<p style="text-align: right; color: blue;">6-6-25</p> <p>D. Upon district request, a physician’s signed statement will be required to support an absence of five (5) or more consecutive days. <u>The District may also request verification of an employee’s absence if a pattern of possible misuse is identified. The District will provide the employee and the Association with written notice that a pattern may exist prior to requesting verification for the absence. This paragraph is not grievable.</u></p> <p>G. When possible, the employee shall notify the <u>supervisor and</u> Human Resources Department at least five (5) days in advance of the dates of planned leave. If an administrator/supervisor, upon consultation with the District Office, suspects an employee is misusing sick leave, the administrator/supervisor will bring it to the employee’s attention with a conversation between both parties. After the meeting, the District may require a physician’s statement.</p>
<p style="text-align: center;">31</p>	<p style="text-align: center;">Article VIII – Leaves</p> <p style="text-align: center;">Section 13: Association Leave</p>	<p style="text-align: right; color: red;">7-15-25</p> <p>A. An aggregate of fifteen (15) leave days per year with pay shall be provided to the Association to carry out responsibilities as bargaining agent. The cost of the substitute shall be reimbursed to the District by the Association. <u>Association Leave Days will be approved by the PCEA President, except when requested directly by WEA UniServ Director. The cost of WEA-requested Association Leave shall be reimbursed by the WEA.</u></p> <p>B. Employees will provide the District with at least twenty-four (24) hours’ notice through the absence management system before taking Association Leave unless circumstances prevent otherwise.</p> <p>C. Approval will be granted to allow for more Association leave days necessary for the negotiations’ process.</p> <p style="text-align: right; color: blue;">6-6-25</p> <p>A. An aggregate of fifteen (15) leave days per year with pay shall be provided to the Association to carry out responsibilities as bargaining agent. The cost of the substitute shall be reimbursed to the District by the Association. <u>Association Leave Days will be approved by the PPA President.</u></p>

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		<p>except when requested directly by WEA Eastern Council President. The cost of WEA-requested Association Leave shall be reimbursed by the WEA.</p> <p>B. Employees will provide the District with at least twenty-four (24) hours' notice through the absence management system before taking Association Leave unless circumstances prevent otherwise.</p> <p>C. Approval will be granted to allow for more Association leave days necessary for the negotiations' process.</p>
32	<p>Article VIII – Leaves</p> <p>Section 15: Leave without Pay</p>	<p style="text-align: center;">6-6-25</p> <p>Leave without pay is intended only for an employee who has exhausted all other forms of leave (i.e. sick leave, shared leave, FMLA, etc.) for a significant illness that necessitates a long period of time away from work. In addition, for once-in-a-lifetime events, the District may, at its discretion, allow other unpaid leave. All leave without pay must have prior approval by the District. <u>Leave without pay that is not preapproved may be subject to immediate dismissal without the opportunity to grieve this section.</u></p>
33	<p>Article IX – Fiscal</p> <p>Section 1: Wage Placement Provisions</p>	<p style="text-align: center;">6-18-25</p> <p>A. Employees shall be paid in accordance with Wage Schedule, Appendix A for 2023-2024-2025-2026<u>8</u>; all cells in the wage schedules will be increased by and the Inflationary Factor (IPD) plus 1% increase for 2024-2025 or if another bargaining unit or unrepresented group in the district receives a percentage increase higher in wages then stated above; all cells in the wage schedules will be increased to match the higher percentage increase. During the term of this Agreement the following shall apply:</p> <p>B. <u>For the 2025-2026 school year, the District will apply 2.5% increase to the paraprofessional wage schedule.</u></p> <p>C. <u>For the 2026-2027 school year, the District will apply the inflationary factor plus 0.5% to the paraprofessional wage schedule.</u></p>

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<p style="text-align: center;">33 (cont.)</p>	<p style="text-align: center;">Article IX – Fiscal Section 1: Wage Placement Provisions (cont.)</p>	<p><u>D. For the 2027-2028 school year, the District will apply the inflationary factor plus 0.5% to the paraprofessional wage schedule.</u></p> <p>E. B. Employees will be paid for the hours worked at their level. Special education paraeducators will be paid an additional \$1.00 more than general paraeducators. <div style="text-align: right;">6-6-25</div></p> <p>A. Employees shall be paid in accordance with Wage Schedule, Appendix A for 2023-2024 <u>2025-2026</u>; <u>all cells in the wage schedules will be increased by</u> and the Inflationary Factor (IPD) plus 1% increase for 2024-2025 <u>or if another bargaining unit or unrepresented group in the district receives a percentage increase higher in wages then stated above; all cells in the wage schedules will be increased to match the higher percentage increase.</u></p> <p>B. Employees will be paid for the hours worked at their level. Special education paraeducators will be paid an additional \$1.00 more than general paraeducators.</p>
<p style="text-align: center;">34</p>	<p style="text-align: center;">Article IX – Fiscal Section 2: Wage Schedule Placement</p>	<div style="text-align: right;">6-18-25</div> <p>A. Employees will be placed on the wage schedule and paid in accordance with Appendix A.</p> <p>B. Individuals who have verified paraeducator comparable experience outside of the bargaining unit may be credited on a one-for-one basis up to Step 5 for wage schedule purposes. Any employees hired since August 2021 may petition to have their wage placement adjusted to a higher step effective September 1, 2023.</p> <p>C. Employees hired on or before the last day of February shall be eligible to move to the next wage schedule step the following year. Employees hired on or after March 1st will remain on their current step for the following year. An employee cannot receive more than one (1) year of experience per year, regardless of the number of hours worked.</p> <p>D. Starting in the 2025-2026 school year, a Step 6 will be added to Appendix A with a 5.0% increase for any employee who has been employed in the district for 6 or more years.</p> <div style="text-align: right;">6-6-25</div>

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34 (cont.)	Article IX – Fiscal Section 2: Wage Schedule Placement (cont.)	<p>A. Employees will be placed on the wage schedule and paid in accordance with Appendix A.</p> <p>B. Individuals who have verified paraeducator comparable experience outside of the bargaining unit may be credited on a one-for-one basis up to Step 5 for wage schedule purposes. Any employees hired since August 2021 may petition to have their wage placement adjusted to a higher step effective September 1, 2023.</p> <p>C. Employees hired on or before the last day of February shall be eligible to move to the next wage schedule step the following year. Employees hired on or after March 1st will remain on their current step for the following year. An employee cannot receive more than one (1) year of experience per year, regardless of the number of hours worked.</p> <p>D. Starting in the 2025-2026 school year, a Step 6 will be added to Appendix A with a 5.0% increase for any employee who has been employed in the district for 6 or more years.</p>
35a	Article IX – Fiscal Section 6: Stipends	<p style="text-align: center;">6-6-25 CCL</p> <p style="text-align: center;">5-22-25</p> <p>A. All employees who complete their General Paraeducator Certificate shall be paid a one-time stipend of \$200 \$300 on the pay warrant following proof of completion being submitted to HR.</p> <p>B. All employees who complete or renew a Subject Matter Paraeducator Certificate shall be paid a one-time stipend of \$200 \$300 on the pay warrant following proof of completion or renewal being submitted to HR.</p> <p>C. All employees who complete an Advanced Paraeducator Certificate shall be paid a one-time stipend of \$200 \$400 on the pay warrant following proof of completion being submitted to the HR.</p>

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35b	Article IX – Fiscal Section 6: Stipends	<p style="text-align: center;"><u>6-18-25</u></p> <p>D. Employees required to work at multiple work locations will receive a monthly travel stipend of fifty dollars (\$50) in lieu of submitting regular travel reimbursements.</p> <p style="text-align: center;"><u>6-18-25</u></p> <p><u>D. Employees required to work at multiple work locations will receive a monthly travel stipend of fifty dollars (\$50) in lieu of submitting regular travel reimbursements.</u></p>
36	Article IX – Fiscal Section 7: (New Section) Longevity Pay	<p style="text-align: center;"><u>6-18-25</u></p> <p>In recognition of longevity within the District, employees shall be granted a 5% wage increase beginning in September of their 8th, 10th, 15th, 20th, and 25th year in the District. Longevity compensation shall be defined as pay added to the employee's base hourly wage in Appendix A.</p> <p><u>8th year 5%</u></p> <p><u>10th year 10%</u></p> <p><u>15th year 15%</u></p> <p><u>20th year 20%</u></p> <p><u>25th year 25%</u></p> <p style="text-align: center;"><u>6-6-25</u></p> <p><u>In recognition of longevity within the District, employees shall be granted a 5% wage increase beginning in September of their 8th, 10th, 15th, 20th, and 25th year in the District. Longevity compensation shall be defined as pay added to the employee's base hourly wage in Appendix A.</u></p> <p><u>8th year 5%</u></p> <p><u>10th year 10%</u></p> <p><u>15th year 15%</u></p> <p><u>20th year 20%</u></p> <p><u>25th year 25%</u></p>

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37	Article XI – Duration	<p style="text-align: right;">6-18-25</p> <p>This Agreement shall be in full force and effect as of September 1st, 2023⁵ and shall continue in effect until August 31st, 2025⁸. and shall not be extended orally. This Agreement shall be opened for the purpose of negotiating a successor agreement at least ninety (90) days prior to the termination date.</p>
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