

**APPENDIX A (1) - SEIU SALARY SCHEDULE
2011-2012**

Campus Security	<u>Entry Level</u>	<u>2-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20+</u>
Campus Security	\$14.38	\$15.90	\$16.23	\$16.37	\$16.50	\$16.71
Temporary/Substitute Campus Security (90%)	\$12.94					
 Child Nutrition Services						
Central Kitchen Manager	\$16.18	\$17.97	\$18.29	\$18.50	\$18.61	\$18.89
High School Kitchen Manager	\$15.39	\$17.11	\$17.41	\$17.61	\$17.72	\$17.99
Middle School Kitchen Manager	\$14.62	\$16.25	\$16.55	\$16.73	\$16.83	\$17.10
Head Cook/Kitchen Lead	\$13.31	\$14.78	\$15.05	\$15.20	\$15.30	\$15.55
Delivery Driver	\$13.52	\$15.00	\$15.27	\$15.42	\$15.51	\$15.74
Secondary Assistant Cook	\$11.79	\$13.10	\$13.36	\$13.50	\$13.59	\$13.80
Server/Server Floater*	\$11.08	\$12.22	\$12.44	\$12.54	\$12.66	\$12.83
Temporary/Substitute Food Service (90%)	\$9.97					
Temporary/Substitute Delivery Driver (90%)	\$12.17					

*15-hour minimum per week

\$200 bonus for SNA Certified Food Service employees, payable at the end of the year

For the 20011-12 school year, SNA Level Two Certified Food Service employees will receive an additional \$50, payable at the end of the year.

\$.25/hour premium for nutrition education work

Custodial Services	<u>Entry Level</u>	<u>Regular</u>
Grade I, Custodians in all buildings; in charge of boilers, less than 21 rooms	\$14.52	\$15.99
Grade II, Head Custodians, 16 rooms or less		\$16.20
Grade III, Head Custodians, 17 to 24 rooms		\$16.37
Grade IV, Head Custodians, 25 to 36 rooms		\$16.71
Second Custodians, 56 to 74 rooms		
Grade V, Head Custodians, 37 to 55 rooms		\$16.98
Second Custodians, 75 rooms or more		
Grade VI, Head Custodians, 56 to 74 rooms		\$17.61

Grade VII, Head Custodians, 75 rooms or more	\$17.97
Foreman	\$20.48
Temporary/Substitute Custodian (90%)	\$13.07

All shifts beginning between 11:00 a.m. and 4:59 p.m. will be paid an additional \$.18 per hour for the entire shift.
 All shifts beginning between 5:00 p.m. and 7:59 p.m. will be paid an additional \$.32 per hour for the entire shift.
 All shifts beginning between 8:00 p.m. and 12:59 a.m. will be paid an additional \$.50 per hour for the entire shift.
 All shifts beginning between 1:00 a.m. and 4:59 a.m. will be paid an additional \$.32 per hour for the entire shift.

Maintenance	<u>Entry Level</u>	<u>Regular</u>
Foreman	\$22.97	\$25.38
Electrician; Plumber; HVAC Computer Technician	\$21.17	\$23.53
Maintenance Technician (includes Carpenter; HVAC; Locksmith; Mechanic/Millwright; Painter)	\$20.59	\$22.87
Lead Groundskeeper	\$19.14	\$21.07
Groundskeeper; Small Engine Repair	\$17.34	\$19.24
Helper (Maintenance, Athletic Field, Grounds)	\$14.42	\$15.90
Temporary/Substitute Helper (90%)	\$12.98	

Stage Technicians	<u>Entry Level</u>	<u>2-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20+</u>
Stage Technician (180 days)	\$19.26	\$21.42	\$21.82	\$22.04	\$22.19	\$22.53

	<u>Entry Level</u>	<u>Regular</u>
Stage Technician (260 days)	18.55	\$20.62
Temporary/Substitute Stage Technician (90%)	\$16.70	

Print Shop	<u>Entry Level</u>	<u>2-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20+</u>
Print Room Technician	\$15.00	\$16.67	\$16.99	\$17.15	\$17.27	\$17.54
Mail Carrier; Print Room Assistant	\$13.29	\$14.76	\$15.03	\$15.18	\$15.28	\$15.52
Temporary/Substitute Mail Carrier/Print Shop (90%)	\$11.96					

Computer Technology	<u>Entry Level</u>	<u>Regular</u>
Network Manager	\$23.33	\$25.84
Systems Specialist	\$22.53	\$24.79
VOIP/Telecommunications Specialist	\$22.53	\$24.79
Network Specialist	\$22.53	\$24.79
Lead Computer Technician	\$22.53	\$24.79
Computer Technician II	\$20.36	\$22.53
Computer Technician I	\$15.65	\$17.38

Transportation (180 days)	<u>Entry Level</u>	<u>2-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20+</u>
Dispatcher/Driver Trainer	\$20.27	\$22.53	\$22.94	\$23.19	\$23.36	\$23.71
Regular Driver	\$16.32	\$18.09	\$18.41	\$18.62	\$18.73	\$19.00
McKinney-Vento Temporary/Substitute Driver (95% after 30 cumulative days)	\$15.50					
Temporary/Substitute Bus Driver (90%)	\$14.69					
\$0.25/hour premium for a regular driver who has a trainee riding along						

Transportation (260 days)	<u>Entry Level</u>	<u>Regular</u>
Mechanic/Coordinator	\$16.59	\$18.43

Warehouse	<u>Entry Level</u>	<u>Regular</u>
Lead Warehousekeeper	\$18.60	\$20.68
Warehousekeeper; Heavy Truck Driver	\$17.32	\$19.24
Temporary/Substitute Warehousekeeper (90%)	\$15.59	

**APPENDIX A(2) - SEIU SALARY SCHEDULE
2012-2013**

Campus Security	<u>Entry Level</u>	<u>2-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20+</u>
Lead Campus Security	\$15.16	\$16.68	\$17.00	\$17.15	\$17.28	\$17.49
Campus Security	\$14.91	\$16.43	\$16.76	\$16.90	\$17.03	\$17.25
Temporary/Substitute Campus Security (90%)	\$13.42					
Child Nutrition Services						
Central Kitchen Manager	\$16.18	\$17.97	\$18.29	\$18.50	\$18.61	\$18.89
High School Kitchen Manager	\$15.39	\$17.11	\$17.41	\$17.61	\$17.72	\$17.99
Middle School Kitchen Manager	\$14.62	\$16.25	\$16.55	\$16.73	\$16.83	\$17.10
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*15-hour minimum per week

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APPENDIX B

WHAT DOES “JUST CAUSE” MEAN?

The concept of “just cause” (mentioned in Article XII, Section A) requires that there be fundamental fairness in decisions related to the discipline and discharge of employees. Arbitrators have articulated many definitions and explanations of “just cause” over the years, including, but not limited to the following tests:

1. Did the employer give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
2. Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?
3. Did the employer, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the employer's investigation conducted fairly and objectively?
5. At the investigation, did the 'judge' obtain substantial evidence or proof that the employee was guilty as charged?
6. Has the employer applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?
7. Was the degree of discipline administered by the employer in a particular case reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee in his or her service with the employer?

APPENDIX C

WHAT IS THE “WEINGARTEN RIGHT”?

The “Weingarten right” (mentioned in Article XII, Section A) requires that an employee be given the opportunity to have union representation at an employer’s investigatory interview pertaining to the discipline, discharge or suspension of that employee. This rule recognizes that the presence of an able union representative at an investigatory interview may assist the employer in obtaining facts, and may help both sides save valuable time in getting to the bottom of the issue. This opportunity includes the following principles:

1. The employee must request union representation.
2. Rescheduling a meeting to permit a union representative to be present may be appropriate, but the unavailability of a union representative may not unreasonably delay the investigation.
3. The right applies to situations where the employee reasonably believes the investigation will result in disciplinary action. This right does not pertain to “run-of-the-mill-shop-floor conversations” including but not limited to giving instructions, training or needed correction of work techniques.
4. The union representative’s role is to assist the employee, not to disrupt or obstruct the interview. The representative’s role may include clarifying facts or suggesting other employees with relevant knowledge.
5. If an employee requests union representation, the employer may decide to continue the investigation without interviewing the employee. The employer is not required to justify this decision.

These duties and responsibilities are printed here for the education of employees and supervisors, and not as a limitation on the rights of the parties in any particular case.

APPENDIX D

WHAT IS THE “LOUDERMILL RIGHT”?

The “Loudermill right” (mentioned in Article XII, Section A) is a constitutional right to fundamental fairness in proceedings relating to the discharge of public employees. The Loudermill right requires that public employee who have a property interest in continued employment be afforded the following elements of due process prior to a termination decision:

1. A clear and actual notice of the reasons for termination in sufficient detail to enable the employee to present evidence relating to them.
2. Notice of the evidence supporting the allegations against the employee and the specific nature and factual basis for the charges.
3. A reasonable time and opportunity to present evidence in the employee’s own defense.
4. A formal or informal hearing before an impartial decisionmaker.

The pre-termination hearing need not definitively resolve the propriety of the discharge. It should be an initial check against mistaken decisions—essentially, a determination of whether there are reasonable grounds to believe that the charges against the employee are true and support the proposed action.

This information is provided for the education of employees and supervisors and is not a limitation on the rights of the parties in any particular case.

PERFORMANCE EVALUATION FOR
**BUS DRIVER, CAMPUS SECURITY*, CHILD NUTRITION,
CUSTODIAL, MAINTENANCE & OPERATIONS**

Name	School/Department	Date of Report	Title
Name of Evaluator	Supervisor	Evaluation type Probation Annual	Observe Daily Frequently Seldom

DIRECTIONS: Complete the evaluation after consultation with each person who supervises the employee. Check the appropriate rating for each category. Wherever an employee is rated as *Does Not Meet Expectation*, "Comments" section **must** be completed. Supervisors are encouraged to make comments when an employee exceeds expectations. Make copy for the working file and for the employee; forward original to Personnel Office. ***Requires additional insert.**

1.	JOB KNOWLEDGE	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Possesses information, required skills, and understanding of responsibility expected of the job as stated in the job description; this includes safety, sanitation, operation and care of equipment, inventory, and accepted work methods.			

COMMENTS: _____

2.	JOB PERFORMANCE	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Completes tasks in timely fashion; manages time effectively; works calmly and efficiently in stressful situations.			

COMMENTS: _____

3.	QUALITY OF WORK	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Work meets standards of quality expected of the job; is a careful worker; is a thorough worker; works efficiently; checks work.			

COMMENTS: _____

4.	COMMUNICATIONS	Exceeds Expectations	Meets Expectation	Does Not Meet Expectation
	Demonstrates effective communication skills (verbal, written, and listening); maintains confidentiality and a calm composure.			

COMMENTS: _____

5.	HUMAN RELATIONS	Exceeds Expectations	Meets Expectation	Does Not Meet Expectation
	Demonstrates skills in meeting the public and works collaboratively with others. (Where appropriate, effectively delegates and monitors work of others).			

COMMENTS: _____

6.	INITIATIVE AND JUDGMENT	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Displays self-motivation to achieve job expectations; displays problem-solving and creative-thinking skills. Displays sound judgment.			

COMMENTS: _____

7.	WORK ATTITUDE	Exceeds Expectations	Meets Expectation	Does Not Meet Expectation	
	Communicates positively with other employees, supervisors, parents and students; displays flexibility, adaptability, and a teamwork approach.				
	Is willing to assist in emergencies.				

COMMENTS: _____

8.	DEPENDABILITY	Exceeds Expectations	Meets Expectations	Does Not Meet Expectation
	Remains on task; cares for property and carries out instructions.			

COMMENTS: _____

9.	ATTENDANCE	Exceeds Expectations	Meets Expectation	Does Not Meet Expectation
	Adheres to assigned days.			

COMMENTS: _____

10.	PUNCTUALITY	Exceeds Expectations	Meets Expectation	Does Not Meet Expectation
	Adheres to assigned hours of work.			

COMMENTS: _____

11.	DRESS AND GROOMING	Exceeds Expectations	Meets Expectation	Does Not Meet Expectation
	Appropriate to work assignment and school setting. Neat and clean. Geared to job safety and sanitation (when appropriate).			

COMMENTS: _____

This section for Bus Drivers only.

12.	JOB PERFORMANCE	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Performs thorough pre and post-trip inspection.			
	Manages student behavior appropriately.			
	Maintains bus in clean condition; promptly reports malfunctions or difficulties.			
	Follows laws, regulations and policies.			
	Drives safely, courteously, and defensively.			
	Exercises good judgment.			

COMMENTS: _____

ADDITIONAL COMMENTS OF EVALUATOR: _____

 Date Signature of Evaluator

EMPLOYEE'S COMMENTS _____

 Date Signature of Employee

The signature above does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed it with the evaluator. The employee, if he/she wishes, shall have the right to disagree in writing with the supervisor's evaluation.

Original to Personnel Office; Copy to Employer; Copy to Employee

CAMPUS SECURITY INSERT

Name	School/Department	Date of Report	Title
Name of Evaluator	Principal/Supervisor	Evaluation type Probation Annual	Observe Daily Frequently Seldom

DIRECTIONS: Complete the evaluation after consultation with each person who supervises the employee. Check the appropriate rating for each category. Wherever an employee is rated as *Does Not Meet Expectation*, "Comments" section **must** be completed. Supervisors are encouraged to make comments when an employee exceeds expectations. Make copy for the working file and for the employee; forward original to Personnel Office.

1.	JOB KNOWLEDGE	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Demonstrates an understanding of procedures for school security and safety.			
	Displays working knowledge of policies and procedures regarding campus safety.			

COMMENTS: _____

2.	JOB PERFORMANCE	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Helps maintain orderly campus and grounds in calm, efficient manner.			

COMMENTS: _____

3.	QUALITY OF WORK	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Is a careful, courteous worker.			
	Strives to anticipate and ward off problems before they become crises.			
	Takes the initiative to assure a safe, calm school environment for students.			

COMMENTS: _____

4.	HUMAN RELATIONS	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
	Treats all students fairly; demonstrates a genuine interest in students.			
	Recognizes and respects student differences.			

COMMENTS: _____

ADDITIONAL COMMENTS OF EVALUATOR: _____

Date _____ Signature of Evaluator _____

EMPLOYEE'S COMMENTS: _____

Date _____ Signature of Employee _____

The signature above does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed it with the evaluator. The employee, if he/she wishes, shall have the right to disagree in writing with the supervisor's evaluation.

Original to Personnel Office
Copy to Employer
Copy to Employee

APPENDIX G

**LOCAL #925/SEIU
BREMERTON SCHOOL DISTRICT**

STATEMENT OF FORMAL GRIEVANCE

Date of Grievance: _____

Name of Employee(s) Aggrieved: _____

State the facts giving rise to the grievance:

Was Article XIV, Page 24 followed? [] YES [] NO

Please attach letter from the immediate supervisor.

Identify the provisions by articles and sections of the Working Agreement alleged to be violated:

State the employee' s or employer' s contention with respect to these provisions:

Indicate specific relief requested:

I am requesting a meeting to discuss this grievance. Suggested meeting times are: _____

Signature: _____
(Name) (Date)

Received by: _____
(Name) (Date)

If additional space is needed, use the back of this form or additional pages.

APPENDIX H

DEFINITION OF SERIOUS HEALTH CONDITION

“Serious Health Condition” means an illness, injury, impairment or physical or mental condition that involves:

1. inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care or
2. continuing treatment by a health care provider. Such continuing treatment necessarily includes one or more of the following:
 - a) a period of incapacity of more than three (3) consecutive calendar days that also involves treatment two (2) or more times by a health care provider or treatment on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
 - b) any period of incapacity due to pregnancy, or for prenatal care (i.e. severe morning sickness);
 - c) any period of incapacity, or treatment for such incapacity, due to chronic health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuous period of incapacity (e.g. asthma, diabetes, epilepsy);
 - d) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective and for which the employee is under the supervision of, but may not be receiving active treatment from, a health care provider (e.g. Alzheimer’s, a severe stroke or terminal stages of a disease) or
 - e) any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (e.g. chemotherapy, radiation, dialysis, physical therapy for severe arthritis).
 - f) Ordinarily, unless complications arise, the following conditions would not be considered a “serious health condition”: common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine (when serious conditions are met), routine dental or orthodontia problems, periodontal disease, treatments for acne and plastic surgery. Mental illness resulting from stress or allergies may be a serious health condition, but only if all the conditions of this section are met.