



COLLECTIVE BARGAINING AGREEMENT BETWEEN

Wenatchee School District No. 246

and

Central Office Administrative

Support Association

September 1, 2017 through August 31, 2020

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1 AGREEMENT

2 between

3 WENATCHEE SCHOOL DISTRICT NO. 246

4 and

5 CENTRAL OFFICE ADMINISTRATIVE SUPPORT ASSOCIATION

6 WHEREAS, the parties have negotiated with respect to wages, hours, and working conditions,

7 and the establishment of grievance procedures, which pertain to employees represented by

8 CENTRAL OFFICE ADMINISTRATIVE SUPPORT ASSOCIATION. (COASA); and

9 WHEREAS, the parties hereto desire to enter into a written agreement with respect to matters

10 negotiated;

11 NOW, THEREFORE, in consideration of the mutual covenant and promises hereinafter set forth,

12 it is agreed as follows:

13 **ARTICLE I - BARGAINING UNIT RECOGNITION**

14 The District recognizes COASA as the sole and exclusive bargaining agent for employees  
15 classified as Receptionist/Secretary, Lead Receptionist/Secretary and Administrative Secretary.

16 This recognition is for the purpose of negotiating salaries, wages, hours and other conditions of  
17 employment.

18 **ARTICLE II - MANAGEMENT RIGHTS**

19 Neither this Agreement nor the act of negotiating shall be construed to be a delegation to others of  
20 the policy-making authority of the Board which authority the Board specifically reserves unto  
21 itself. The management of the District and the direction of the work force are vested exclusively  
22 in the Employer subject to the terms of this Agreement. All matters not specifically and expressly  
23 covered or treated by the languages of this Agreement may be administered by the District in  
24 accordance with such policy or procedure, as the District from time to time may determine.  
25 Management officials retain the right and obligation to determine the method, number and kinds  
26 of personnel by which operations undertaken by employees in the unit are to be conducted.  
27 Management prerogatives shall not be deemed to exclude other management rights not herein  
28 specifically enumerated.

1 **ARTICLE III - WORK RULES**

2 **Section 3.1 Workweek**

3 The workweek shall consist of five consecutive eight (8) hour days exclusive of designated lunch  
4 periods. Employees must have their immediate supervisor's approval prior to working beyond  
5 their normal hours.

6 **Section 3.2 Rest Period**

7 All employees' work schedules shall provide for a fifteen-minute rest period during each one-half  
8 shift as long as the one-half shift is three and one half (3.5) hours or more. The rest period shall  
9 be scheduled at the middle of each one-half shift whenever it is feasible.

10 **Section 3.4 Staff Development**

11 The District will reimburse employees for one-half (1/2) the tuition cost of an accredited college  
12 course that directly applies to the employee's current job description. The District and/or employee  
13 may recommend a course in which the employee should enroll. Reimbursement will depend on a  
14 prior approval from the employee's immediate supervisor and prior approval from the Human  
15 Resources Administrator. Employees shall follow the District procedure for Classified Tuition  
16 Reimbursement, ISO Process HRO-P005 to receive reimbursement.

17 **Section 3.5 Training Meetings**

18 When the District requires employee attendance at in-service training meetings within the District,  
19 said employee shall receive their regular rate of pay.

20 **ARTICLE IV - WAGES AND HEALTH BENEFITS**

21 **Section 4.1 Salaries**

22 Salaries contained in Schedule A shall be for the entire term of this agreement subject to the terms  
23 and conditions of Article XIII, Section 13.1.

24 **Section 4.2 Salary Adjustments**

- 25 • Salary shall be increased no less than the state flow through each year of this agreement.  
26 • If allowed by the State, salary schedule shall be increased 1.5% plus state flow through for  
27 2018-19.  
28 • Salary schedule shall be increased 1.5% plus state flow through for 2019-2020.

1 **Section 4.3** **New Job Classifications**

2 When any job within the bargaining group encompassed by this contract and not listed on the wage  
3 schedule attached hereto is established, the District may designate a job classification and rate  
4 structure for said job.

5 **Section 4.4** **Professional Stipends**

6 Annual stipends will be paid to employees who hold a the following professional standards  
7 certificate, bilingual and or a Bachelor's degree or Associates degree based on the employee's  
8 yearly contracted hours as follows:

9 Associate Professional Standards Certificate	.65 per hour
10 Vocational Certificate	.65 per hour
11 Bilingual Stipend	.65 per hour
12 Associate Arts Degree	.65 per hour
13 Professional Standards Certificate	.75 per hour
14 Certified Professional Secretary Rating	.75 per hour
15 Bachelors Degree	.75 per hour

16 Application of the stipend for the year in which the certificate was earned shall be on a prorated  
17 basis. The stipend amounts are fixed for the term of this agreement.

18 **Section 4.5** **Retirement Notification**

19 Retiring employees that notify the District in writing six (6) months prior to their retirement date  
20 shall receive one dollar (\$1) per hour stipend for their final six (6) months. This stipend is to  
21 recognize the additional responsibilities associated with training existing and/or new employees.

22 **Section 4.6** **Direct Deposit**

23 All employees shall be enrolled in the District's direct deposit plan. All salaries will be deposited  
24 directly to each employee's bank account.

25 **Section 4.7** **Health Benefits**

26 The district shall contribute (flow through) the state funded insurance benefit amount per month  
27 toward the cost of District approved medical, vision and dental plans for full time equivalent (FTE)  
28 employees, net of any amounts funded for purposes specified by the legislature or the state.  
29 Employees must work four (4) hours per day or more (or total 720 hours annually) to be eligible  
30 for prorated insurance coverage. Effective October 1, 2013 the District will pay for those  
31 employees who qualify for benefits, one hundred (100%) percent of the State Health Care

1 Authority retiree subsidy, also know as Carve-out, per 1.0 FTE prorated per qualified employee.  
2 The insurance contribution shall be prorated to the amount of full-time employee's equivalency.  
3 For this Section the full-time employee shall be 1440 hours, and eligibility shall be four (4) hours  
4 per day or a total of 720 hours annually. The parties agree to abide by state laws relating to school  
5 district employee benefits. No employee shall be eligible for double coverage under any district  
6 health benefit plan(s). Excess contributions shall be pooled.

7 **Section 4.7.A Minimum Contribution**

8 In accordance with ESSB 5940, each employee included in the pooling arrangement and who is  
9 covered by this agreement, which elects medical benefit coverage shall pay a minimum premium  
10 charge of \$1.00 per month. This minimum payment will be effective October 1, 2014. Both  
11 parties agree to abide by state law relating to school district employee benefits, including the new  
12 requirements of ESSB 5940, which went into effect July 11, 2012.

13 **ARTICLE V- HOLIDAYS**

14 **Section 5.1 Paid Holidays** The following days shall be recognized and observed as paid  
15 holidays:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 16 (1) Labor Day                 | (8) New Year's Day               |
| 17 (2) Veterans' Day             | (9) Martin Luther King Day       |
| 18 (3) Thanksgiving              | (10) President's Day             |
| 19 (4) Friday after Thanksgiving | (11) Memorial Day                |
| 20 (5) Christmas Eve             | (12) Last Day of Spring Vacation |
| 21 (6) Christmas Day             | (13) Day before or after July 4  |
| 22 (7) New Year's Eve            | (14) Independence Day            |

23 **ARTICLE VI- VACATIONS**

24 **Section 6.1 Vacation Accrual**

25 Yearly vacation time shall be earned in the amount of one (1) day per month for each full time  
26 employee for a maximum of twelve (12) days a year for the first three years. After completion of  
27 the third year the following table shall apply (Bonus days shall be computed effective on  
28 anniversary date of hire):

29 After completion of:	Add:	Total:
30 3 <sup>rd</sup> year	1 Bonus Day	13 days
31 4 <sup>th</sup> year	2 Bonus Days	14 days

1	5 <sup>th</sup> year	3 Bonus Days	15 days
2	6 <sup>th</sup> year	4 Bonus Days	16 days
3	7 <sup>th</sup> year	5 Bonus Days	17 days
4	8 <sup>th</sup> year	6 Bonus Days	18 days
5	9 <sup>th</sup> year	7 Bonus Days	19 days
6	10 <sup>th</sup> year	8 Bonus Days	20 days

7 Full time employees are defined as those working a 40-hour week on a 12-month contract. Those  
8 working less than a 40-hour week on a 12-month contract shall receive annual vacation in the  
9 amount prorated based on the fraction of the 40-hour week worked.

10 **Section 6.2 Vacation Schedules**

11 Vacation schedules will be arranged with the District and have approval of the supervisor. The  
12 District shall attempt to accommodate the employee whenever possible.

13 **Section 6.3 Vacation Accumulation**

14 Employees may accumulate a maximum of fifteen (15) days vacation, which may be added to  
15 vacation benefits, accrued for the following year.

16 **Section 6.4 Holiday Conflict**

17 Holidays that occur during the time in which a vacation day is being taken by an employee, will  
18 not be counted as a vacation day for that employee.

19 **Section 6.5 Work Year Over 260 Days**

20 This floating holiday will be taken at the discretion of the District and shall be on a non-school  
21 day(s).

22 **Section 6.6 Separation Pay**

23 Any employee who is laid off, discharged, retired or separated from the service of the employer,  
24 prior to taking their vacation, shall be paid on the basis of the employee's regular rate of pay for  
25 the unused vacation the employee has accumulated at the time of separation.

26 **Section 6.7 Annual Leave Sharing**

27 1. **Right to Donate:** Employees may donate annual leave to come to the aid of another  
28 COASA and/or Business Office Association employee who is suffering from an extraordinary or  
29 severe illness, injury, impairment or physical or mental condition which causes or is likely to cause  
30 the employee to take leave without pay or terminate his or her employment.



- 1 2. Minimum Accumulation: An employee who has an accrued annual leave balance of more  
2 than ten (10) days may donate such leave.
- 3 3. Maximum Donation: Employees are allowed to grant up to ten (10) days during any  
4 twelve-month period.
- 5 4. Limits: Employees cannot donate annual leave days that would result in their annual leave  
6 account going below ten (10) days.
- 7 5. Status of Leave Employees: While an employee is on leave under this section, he or she  
8 shall be classified as an employee and shall receive the same treatment in respect to salary, wages,  
9 and employee benefits as the employee would normally receive. Donated time will be credited to  
10 the employee's sick leave account in accordance with state statutes, rules and regulations.

## 11 ARTICLE VII - SICK AND EMERGENCY LEAVE

### 12 Section 7.1 Sick Leave

13 Annual leave with compensation for illness, injury and emergencies shall accrue at a rate not to  
14 exceed one (1) prorated day per each calendar month worked. Such leave shall accrue to the  
15 employee on a monthly basis. Leave provided in this section shall accumulate to the number of  
16 days in the employee's work year. Five (5) days per contract year may be granted for emergency  
17 leave. After expiration of five (5) days emergency leave, additional leave may be granted on  
18 approval of the Superintendent or designee. Emergency leave shall be used for:

- 19 1. Serious illness in the immediate family. The immediate family is defined as spouse, parent,  
20 mother-in-law, father-in-law, brother, sister, child, grandparent, grandchild, or legal dependent.
- 21 2. Serious illness of a person not in the immediate family if approved by the Superintendent  
22 or designee.
- 23 3. Circumstances beyond the control of the employee such as fire, flood, accident, etc., if  
24 approved by the Superintendent or designee.
- 25 4. The District shall allow an employee to use the employee's accrued sick leave to care for a  
26 child of the employee under the age of eighteen with a health condition that requires treatment or  
27 supervision.

### 28 Section 7.2 Physician Verification

29 Illness in excess of three (3) consecutive workdays, shall be verified by a written statement from  
30 a physician. The physician's statement must be attached to the absence report submitted each  
31 month to the District's central administration office by supervisors. Physician's verification of

1 illness may, at the District's discretion, be requested from time to time for absence of less than  
2 three (3) days if abuse is indicated.

3 **Section 7.3 Sick Leave Cash Out**

4 In January of the year following any year in which a minimum of sixty (60) days of leave for  
5 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an  
6 option to receive remuneration for unused leave for illness or injury accumulated in the previous  
7 year at a rate equal to one day's monetary compensation of the employee for each four (4) full days  
8 of accrued leave for illness or injury in excess of sixty days. Leave for illness or injury for which  
9 compensation has been received shall be deducted from accrued leave for illness or injury at the  
10 rate of four (4) days for every one-day's monetary compensation.

11 Additionally, at the time of separation from school district employment due to retirement or death  
12 an eligible employee or the employee's estate shall receive remuneration at a rate equal to one  
13 day's current monetary compensation of the employee for each four (4) days accrued leave for  
14 illness or injury. Days in excess of 180 will not be allowed for cash-out purposes.

15 **ARTICLE VIII- UNPAID LEAVES**

16 **Section 8.1 Family & Disability Leave**

17 Family leave and disability leave (including maternity leave) shall be granted in accordance with  
18 Federal and State statutes. If an employee qualifies for the Family Medical Leave Act (FMLA),  
19 and is entitled to FMLA, they shall be required to exhaust all paid leave during the FMLA  
20 designated leave.

21 **ARTICLE IX – OTHER PAID LEAVES**

22 **Section 9.1 Jury Duty**

23 An employee shall be granted a paid leave of absence with any time they are required to report for  
24 jury duty or jury service. Employees shall be paid the difference between any jury duty  
25 compensation they receive and their regular wages for each day of jury service.

26 **Section 9.2 Subpoena**

27 Appearance before a court, legislative committee or quasi-judicial body as a witness in response  
28 to a subpoena or other legal directive should be approved as authorized leave with pay. However,  
29 the school salary shall be reduced by the amount paid to such employee for such appearance. No  
30 compensation shall be granted if the employee a witness in their own behalf or interest; or if the  
31 employee is the plaintiff or defendant in a case.

1 **Section 9.3 Bereavement Leave**

2 Paid leave of up to five (5) days each year, non-accumulative, shall be granted to an employee in  
3 cases of bereavement in the immediate family. The immediate family shall be defined as spouse,  
4 parent, mother-in-law, father-in-law, brother, sister, child, grandparent, grandchild or legal  
5 dependent. One (1) day of leave with pay shall also be granted for bereavement of friends and  
6 professional acquaintances, provided that the employee shall provide an explanation of the  
7 circumstances requiring such leave, subject to the approval of the Superintendent or designee.  
8 Leave for reasons involving bereavement may be granted by the District in addition to the five (5)  
9 days specified above in unusual cases where extreme hardship is evident.

10 **Section 9.4 Personal Leave**

11 An employee shall be provided with two (2) days per year paid personal leave to take care of  
12 personal business. Personal Leave requires the approval of the supervisor prior to the employee  
13 taking such leave. Employees may carry over one (1) personal leave day into the following year,  
14 for a maximum of three days.

15 **ARTICLE X- JOB OPENINGS/PROMOTIONS/PROBATION**

16 **Section 10.1 Job Opening**

17 Whenever a job opening occurs other than a temporary opening or an opening filled by promotion  
18 within the bargaining unit, such opening shall be posted. During this period, employees who wish  
19 to apply for the open position may do so. The application shall be in writing and it shall be  
20 submitted to the District's Human Resources office. Selection and assignment of an employee to  
21 a new or open position, shall be made by the District according to ability, qualifications and  
22 performance. If equal to a junior employee, the most senior employee will have preferential rights  
23 to the position.

24 **Section 10.2 Promotion**

25 Any promotion or change in job classification shall be considered temporary for a period of 30  
26 calendar days from the date of such promotion or change. Within the 30-day period, if the District  
27 decides the employee is unsuited for the job, the employee shall revert to their former classification  
28 without prejudice.

29 **Section 10.3 Probation**

30 New employees shall be placed on a 180-day probationary period on Step I of their job  
31 classification. At the end of the probationary period the District will determine if credit for prior

1 work experience should be extended, placing the employee on a higher step of the job  
2 classification. If so determined the higher step would be retroactive to date of hire.

3 **Section 10.4 Seniority**

4 Seniority means length of continuous service within the bargaining unit. Employees on approved  
5 leave will not be considered to have a break in service. Employees on a leave of absence retain,  
6 but do not accrue seniority. In the event of a layoff, reduction in force, or cut in hours, seniority  
7 will be followed when minimum qualifications for the job are met within the job classification.

8 **Section 10.5 Loss of Seniority Rights**

9 An employee's continuous service record and seniority standing shall be broken by voluntary  
10 resignation, discharge for just cause, or retirement. However, if an employee returns to work with  
11 the District in any capacity within one year of the break in service, the break in continuous service  
12 shall be removed from the record and the employee shall be restored to prior seniority standing.

13 **Section 10.6 Longevity**

14 For the purpose of longevity the hire date of an employee shall be established as of the date on  
15 which he/she began continuous employment as a regular employee by the District (hereinafter  
16 referred to as "hire date").

17 **ARTICLE XI- DISCIPLINE AND DISCHARGE**

18 The District shall have the right to discipline or discharge an employee for cause. Any disciplinary  
19 action or measure imposed upon an employee may be processed as a grievance through the regular  
20 grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it  
21 shall be done in manner that will not embarrass the employee before other employees or the public.

22 **ARTICLE XII- GRIEVANCE PROCEDURE**

23 Any grievance or dispute which may arise between the District, COASA and/or an employee,  
24 including the application, meaning or interpretation of this agreement, shall be settled in the  
25 following manner:

26 **Step I:** The employee shall first discuss the grievance with the immediate supervisor. All  
27 grievances not brought to the supervisor under Step One within ten (10) working days of the  
28 occurrence, the grievance shall be waived by the employee. A supervisor receiving a grievance as  
29 herein provided shall respond to the employee within ten (10) working days from the receipt of  
30 the grievance.

1 **Step II:** If the grievance is not resolved at the completion of Step One, the written statement of  
2 grievance shall be presented in person by the employee to the District Superintendent/or designee  
3 within five (5) working days. The District Superintendent/or designee shall respond in writing  
4 within five (5) working days of the hearing as to the disposition of the grievance.

5 **Step III:** If the grievance is not resolved to the employee's satisfaction at the completion of Step  
6 Two, the employee may within ten (10) working days, request a Board hearing of the grievance.  
7 Such hearings shall be held in conjunction with regular Board meetings. The parties further agree  
8 to accept the Boards decision as final and binding upon them. Following said hearing, the Board  
9 shall render its decision.

## 10 **ARTICLE XIII - TERM AND SEPARABILITY OF PROVISIONS**

### 11 **Section 13.1 Term of Agreement**

12 This Agreement shall remain in full force and effect from September 1, 2017 until August 31,  
13 2020. Salaries in Schedule A and Health Benefits shall be adjusted for each school year in  
14 accordance with Section 4.2. and 4.7. and the salary and insurance funds allocated from the state.

### 15 **Section 13.2 Provisions**

16 All provisions of this Agreement shall be applicable to the entire term of this Agreement.

### 17 **Section 13.3 Openers**

18 This Agreement may be reopened and modified at any time during its term upon mutual consent  
19 of the parties in writing.

### 20 **Section 13.4 Unlawful Provisions**

21 If any provision of this Agreement or the application of any provision is held invalid or unlawful,  
22 the remainder of this Agreement shall not be affected thereby and shall be deemed valid and  
23 enforceable.

### 24 **Section 13.5 Conflicts with Statute**

25 Neither party shall be compelled to comply to any provision of this Agreement which conflicts  
26 with Federal, State, County or City statute or regulations promulgated pursuant thereto.

### 27 **Section 13.6 Re-negotiating**

28 In the event either Section 13.4 or 13.5 is determined to apply to any provision of the Agreement,  
29 such provision shall be re-negotiated.

1 **Section 13.7 Entire Agreement**

2 The parties acknowledge that during the negotiations resulting in this Agreement, each had the  
3 unlimited right and opportunity to make demands and proposals with respect to any and all subjects  
4 or matters not removed by law from the area of collective bargaining and that the understandings  
5 and agreements arrived at by the parties after exercise of that right and opportunity are set forth in  
6 this Agreement. The Association voluntarily and unqualifiedly waives the right, and agrees that  
7 the District shall not be obligated to bargain collectively with respect to any subject or matter not  
8 specifically referred to or covered in this Agreement, even though such subject or matter may not  
9 have been within the knowledge or contemplation of either or both of the parties at the time they  
10 negotiated or signed this Agreement. This Agreement constitutes the entire agreement between  
11 the parties and concludes collective bargaining for its term.

12

13

1 CENTRAL OFFICE ADMINISTRATIVE  
2 SECRETARIAL ASSOCIATION

WENATCHEE SCHOOL DISTRICT 246

3  
4   
5 \_\_\_\_\_

6 President

  
\_\_\_\_\_

Board Chairman

7  
8  
9  
10   
11 \_\_\_\_\_

12 Negotiator

  
\_\_\_\_\_

Board Secretary

13  
14 1-30-18  
15 \_\_\_\_\_

16 Date

1-9-18  
\_\_\_\_\_

Date

**Schedule A**  
**Central Office Administrative Support Association**  
**2017-2018**

(Years) Satisfactory Performance	Receptionist/Secretary	Lead Receptionist/Secretary	Administrative Secretary
1	\$15.30	\$16.53	\$18.95
2	\$15.80	\$17.03	\$19.45
3	\$16.30	\$17.53	\$19.95
4	\$16.80	\$18.03	\$20.55
5	\$17.30	\$18.53	\$21.15
6	\$17.80	\$19.03	\$21.75
8	\$18.30	\$19.53	\$22.65
10	\$18.80	\$20.03	\$22.85
15	\$19.30	\$20.63	\$23.47
20	\$19.80	\$21.23	\$24.13

<b>*Longevity Pay</b>	After 10 years of continuous service in WSD	\$0.25	Per Hour
	After 14 years of continuous service in WSD	\$0.50	Per Hour
	After 20 years of continuous service in WSD	\$0.75	Per Hour

\* Longevity pay to be awarded on anniversary of month of district hire date.

<b>Stipends</b>	Associate Arts Degree	\$0.65	Per Hour
	Bilingual Stipend	\$0.65	Per Hour
	Associate Professional Standards Certification	\$0.65	Per Hour
	Vocational Certificate	\$0.65	Per Hour
	Professional Standards Certificate	\$0.75	Per Hour
	Certificated Professional Secretary Rating	\$0.75	Per Hour
	Bachelors Degree	\$0.75	Per Hour

Stipends are calculated based on the employee's yearly contracted hours  
Stipends are fixed for the term of this agreement.

17-18 State flow through, plus cohort adjustments for each step  
18-19 1.5% plus state (If allowed by the State)  
19-20 1.5% plus state

updated 12/04/17