

## Tentative Agreement

**Between the  
Wheatland School District (District)  
and the  
Wheatland Elementary School Secretaries  
for the 2025–2026 Successor Agreement**

### **PREAMBLE**

This agreement is made and entered into this 1st day of July 2017 2025, by and between the Wheatland School District, hereinafter referred to as the District, and the Wheatland Elementary School Secretaries or its successors, hereinafter referred to as WESS.

The purpose of this Agreement is to promote the improvement of personnel-management and employer-employee relations, provide an equitable and peaceful procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment.

### **ARTICLE II EMPLOYEE RIGHTS**

2.2 Probationary Period: The probationary period for members of the bargaining unit shall not exceed ~~twelve (12) months~~ six (6) months.

### **ARTICLE III HOURS AND OVERTIME**

3.4.4 - The Secretaries may leave 30 minutes before their scheduled time off on Fridays and on the day preceding or on holidays. (7:00am to 3:00pm or 7:30am to 3:30pm)

#### **3.10 - Summer Hours**

- Summer Schedule 4-10's
  - Monday-Thursday work 10 hours with combining 30-minute lunch and 2-15 min breaks at the end of the day
  - Off Fridays
- Example:
  - 7:00-5:30 schedule but combines lunch and breaks so leaves at 4:30
  - 7:30-6:00 schedule but combines lunch and breaks so leaves at 5:00
  - 8:00-6:30 schedule but combines lunch and breaks so leaves at 5:30
- Summer Schedule 4-9's
  - Monday-Thursday work 9 hours with combining 30-minute lunch and 2-15 min breaks at the end of the day
  - 4 hours of vacation or non-contract on Fridays
- Example:
  - 7:00-4:30 schedule but combines lunch and breaks so leaves at 3:30
  - 7:30-5:00 schedule but combines lunch and breaks so leaves at 4:00
  - 8:00-5:30 schedule but combines lunch and breaks so leaves at 4:30
- Summer Schedule 4-8's

- Monday-Thursday work 8 hours with combining 30-minute lunch and 2- 15 min breaks at the end of the day
- 8 hours of vacation or non-contract on Fridays
- Example:
  - 7:00-3:30 schedule but combines lunch and breaks so leaves at 2:30
  - 7:30-4:00 schedule but combines lunch and breaks so leaves at 3
  - 8:00-4:30 schedule but combines lunch and breaks so leaves at 3:30

## Article IV – Pay and Allowances

4.9 – The following stipends will be paid to the secretaries for the additional work required due to the change in the Independent Study Law and District Program. These stipends will be paid in April and the secretaries are required to fill out the stipend sheet and have it signed by their site administrator.

4.91 – Middle School Secretary (2 stipends) - \$1500 each

4.92 – Elementary School Secretaries (4 stipends) - \$750 each

## Article V – Employee Benefits

No change to existing language.

## ARTICLE VI – HOLIDAYS

**Add 6.16 – Juneteenth**

**Renumber existing 6.16 to 6.1.13**

## ARTICLE VII – VACATION PLAN

The parties agree to add clarifying language regarding the scheduling of vacation during **Thanksgiving Break** and **Winter Break**, ensuring consistency and equitable application of vacation scheduling procedures.

7.1 Vacation time will accrue on the following schedule for ~~an eleven-month employee~~ **our site secretaries**:

Starting Year 1 through Year 5 – ~~Eighteen (18) days~~ **twenty (20) days**

Starting year 6 through Year 10 – ~~Twenty-three (23) days~~ **twenty-five (25) days**

Starting Year 11 – ~~Twenty-eight (28) days~~ **Thirty (30) days**

**Language Change:**

7.6 Employees will be required to take the week of Thanksgiving Break off using 2 vacation days/noncontract days and the two weeks of Winter Break off using the appropriate number of vacation/noncontract days required (6, 7 or 8 days dependent on the calendar)

**ARTICLE XV – DURATION**

The District and WESS agree that this agreement shall remain in full force and effect for a period of **three (3) years**, commencing **July 1, 2025**, and continuing through **June 30, 2028**.

Add this to the contract:

**Reopeners:**

- o Reopeners for 26/27 – Salary, Benefits and Two Articles which are subject to each party's choice
- o Reopeners for 27/28 – Salary, Benefits and Two Articles which are subject to each party's choice

**Previous Agreement Needs to be Added to Contract** - Appendix B - The required District annual contribution for a full-time employee for the benefits shall not exceed Fourteen Thousand Dollars (\$14,000), (One Thousand, One Hundred, Sixty Six Dollars and Sixty Six Cents (\$1166.66) per month).

Date: January 12, 2026

For WESS:

Jennifer Bender Jennifer Bender  
Bobbi Brown Bobbi Brown  
Tabitha McBride Tabitha McBride  
Jacqueline Neal Jacqueline Neal  
Heather Panteloglew Heather Panteloglew  
Cecilia Ramirez Cecilia Ramirez

For Wheatland School District

Craig Guensler Craig Guensler – Superintendent