

2024-2029

Agreement

between

Northshore School District

and

Northshore Non-Represented

Administrative Personnel

(NNRAP)

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and
Northshore Non-Represented Administrative Personnel (NNRAP)**

This letter of agreement is between Northshore School District and Northshore Non-Represented Administrative Personnel (representing individuals on the Administrator and Professional/ Technical salary schedules). The District shall attempt to continue the past practice of non-represented administrative personnel receiving the same provisions as those granted to the Northshore Association of NNRAP members (NASA).

1. COMPENSATION

- A. The District will maintain competitive administrative compensation. To achieve this, a salary study will be completed prior to June 30th every three (3) years to be considered as part of salary adjustments. Consideration will be given to the impact of salary adjustments made to other bargaining agreements. If salary adjustments are made, they will take affect July 1st.
- B. Base salaries will be paid in accordance with Appendices A and B.
- C. During the life of this agreement, the District will distribute its inflationary adjustment allocation for salaries and salary-related benefits received from the state as follows. The inflationary adjustment allocation dollar amount (that is, the actual dollar amount received from the state) shall be applied as a percentage across the salary schedule. This provision is contingent to similar agreements in the NSEA and NEOPA Collective Bargaining Agreements.
- D. The employee's per diem rate of pay for the purposes of vacation, sick leave, and personal leave buy-back, will be calculated by dividing the employee's annual salary (the base salary, degree stipend, [if applicable] and the longevity stipend, [if applicable]) by the number of work days in a year minus vacation days, holidays and personal leave days. The per diem rate of pay will be calculated at 1/219.
- E. All NNRAP employees shall participate in the direct deposit program. Employees shall designate the participating financial institution to which their paychecks shall be transmitted monthly.
- F. The District shall make available to all eligible employees the mandatory and optional group insurance programs offered by the School Employees Benefits Board (SEBB) under the rules and regulations adopted by SEBB. Benefits offered by SEBB include, but are not limited to, medical, dental, vision, long-term disability, life insurance, a Medical Flexible Spending Arrangement (FSA) and a Dependent Care Assistance Program (DCAP). Employees will also have the option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Health Plan (HDHP) is selected for medical insurance.

- G. The district or its insurer shall reimburse an employee for any certified loss of or damage to personal property used in conjunction with their job functions.
 - A. Reimbursement shall be a first-dollar loss up to a limit of \$300
 - B. There shall be no reimbursement for loss of cash.
 - C. The employee must exhaust their own insurance possibilities before being eligible for reimbursement under this section
 - D. A claim for reimbursement must be filed within twenty (20) days after the damage or loss through the employee's immediate supervisor.

In accordance with Board Policy, the district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought on district premises, unless the property is being used for purposes usual, customary and incidental to the employee's job duties.

Those personal materials and equipment recognized by administration as usual, customary and incidental to the employee's job duties which are damaged/stolen may be protected for the amount of loss not covered by the owner's insurance, up to \$300.00 for any single occurrence.

- H. The District will provide administrators with a \$50 per month cell phone stipend, in lieu of the district no longer providing a district cell phone and payment of the district monthly service charge. The administrator must provide their cell phone number to their supervisor. This stipend is taxable and reportable for retirement purposes.
- I. The District will pay appropriate annual membership dues for professional organization(s).
- J. In the case of financial hardship, the District will be allowed to reopen negotiations on compensation issues.
- K. An NNRAP member who believes that their job responsibilities have substantially changed will consult with their supervisor and the Cabinet member for their department. Upon mutual agreement between the NNRAP member, supervisor, and Cabinet member, the Cabinet member will bring the request to the Deputy Superintendent for consideration.

2. LEAVE AND HOLIDAYS

Various leaves and holidays for NNRAP members will be granted consistent to the Northshore School District's Board Policy Manual. Such leaves and holidays are identified in the Personnel (Series 5000) section of the policy manual.

A. Personal Leave

At the beginning of each work year, the district shall grant each NNRAP employee two (2) days of personal leave, prorated on the employee's workday, with pay.

Personal leave days shall be allotted on a pro-rata basis for employees entering service during the year. Such leave may be used for personal reasons. Personal days must be used in the work year granted.

B. Vacation Leave

1. NNRAP members shall be granted two hundred (200) hours of vacation. Vacation hours will be front loaded as of July 1 each year and will not be deemed to be “accrued” during the year in which they were granted.
2. Each July, NNRAP members may elect to receive monetary compensation for up to forty (40) hours of unused vacation time provided the employee has a minimum of one hundred twenty (120) accumulated hours of vacation on June 30th. For eligible NNRAP employees electing monetary compensation for unused vacation hours, the monetary compensation will be at the rate of the employee’s current per diem rate of pay.
3. Vacation shall be prorated for those NNRAP members who do not work a full year, such as those who are hired after July 1 or leave before June 30. Any prorated adjustment necessitated by an early employment departure shall be made in the final pay warrant owed to the individual. For those NNRAP members who are hired after the year commences, the prorated adjustment shall be made at the start of the individual’s work year. NNRAP members with part-time FTE will receive a prorated number of hours.
4. Vacation leave may be accumulated to a maximum of three hundred and sixty-eight (368) hours. No more than three hundred and sixty-eight (368) accrued hours may be carried over from July 31 to August 1. Any vacation in excess of the year-end limit will be reduced from the employee’s balance. Exceptions to this maximum may be made only by the Superintendent/designee or the Board, based upon extenuating circumstances.
5. Upon termination of employment, compensation for unused vacation is restricted to a maximum of two hundred and forty (240) hours. This limit shall not apply in the case of death. Such compensation for each full-time, non-represented, employee shall be paid at per diem pay. Any additional balance of accumulated vacation time should be scheduled for use prior to the last day of employment.
6. Consistent with administrative procedures regarding annual vacation and sick leave, vacation or sick leave may be shared on a voluntary basis with other employees.

3. RETIREMENT/RESIGNATION EARLY NOTIFICATION INCENTIVE

During the term of this agreement, NNRAP members who provide to the district early notification of their retirement or resignation decision will be eligible to benefit from an incentive program. The incentive program benefits the NNRAP member by providing

additional compensation opportunities in exchange for the information regarding retirement/resignation, provided they share their decisions early in the district's staffing process.

To be eligible for the program, the NNRAP member must provide early notification as described below:

- A. If written notice to retire or resign at the conclusion of the contract year is given to the Human Resources department by the NNRAP member on or before January 15, the NNRAP member shall be provided an early notification incentive of \$4,500.
- B. If the notification is received after January 15 but before March 1, the incentive benefit will be \$2,500.

4. NNRAP STAFF RETENTION

Any decision to reduce, modify, or eliminate a programs or services that necessitates a reduction in staff will be done in accordance with School Board Policy 5280.

5. EMPLOYMENT CONTRACTS

Appropriate employment contracts shall be issued annually to NNRAP Administrators.

6. TERM OF AGREEMENT

This Agreement shall become effective on July 1, 2024 and continue in effect until June 30, 2029. This agreement will be reopened and modified at any time during its term upon the mutual consent of both parties.

Dated and signed this 19 day of March, 2024

NORTHSHORE NON-REPRESENTED
ADMINISTRATIVE PERSONNEL

By *Jefery Miller*
Jefery Miller (Mar 19, 2024 07:25 PDT)
Jef Miller
Association Representative

NORTHSHORE SCHOOL DISTRICT
NO. 417

By *Michael F. Tolley*
Mr. Michael F. Tolley, Superintendent
on behalf of the Board of Directors

I certify that this agreement was approved by the District's Board of Directors at its meeting on **March 11, 2024**.

By *Ann Rolf*
Ann Rolf
Association Representative

NNRAP Agreement_FINAL

Final Audit Report

2024-03-19

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