



Lake Washington

School District #414

District Leadership Team (DLT)

Handbook

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District Leadership Team (DLT) Handbook
July 2018

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LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Introduction

The Lake Washington School District is led by a talented team of professionals. The District Leadership Team (DLT) includes Building Administrators (principals and associate principals), Department Administrators (department managers and supervisors), and Central Office Administrators (central leadership team). These administrators fulfill roles that are both challenging and vital to the district. The common purpose of all Lake Washington DLT members is to use our collective talent and resources to ensure the most effective learning for our students.

To best support student learning, Lake Washington seeks to attract and retain the most effective and talented building, department, and central office administrators. This handbook outlines the benefits of being a member of the DLT in Lake Washington School District as well as the professional expectations associated with the role. While each of these administrative job roles shares much in common, there are also district practices and procedures that are unique to certain job positions within these three groups.

The purpose of this handbook is to serve as a set of guidelines for regularly contracted DLT members in the Lake Washington School District. These guidelines have been prepared with the intent that they offer clarification on the practices and procedures commonly related to DLT members in this district and inform administrators of the practices specifically applied to their job roles. Further, these guidelines intend to promote uniform practices within specific administrative job roles, recognizing that unique situations will continue to require individualized applications, which may not be included in this handbook.

This handbook shall serve as clarification for all regularly contracted Lake Washington School DLT Members included in and paid from the Building Administrator, Department Administrator, or Central Leadership Team salary schedule.

DLT HANDBOOK REVIEW COMMITTEE/MEET AND CONFER PROCESS

This handbook is intended to be a dynamic document that will be reviewed on a regular basis. The next review of this handbook will occur during the 2021-22 school year. During the 2021-22 school year, a representative group will convene to meet and confer, using an interest-based process, to review handbook components including personnel practice, working conditions, and salary schedules. The Building Administrative model will be reviewed on the same cycle as the DLT Handbook review process and completed prior to the annual budget process.

The DLT Handbook Review Committee will include Building Administrators from each level (4 elementary principals, 1 elementary associate principal, 2 middle school principals, 2 high school principals and 1 secondary associate principal); Department Administrators (2); Central Office Administrator representatives (2); the Deputy Superintendent and the Associate Superintendent, Business and Support Services, of; and, the Superintendent. Representatives will be selected by their peers in the fall of 2021-22.

The Building Administrative model committee will be made up of the building administrators serving on the DLT Handbook Review Committee, the Directors, School Support, the Associate Superintendent, Business and Support Services, and the Deputy Superintendent.

SUPERVISOR

Each administrator will be assigned an immediate supervisor [“supervisor”], charged with the responsibility of evaluating, directing work, and performing the usual and customary requirements of supervision. It is expected that these handbook guidelines will be administered through the supervisor/supervisee process within prescribed district practices and procedures.

WORK YEAR

The work year shall begin July 1st and end June 30th of each year.

DLT members shall have a year-round contract. For any regularly scheduled work day which the employee is not working, an applicable leave must be used. Working from home during regularly scheduled work hours may be allowed, only in specific limited circumstances when prior arrangements have been made with and approval granted from the employee’s supervisor.

SALARY SCHEDULE / BENEFITS

The adjustment of the salary schedules are based on the district’s desire to attract and retain high quality administrators and to provide compensation at a level to remain comparable to designated neighboring comparable or “comp” districts, which have been selected based on their similar size and ability to compete with the Lake Washington School District (LWSD) for administrator positions. The salary schedules for DLT members will next be reviewed in May 2020 to take effect July 2020. The adjustment of the salary schedule will be pursuant to the following process: the maximum Building Administrator salaries for Bellevue, Edmonds, Everett, Highline, Issaquah, Kent, Mercer Island, Northshore, Renton, Seattle, Shoreline, and LWSD will be rank ordered by level for associate principals and principals. The mean of the top four ranked districts will be determined, and LWSD salaries will then be adjusted equal to the mean for each level for associate principals and principals. Should the mean salary of any position be less than the salary of the third ranked district, the salary of that position shall be adjusted to be \$200 over the amount of the third ranked salary. The average percentage increase for all Building Administrators will be calculated and the resulting percentage shall be applied all Department Administrator and Central Office Administrator salaries. All salary adjustments are dependent upon economic conditions and subject to Board approval.

Base salaries and benefits will be paid in accordance with the applicable Administrator Salary Schedule (*Appendix A, B & C*). Per Diem pay shall be based on 218 days.

In the event the State legislature determines Cost of Living Adjustments (COLA) for administrative school district employees, such authorized increases shall be applied to the salary schedule as permitted and as authorized by law.

LEAVES

Requests for these leaves designated with an asterisk (*) must be done through Employee Access. Requests for other leaves should be submitted on a Leave Form 6059. Leaves that require advance approval must be submitted prior to the leave. Leave must be recorded in Employee Access within 48 hours of return to work.

Leave definitions:

Immediate Family – *The immediate family of the employee will be a spouse, parent, brother, sister, child, grandparent, or grandchild by blood, marriage, or legal adoption.*

Household – *Anyone permanently residing in the employee's residence and considered a part of the family*

Adoption Leave

Short-term adoption leave may be granted to either or both parents for a period of up to five (5) days. Adoption leave may be used for court and legal procedures, home study and evaluation, and required home visitation by the adoption agency. Up to thirty (30) days of leave may be used per year by adoptive parents once the child arrives. Such leave will be deducted from the employee's sick leave balance.

Bereavement Leave* (form also required)

In the event of a death in the immediate family/household of the administrator, an absence of up to five days may be permitted without any deduction from salary or other leave balances.

Child Care Leave

An employee may request long-term childcare leave without pay and benefits for the purpose of care for an infant or medically ill dependent child. Leave for such purposes will be for not more than one (1) calendar year and limited to one spouse for each occasion and/or child, and will be exclusive of any temporary disability leave granted for childbirth. Approval of such leaves will be discretionary by the district with consideration given to the value of the leave to the employee as well as the overall impact of the leave to the educational program.

Emergency Leave * (form also required)

Administrators may use up to three days of emergency leave for events suddenly precipitated such that preplanning could not have avoided the need for the absence. Emergency leave will be deducted from sick leave. Emergency leave may be used when school is canceled due to inclement weather.

Family Medical Leave (FMLA)/Family Care Leave

Employees will be provided leave consistent with the Federal Family Medical Leave Act for certain family and medical purposes to qualified employees for up to twelve weeks per year. Application guidelines are consistent with the provisions of the State Family Care Leave, as defined in law.

Jury Duty and Subpoena Leave * (form also required)

Employees who are subpoenaed to appear in court or is called for jury duty shall not have court-provided compensation deducted from their pay. If the employee is a plaintiff or defendant in a case, there will be no compensation, except for judicial proceedings arising from his/her employment in the interest of the district.

Leave of Absence without Pay

Leaves of absence, without pay and benefits may be requested for up to twelve (12) months. Approval of such leaves will be discretionary by the district with consideration given to the value of the leave to the employee as well as the overall impact of the leave to the educational program.

Military Leave

Employees who are members of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserves of the United States or are called to active duty are entitled to military leave in accordance with applicable law.

Religious Leave

Employees whose religious affiliations require observances of mandatory holy days on scheduled work days will be granted up to three (3) days leave for this purpose. The employee shall make up each day missed by performing professional tasks, under the supervision of his/her supervisor on a mutually agreeable non-work day. Such time shall be made up within the employee's contract year. The make-up dates shall be specified on the leave request form. An employee desiring to take leave under this section must notify his/her supervisor three (3) school days in advance of the requested leave.

Shared Leave

Shared leave will be administered in accordance with law. An employee shall be eligible to receive shared leave if the employee suffers from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to take leave without pay or terminate his or her employment. Request for shared leave must be submitted on the Application for Shared Leave Form *SS061*.

Sick Leave* An annual allocation of (12) days will be credited to each administrator's sick leave balance to be used for absence caused by illness, injury, or emergency of the employee or immediate family member of the employee. Each employee's portion of unused leave will accumulate from year-to-year, up to a maximum equivalent to the number of their annually contracted days. Part-time employees will receive leave days proportional to their contracted full-time equivalency. Full-time employees hired on less than a full year contract will receive leave days proportional to their contracted full-time equivalency. Sick leave in excess of 10 consecutive work days will require a statement from employee's physician. Employees shall be entitled to annual and/or retirement sick leave buy back in accordance with district policy and governing laws and regulations.

Temporary Disability Leave

Employees who are unable to perform the functions of their position for medical reasons, as determined by a qualified physician, may request a temporary disability leave. Temporary disability may be granted for illness, injury, surgery, or because of pregnancy or childbirth and may only be granted for the period of actual disability up to one year and will be deducted from sick leave.

Vacation/Admin Flex/Annual Leave Days

Requests for these days must be done through Employee Access and submitted for prior supervisor approval.

Vacation Days*

All administrators shall receive 25 days of paid vacation. Such time off must be scheduled in advance, with supervisor approval. In recognition of the importance of rest and renewal, DLT members are required to use at least 10 vacation days each year. DLT members may buy-back up to five days of unused vacation annually at their per diem rate. DLT members may buy back up to 30 days of vacation in their final two years of employment prior to retirement. No more than eighty-eight hours (11 days) may be carried forward to the next year. If the demands of the job are such that, at the supervisor's request, the employee is required to be on the job and it is not possible for the employee to use their allotted vacation, additional vacation cash out or carryover may be granted. Such requests shall be approved by the Deputy or Associate Superintendent in charge of the administrator's area of assignment.

Except for extraordinary circumstances, with pre-approval by the supervisor and Superintendent, DLT members may not use vacation days during designated August meeting/work days. Building Administrators are expected to use vacation days on non-teacher/non-student work days.

Admin Flex Days*

Annual Admin Flex Days Allocation

Two Admin Flex days are provided to DLT members in recognition of work responsibilities that often call for extended efforts beyond the regular work day.

Admin Flex Days Granted by a Supervisor

Additional Admin Flex days may be granted, on a case-by-case basis, to DLT members who are required by their supervisors to travel or attend meetings on non-work days.

Admin Flex Days Requested by an Administrator

Up to three additional flex days may be requested for required district work on non-workdays. Upon supervisor approval, requests may be granted in half or full day increments.

Process to Track and Use Granted Additional Admin Flex Days

Additional days must be granted by the supervisor and recorded in Employee Access. Supervisors shall communicate the granting of such days to the district Payroll Manager Admin Flex days cannot be carried over or cashed out.

Building Administrator Use of Admin Flex Days

It is the expectation that building administrators schedule time off on non-student days. With prior approval from DSS, building administrators may request to use up to 3 flex days on student days.

Under special circumstances, building administrators may request prior approval from DSS to combine flex days and annual leave days for a maximum total of five consecutive school days.

Annual Leave Days *

DLT members shall be provided three annual leave days each year. Building Administrators may use Annual Leave days on scheduled school days, except during full day LEAP days and designated August meeting/work days. Annual Leave days cannot be carried over or cashed out.

OTHER BENEFITS

Technology

On an annual basis, a representative group of DLT members will be convened by the Director, Technology Operations, to review current, emerging and innovative technology needs and to advise on the use of technology levy funds to provide administrative technology tools (excluding cell phones) for DLT members. The group will develop a process for gathering input from DLT members. This group will also advise on guidelines for using other budgets for purchases of administrative technology tools. The group will complete its work by March 1. The goal is for all DLT members to be provided technology devices, which have been identified through this process, to aid in job productivity.

Cell Phone/Mileage Allowance

All DLT members are required to carry cell phones so that they are accessible when needed and are expected to use their private vehicles for business-related travel. The district shall pay DLT members a

yearly stipend in order to help cover cell phone expenses, business related mileage (within the King, Pierce, & Snohomish tri-county area), and other business expenses not directly reimbursed by the district. This stipend, identified on the applicable Administrator salary schedule includes an allotment for cell phone purchase, monthly cell phone call/ data charges and business-related expenses including mileage. An additional amount shall be provided for those administrators, whose job responsibilities require additional local area travel. The stipend shall be paid out in 12 equal installments throughout the contract year, shall be treated as income, and shall be subject to usual and customary deductions and withholding.

Professional Organization Dues

The district shall fund one annual professional membership for each full-time regularly contracted DLT member. On an annual basis, the payroll office shall contact DLT members requesting confirmation of their professional organization membership; DLT members may change their organizational affiliation at that time. The payroll office shall contact new DLT members for selection of professional organization.

Professional Development Funds

Each DLT member shall be appropriated \$1,000 per year for professional development opportunities related to the accomplishment of the district's strategic goals. These funds may be used for professional learning materials, additional professional organization dues, conference registration/expenses, and/or tuition reimbursement. An individual may carry over any unused funds to the following year, for a maximum of \$2000 to be available in the second year. No professional development funds will be authorized for use toward the purchase of technology hardware or software. All materials purchased with Professional Development funds are the property of the Lake Washington School District.

Each year, any unused funds will be pooled and available for distribution on an application basis, for tuition reimbursement for administrators pursuing advanced studies and/or degrees associated with their current job responsibilities. Administrators shall submit their request for tuition reimbursement to their supervisor by August 31. The total maximum available to any one administrator for tuition reimbursement shall be the maximum nontax-able Employer-Provided Educational Assistance amount of \$5,250 or the applicable annual maximum amount as updated in IRS Publication 970.

As professional learning and development of DLT members is critical to the success of the organization, each supervisor of DLT members shall work with those they supervise to determine additional budget sources for professional learning and development required from within department and/or Learning Community budgets. Supervisors of DLT members shall develop a process to determine equitable access to professional learning activities (e.g. state and national conference attendance) within his or her department or Learning Community.

Administrative Leadership Stipend

Stipends will be available at the discretion of the district and will be awarded for additional leadership work such as coordinating district level programs outside normal work responsibilities. These stipends will be paid in accordance with the applicable salary schedule. Current Administrative Leadership Stipends will be included on the DLT salary schedule. Responsibilities associated with the leadership stipend will be reviewed with the supervisor in charge of area, in consultation with Deputy Superintendent, to determine if a .5, 1.0, 1.5, 2.0 stipend will be allocated.

District Administrative Intern Program Stipend

The district recognizes the value in having Building Administrators involved in the coordination of the district's administrative intern program. Administrative Leadership Stipends will be given to two (2)

Building Administrators each year for their involvement in coordinating the district's administrative intern program, in conjunction with the designated Central Leadership Team member.

School Remodel/Construction Move Stipend

The district recognizes that construction has an impact on Building Administrators. Two Administrative Leadership Stipends will be given to each Building Administrator at the building involved in a school remodel and/or construction. Each Building Administrator will receive one stipend during the year that construction design/planning begins, and each Building Administrator will receive one stipend during the year that the final construction and move is completed.

EVALUATION

Administrators will be evaluated by their supervisors annually in a manner that is consistent across the district for their given Administrator group. Should concerns with an administrator's performance arise, the supervisor will notify the employee of those concerns and provide an opportunity for support and improvement, prior to the employee's summary evaluation. If the supervisor continues to have concerns with the administrator's performance, the supervisor will follow procedures in accordance with the law.

ADMINISTRATOR ASSIGNMENT

Administrator assignments are at the discretion of the district. All administrators are encouraged to express any lateral transfer interest to their district level supervisor and/or the Superintendent by a district designated date. District supervisors will discuss the potential match between the individual and the needs of the district with each administrator expressing interest in a lateral transfer.

On an annual basis, the Superintendent will analyze the needs of the district and central office personnel and may reassign and/or open a position that best meets the needs of the organization.

ADMINISTRATOR WORKLOAD

The expectation is that DLT members may work outside of regular hours and there is an expectation for DLT members to be present and/or supervise school and district-related events and activities. School-related student and/or family and/or district events and activities that are part of the normal school year and normal schedules are within the duties of DLT members and are compensated as part of their annual salary. It is acknowledged that at times Administrators may have increased weekend or other responsibilities.

DLT members are expected to participate in at least one district committee or other representative and/or volunteer opportunity each year

New programs/program changes requiring administrator supervision shall have a plan for administrator responsibilities, support, and impact. The plan for the new program/program change will be developed with affected DLT stakeholders. If the demands of the job are such that, at the supervisor's request, the employee is required to be on the job and it is not possible for the employee to use their allotted vacation, additional vacation cash out or carryover may be granted. Such requests shall be approved by the Deputy or Associate Superintendent in charge of the administrator's area of assignment.

There shall be an established periodic review of placement/location of high impact programs such as Quest, Preschool, and other district programs at school sites. There shall be communication regarding the decision-making processes involved in program placement decisions.

On an annual basis, supervisors will review responsibilities with the administrators they supervise. Should an administrator have a concern regarding workload or assigned responsibilities, these should be raised to their supervisor for review. The supervisor shall communicate the results of the review back to the administrator.

ADMINISTRATIVE SUPPORT AND COVERAGE

The district retains the right to make decisions related to administrative support that are in the best interests of the district.

The Building Administrative model will be reviewed on the same cycle as the DLT Handbook review process and completed prior to the annual budget process.

District funds of up to two thousand five hundred dollars (\$2,500) will be available for transition support to principals who are new to their building. Funds will be transferred to the building budget, upon submission of a request and approval by the principal's supervisor.

Each building principal will establish a plan for administrative coverage in his or her absence and/or the absence of associate principal(s).

STAFF COMPLAINTS & GRIEVANCES

Employees covered by this handbook are encouraged to address concerns with those directly involved in the issue or supervisor. Administrators may avail themselves of Policy GBM/GBM-R Staff Complaints and Grievances (*Appendix D*).

ORGANIZATIONAL CULTURE

The Superintendent and DLT understand and believe in proactively promoting and maintaining a positive culture within the organization and amongst the DLT. All DLT members are valued and encouraged to participate in district-wide leadership opportunities.

Open Communication Processes

Open communication is part of a healthy organizational culture. DLT members should feel comfortable directly raising issues to the person responsible for the department, process, or initiative about which there is concern. Should the DLT member feel that the person with whom the issue is initially raised is not appropriately responsive, the DLT member should direct the concern to that person's direct supervisor. Issues should continue to be escalated following the appropriate chain of command.

Strategic Advisory Leadership Team (SALT)

SALT is a representative group that includes Building Administrators, Department Administrators, and Central Office Administrators who are nominated by their peers. SALT also includes the Director, Communications and Community Engagement, Associate Superintendents, Deputy Superintendent and Superintendent.

SALT has the following core functions:

- Advise the superintendent on matters pertaining to organizational culture and on urgent and emerging organizational issues
- Conduct strategic planning process that results in annual development/refinement of 5 year strategic plan documents that detail priority organizational work and reflect a strategic planning process of: *Planning & Learning; Implementing; Evaluating* (PLIE)
- Conduct annual budget review process that results in recommendations to the superintendent regarding budget cuts and adds

All SALT members are responsible to participate, represent, communicate, advise, problem-solve, think creatively, and work for the betterment of the organization. DLT members may bring issues to any SALT member at any time. The SALT member will then bring the issues for discussion at the next SALT meeting. Each month, Learning Community meetings will include time to gather and share emerging and important issues. Department Administrator and Central Office Administration SALT representatives will ensure a process for collecting any issues prior to each meeting.

Superintendent One-on-One and Small Group Job-Alike Meetings

In addition to SALT process for attending to organizational culture, the Superintendent is committed to utilizing a number of listening-based strategies to understand the challenges and issues faced by DLT members. These strategies include, but are not limited to, one-on-one meetings with DLT members and small group job-alike meetings with DLT members.

LISTENING ADMINISTRATOR

The district understands that there may be times when an administrator who is meeting with their supervisor or the Superintendent may benefit from having a colleague present for purposes of helping them review and clarify the conversation content after the meeting. An administrator may request and/or their supervisor may suggest having a specified Lake Washington School District administrator present at such a conversation. Administrators understand that there may be times when involving a non-affected colleague may be inappropriate. The intent of having a listening colleague available to both the district and the administrator is to foster communication and support that will enhance learning.

The role of the listening administrator shall be that of support and post-meeting clarification to the affected colleague alone. The listening administrator, who shall confine the meeting contents to the affected colleague alone, shall observe strict confidentiality.

The listening administrator will have limited participation in the meeting and will not serve as a representative or advocate. Participation will be limited to listening, asking clarifying questions, and restating what has been heard. Following the meeting, the listening administrator will help to clarify, restate, and paraphrase the contents of the meeting.

The district reserves the right to speak to the employee alone, and reserves the right to remove the listening administrator from the meeting at any time.

Appendix A

**BUILDING ADMINISTRATORS SALARY SCHEDULE
2017-18**

APPROVED: January 8, 2018

EFFECTIVE: January 1, 2018

			2017-18
		Position	Salary
<u>Level</u>	<u>Position Title</u>	<u>Code</u>	<u>(12-month)</u>
1	Senior High Principal++	B3PP	\$155,050
2	Middle School Principal+	B2PP	\$144,110
	Alternative School Principal+	B6PA	
3	Elementary Principal+	B1PP	\$140,100
4	Senior High Associate Principal++	B3AP	\$137,340
6	Middle School Associate Principal+	B2VP	\$131,485
7	Elementary Associate Principal+	B1VP	\$125,345
	WANIC Director		
	Substitute Administrator (1-5 day assignment 85% of Elementary Principal rate. If an individual works more than 5 consecutive days, rate of pay is the same as regular salary schedule for that assignment.)		\$119,085
	Admin Leadership Stipend	BS	\$1,655

+ Plus \$1,375 per year cell phone/mileage allowance
++ Plus \$1,650 per year cell phone/mileage allowance

An additional \$3,300 stipend will be paid to administrators for an earned Doctorate.

Benefits: medical, dental, vision, life, and disability insurance. Benefit maximum \$890.93 per FTE
Each employee will pay a minimum of \$10.00 per month out of pocket for medical insurance.

Current Admin Leadership Stipends provided for: Administrative intern program coordination, school construction, and new school planning.

Appendix B

**ADMINISTRATORS SALARY SCHEDULE
2017-18**

APPROVED: January 8, 2018

EFFECTIVE: January 1, 2018

<u>POSITION TITLE</u>	<u>POSITION SPECIFICATIONS</u>	<u>POSITION CODE</u>	<u>2017-18 SALARY</u>
Deputy Superintendent #+	Selected by Superintendent from qualified applicants	A5AD	\$199,760
Associate Superintendent #+		A5C*	\$182,930
Assistant Superintendent #+		A5E*	\$176,110
Director+	Twelve-month contract-inclusive of holidays and vacations	A5D*	\$169,285
Associate Director+		A5G*	\$153,330

Plus \$5,500 annuity

+ Plus \$2,035 per year cell phone/mileage allowance. An additional \$275 or \$600 per year may be provided to administrators whose job requires significant in-district travel.

An additional \$3,300 stipend will be paid to administrators for an earned Doctorate.

Benefits: medical, dental, vision, life, and disability insurance. Benefit maximum \$890.93 per FTE
Each employee will pay a minimum of \$10.00 per month out of pocket for medical insurance.

Current Admin Leadership Stipends provided for: Administrative intern program coordination, school construction, and new school planning.

Appendix C

**DEPARTMENT ADMINISTRATORS SALARY SCHEDULE
2017-18**

APPROVED: January 8, 2018

EFFECTIVE: January 1, 2018

<u>LEVEL</u>	<u>POSTION CODE</u>	<u>2017-18 SALARY</u>
A	C5A*	\$137,610
B	C5B*	\$123,045
C	C5C*	\$115,615
D	C5D*	\$101,355
E	C5E*	\$86,960
F	C5F*	\$78,185
Facility On-call stipend	XF	\$4,145

All Salary amounts are based on 1.0 FTE

Plus \$1,375 per year cell phone/mileage allowance. An additional \$275 per year may be provided to administrators whose job requires significant in-district travel.

An additional \$3,300 stipend will be paid to administrators for an earned Doctorate.

Benefits: medical, dental, vision, life, and disability insurance. Benefit maximum \$890.93 per FTE
Each employee will pay a minimum of \$10.00 per month out of pocket for medical insurance.

Current Admin Leadership Stipends provided for: Administrative intern program coordination, school construction, and new school planning.

Appendix D

File: GBM-R

STAFF COMPLAINTS AND GRIEVANCES

(Grievance Procedure for Non-represented Employees)

Review of Administrative Decisions

The purpose of this procedure is to establish an effective process for the fair, expeditious, and orderly adjustment of grievances.

Grievances

Employees of the Lake Washington School District, who are not represented by a recognized bargaining representative as defined by state statutes, may grieve an administrative decision; provided that the grievance is an expressed difference in the interpretation, violation, or application of a written district, department, or building policy, rule or procedure; and provided that the grievance is not in conflict with the Board of Directors' prerogatives which are reserved solely to the discretion of the board and shall not be subject to grievance.

In the case of individual grievances involving in principle the same dispute and subject to the consent of the grievants involved, one grievance shall be selected to represent all grievances. The decision of that grievance shall be binding on the other grievances.

Expressed time limits may be mutually extended by the parties involved.

Every effort shall be made to resolve all potential grievances in an informal manner through a discussion between the grievant and the grievant's immediate administrator or the school administrator involved. This shall be done within 30 school days after the occurrence giving rise to the potential grievance. Potential grievances not submitted within the 30 school days shall be considered invalid.

Grievance Procedure:

- a. The initial grievance should be made informally to the immediate supervisor or administrator involved. At the conclusion of the initial process, the supervisor shall provide copies of these policies and rules with attached forms.
- b. If the complaint is not resolved informally, the employee may then direct to the supervisor a written statement (GBM-E) which explains the grievance, the alleged policy/regulation violated or applied differently to the employee, and the suggested solution. Within ten school days after receiving the grievance, the supervisor shall arrange a conference to which persons who may contribute to a satisfactory solution may be invited by the supervisor and the employee. A written decision of the supervisor shall be mailed to the employee within ten school days following the conference.
- c. If the decision of the supervisor is unsatisfactory to the employee, the grievance may be pursued by submitting a written statement of the grievance (GBM-E) and suggested solution to the superintendent of the Lake Washington School District. Within ten school days after receiving such a grievance, the

superintendent or designee shall arrange a conference to which persons who may contribute to a satisfactory solution may be invited by the superintendent or designee and the employee. A written decision of the superintendent or designee shall be mailed to the employee within ten school days following the conference.

d. If the superintendent/designee's decision is unsatisfactory to the employee, the employee may request a review of the superintendent's decision by the Board of Directors by submitting a written statement of the grievance and suggested solution within ten school days to the Board of Directors of the Lake Washington School District. The Board of Directors shall determine the review process. A written decision shall be mailed to the employee within 20 school days following receipt of this request. The decision of the Board of Directors shall be final and binding subject to RCW 28A.645.

e. A written record of all grievance proceedings shall be on file at the school or department where the written grievance was initiated.

Approved: 9/11/67

Revised:

5/4/68

5/7/90

4/10/07

6/7/10

