

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**MEMORANDUM OF AGREEMENT**

**BY AND BETWEEN**

**RICHLAND SCHOOL DISTRICT #400**

**AND**

**ASSOCIATION OF  
RICHLAND ADMINISTRATORS**

**July 1, 2018 – June 30, 2021**

29 **Memorandum of Agreement by and Between**  
30 **The Board of Directors of Richland School District #400**  
31 **And the Association of Richland Administrators**  
32

33 RECOGNITION: The Richland School Board recognizes the Association of Richland  
34 Administrators as the exclusive bargaining representative for in-building full time and part-time  
35 administrative positions of the Richland School District, including the following:  
36

37	Group I	High School Principal
38	Group II	Middle School Principal and REHS Principal
39	Group III	Elementary Principal and Three Rivers Home Link Principal
40	Group IV	Elementary Assistant Principal & Three Rivers Home Link Asst. Principal
41	Group V	H.S. Assistant Principal, H.S. Athletic Director
42	Group VI	Middle School Assistant Principal

43  
44 The terms "principal" or "administrator" when used hereinafter in the Agreement shall refer to  
45 all administrators represented by the Association.  
46

47 **ARTICLE I - LEAVES**  
48

49 **Section 1.1. Bereavement Leave**  
50

51 Up to five (5) days of bereavement leave with pay will be granted for each occurrence of death  
52 of immediate family. Immediate family is defined as: parent, brother, sister, husband, wife, sons,  
53 daughters, grandparents and immediate in-laws. Up to two (2) days will be granted for  
54 bereavement for a person of close personal ties. In cases where emergency factors of long  
55 distance are involved, the principal may be granted up to two (2) additional days leave.  
56

57 **Section 1.2. Sick Leave**  
58

59 Each full time administrator under contract for one year shall be entitled to receive up to twelve  
60 (12) days paid leave for illness, injury or emergency purposes. Administrators hired after July 1  
61 will be given a prorated number of days. Leave eligibility granted under this section shall be  
62 credited to each employee at the beginning of the school year or at such other time as the  
63 employee enters into an employment contract. Deduction from this allocation of leave days shall  
64 be made for each absence occasioned by legitimate claims of the following kinds: personal  
65 illness, family illness, injury, maternity, paternity or disability. The district may grant emergency  
66 leave, which shall be deducted from accumulated sick leave for extraordinary circumstances,  
67 which cause the employee to be away from work. Emergencies must be of such nature that  
68 planning is not possible or that planning could not relieve the necessity for the employee's  
69 absence.  
70

71 **Section 1.2.1. Conversion of Sick Leave:** Administrators may elect to convert sick leave  
72 to monetary compensation as provided by statute. Sick leave for buy out purpose shall be  
73 earned used and converted to monetary compensation on a last in, first out (LIFO) basis.  
74 A maximum of 180 days is eligible for conversion at retirement or death.  
75

76 **Section 1.2.2. Eligibility:** An eligible administrator is one who has accumulated in excess  
77 of sixty (60) days of unused sick leave as of the last pay period if the prior year, at a rate

78 of not more than (12) days per year. (Written notice of the intent to convert unused sick  
79 leave must be provided to the district during the month of January.) The number of sick  
80 leave days which an eligible principal may convert shall be determined by taking the  
81 number of days accumulated during the previous calendar year at a per diem rate  
82 consistent with the principal's contract (a maximum of twelve (12) days per year) and  
83 subtracting the number of sick leave days used by the administrators during the previous  
84 calendar year.

85  
86 Section 1.2.3. Conversion to Compensation. The number calculated above, if possible,  
87 shall be the number of sick leave days, which may be converted. Monetary compensation  
88 at the rate of twenty-five percent (25%) of the administrator's current per diem rate of  
89 compensation shall be paid to the administrator for each day converted; partial days will  
90 be compensated on a pro-rated basis.

91  
92 Sick leave days converted to compensation, pursuant to the above, shall be deducted from  
93 the administrator's accumulated sick leave. Compensation received pursuant to this  
94 policy shall not be included for the purpose of computing a retirement allowance under  
95 any public retirement system in this state.

96  
97 Payment shall be included in the February payroll. Required federal withholding and  
98 social security deductions will be made at this time.

99  
100 **Section 1.3. VEBA III (Post Retirement Medical Plan)**

101  
102 The Association shall notify the District of its intention to participate annually.

103  
104 **Section 1.4. Workers' Compensation**

105  
106 An administrator who sustains a personal injury illness covered by Workers' Compensation may  
107 determine to use such Workers' Compensation payments to buy back sick leave days. The  
108 number of sick leave days to be recovered shall be calculated by dividing the principal's per diem  
109 into total Workers' Compensation payments.

110  
111 **Section 1.5. Personal Leave**

112  
113 Each administrator shall receive three (3) personal leave days per contract year to be used for  
114 personal business, household, or family matters that require absence during school hours.  
115 Notification to the administrator's supervisor for personal leave shall be made at least one (1)  
116 day before taking such leave, except in the case of emergencies. These days can be accumulated  
117 over multiple contracts up to five (5) day total. Up to three (3) days per year may be cashed out  
118 at the administrator's per diem pay. NOTE: Administrators who are part of the TRS 1 Retirement  
119 Plan will not be able to cash out their personal leave in the two years prior to retirement. Starting  
120 with their 29<sup>th</sup> year, TRS 1 administrators will instead be able to trade their unused personal  
121 leave days for optional day pay up to a maximum of three (3) days per year. It is the  
122 administrator's responsibility to ensure that all time off from work is accurately uploaded into  
123 his/her timecard on a monthly basis.

124  
125 **Section 1.6. Maternity & Paternity Leave**

127 Maternity & Paternity leaves will continue to be administered as defined by the policies of the  
128 district and the State Human Rights Commission.

129

130 **Section 1.7. Child Rearing Leave (Parenting Leave)**

131

132 Administrators who gave birth to a child may require up to the remaining semester and an  
133 addition two (2) semesters' leave-of-absence for child-rearing leave without pay with the  
134 restriction that they must return at the beginning of the semester.

135

136 **Section 1.8. Extended Leave of Absence**

137

138 **Section 1.8.1. Education:** An administrator may be granted a leave of absence without  
139 pay for up to two (2) years to further his/her educational background at an accredited  
140 college or university. Such program must be a minimum half-time program. An  
141 administrator may make application for such leave following three (3) years of  
142 employment. Applications must be submitted to the superintendent for his approval by  
143 Jan 15 of each year.

144

145 **Section 1.8.2. Family Illness:** A leave of absence without pay for up to two (2) years may  
146 be granted for the purpose of caring for a sick member of the administrator's immediate  
147 family. Additional leave may be granted at the discretion of the superintendent and the  
148 board.

149

150 **Section 1.8.3. Personal Illness:** An administrator who is unable to perform his/her duties  
151 because of personal illness or disability may, upon request, be granted leave of absence  
152 without pay for the duration of each illness or disability up to one (1) year. The district  
153 shall have the option of requiring a physician's statement or other acceptable  
154 documentation testifying to the employee's illness and recovery.

155

156 **Section 1.8.4. Accumulated Sick Leave:** Accumulated sick leave is retained while on  
157 leave of absence for health conditions. No increment is allowed for the year when an  
158 administrator is on leave of absence for health conditions.

159

160 **Section 1.8.5. Other:** A leave of absence for up two (2) years may be granted to  
161 administrators who submit applications to the superintendent by January 15<sup>th</sup> of the  
162 contract year. No more than two administrators may be granted leave, upon  
163 superintendent and board approval, under this provision at any one time. A principal or  
164 assistant principal may make applications for such leave following three (3) consecutive  
165 years of administrative employment with the Richland School District.

166

167 **Section 1.9 Military Leave**

168

169 Time off with pay or paid leave of absences will be granted for administrators involved in  
170 military activities consistent with Federal statute. If an administrator's military obligation  
171 exceeds these times, an unpaid leave of absence will be approved.

172

173

**ARTICLE II – BENEFITS**

174

175 **Section 2.1. Insurance Benefits**

176  
177 The District shall provide the state allocation per month for each FTE to be used for insurance  
178 benefits as determined by the group membership in accordance with state law.

179  
180 Section 2.1.1 The District will pay the full amount of the Health Care Carve out (HCA)  
181 for each employee.

182  
183 **Section 2.2 Life Insurance**

184  
185 The district will pay the premium for a \$50,000.00 Term Life policy for each administrator.

186  
187 **Section 2.3 Long Term Disability**

188  
189 The district will provide a long-term disability plan at District expense.  
190 Long-term disability insurance program providing benefits equal to 60 % of the basic monthly  
191 earnings not to exceed a Maximum Monthly Benefit of \$ 3,000.00 (See Long Term Disability  
192 Plan WEA Select)

193  
194 **Section 2.4 Physical Examinations**

195  
196 The district will reimburse each administrator an amount not to exceed \$500 for out of pocket  
197 expenses after the individual's insurance company pays the covered amount for an annual  
198 physical examination.

199  
200 **Section 2.5. Professional Organization Dues**

201  
202 The District shall pay the annual dues of professional organizations up to \$1,000.00 for each  
203 administrator.

204  
205 **Section 2.6. Personal Property Loss**

206  
207 In the event an administrator suffers damage, loss or destruction of personal property used for  
208 administrative purposes, the District will reimburse the administrator for the deductible amount  
209 of the employee's personal insurance, provided a claim has been filed with and determined  
210 payable by the administrator's respective insurance company. An affidavit shall be required to be  
211 signed by the administrator's stating the date, place and nature of the damage, loss or destruction  
212 of such property.

213  
214 **ARTICLE III – PROFESSIONAL DEVELOPMENT AND TRAVEL**

215  
216 **Section 3.1 Mileage Reimbursement**

217  
218 Principals, Directors and Athletic Directors who travel on district business will receive mileage  
219 reimbursement. The District will pay mileage at the IRS allowance or school district rate and will  
220 adjust the rate on September 1 of each year. The district will develop a fund to reimburse the  
221 administrators.

222  
223 **ARTICLE IV – Contract Days**

224  
225 **Section 4.1 Administrators Contracted Work Year**

	HS Lead	MS/REHS Lead	HS AP/AD	ES Lead/AP MS AP TRHL Lead/AP
<b>Work Days</b>	220	219	215	210
<b>Holidays</b>	12	12	12	12
<b>Vacation Days</b>	20	20	20	20
<b>OTHER</b>	8	9	13	18
<b>Total Contract</b>	260	260	260	260

227

228

A workday shall consist of eight (8) hours.

229

230

**Section 4.2 Workdays**

231

232

233

234

235

236

237

238

A. Workdays are to be scheduled with the approval of the immediate supervisor. Generally, those days will include the 180 days of school, any district or State professional days, 15 workdays before school starts, and 10 workdays after the last day of school. The workdays will be declared by each administrator and approved by his/her supervisor. Exceptions to originally declared workdays can be made (with approval of the supervisor).

239

240

241

242

B. "Other" days are not scheduled work days; however, an administrator may be called to respond to a building situation as needed by the District and/or their supervisor. "Other" activities do not count towards the number of "workdays" defined above.

243

**Section 4.3 Holidays**

244

245

The following twelve (12) holidays shall be given to each ARA member

246

247

248

249

250

251

252

253

254

255

256

257

- New Year's Day and the day before or after (unless the holiday falls on a Saturday or Sunday. It would be the Friday before and the Monday after)
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day (Fourth of July)
- Labor Day
- Veterans' Day
- Thanksgiving and the day after
- Christmas Day and the day before or after (unless the holiday fall on a Saturday or Sunday. It would be the Friday before and the Monday after)

258

**Section 4.4 Vacation Days**

259

260

Section 4.4.1: All ARA members will be granted 20 vacation days annually.

261

262

Section 4.4.2: Members must use a minimum of five (5) vacation days per year.

263

264

265

Section 4.4.3: Members are entitled to accrue up to 15 (fifteen) days per year unused vacation, up to a maximum of 30 days, on the anniversary of their contract (July 1).

266 Members may not have a balance of more than fifty (50) days. This would include a  
267 carryover of thirty (30) days plus the additional twenty (20) days added on July 1. Any  
268 days over fifty (50) will be lost as of July 1.

269  
270 Section 4.4.4: Vacation days should be taken on non-school days unless prior approval is  
271 obtained from the Superintendent or designee.

272  
273 **Section 4.7 Vacation Payment Separation of Employment**

274  
275 Upon separation of employment for reasons other than retirement, employees are eligible to  
276 receive compensation equal to the unused balance of vacation leave, up to a maximum of 30, at  
277 the current per diem rate at the time of severance.

278  
279 Upon separation of employment for retirement, employees are eligible to receive compensation  
280 for accumulated vacation days at the current per diem rate at the time of severance in an amount  
281 not to exceed thirty (30) days. (Benefits to retirement as per Washington State Law)

282  
283 **ARTICLE V – SALARY SCHEDULE**

284  
285 **Section 5.1 Salary Placement Schedule**

- 286  
287 A. Step III of the Salary Schedule will be eliminated starting with the 2019-20 contract year.  
288  
289 B. Step I of the Salary Schedule will be eliminated starting with the 2020-21 contract year.  
290  
291 C. Starting in 2020-2021, salary will be as follows:  
292  
293 a. Administrators in their first two (2) years of RSD employment as an administrator will be  
294 placed at the old Step 2.  
295 b. All other Administrators, starting with year three (3) of RSD employment, will be placed  
296 at the maximum step, the old Step 4.  
297 c. No administrator will have their salary negatively impacted due to the collapse of  
298 columns.  
299  
300 D. Salary Schedules are attached to this agreement.  
301  
302 E. When administrators transfer positions within the group, experience transfers to the new position.  
303 (i.e., an assistant principal at Step 2 will be a principal at Step 3 if promoted)

304  
305 **Section 5.2 Doctorate Degree**

306  
307 An administrator holding a doctorate degree for which district professional development funds  
308 were not used to attain, will be paid an additional \$1500.00 on a supplemental contract.

309  
310 **Section 5.3 Per Diem Pay**

311  
312 Per Diem pay will be calculated by adding the administrator's base pay and dividing by the  
313 number of days worked.

- 314  
315 • 220 days---High School Principal

- 316 • 219 days--- Middle School Principal & REHS Principal
- 317 • 215 days--- High School Assistant Principal and Athletic Director
- 318 • 210 days---Elementary Principal, Elementary & Middle School Assistant Principals,
- 319 Three Rivers Home Link Principal

320

321 **Section 5.4 Salary Improvement**

322

323 State funded salary improvement dollars will be “passed through” to all administrators.  
324 Incremental movement for experience will be granted according to the attached salary schedule.

325

326 **Section 5.5 Longevity Incentive**

327

328 A stipend of 5% of the Administrator’s annual salary shall be added beginning on July 1 of the  
329 29<sup>th</sup> year of experience and will require a plan by the Administrator to mentor a less-experienced  
330 Administrator. The longevity incentive will continue until termination of employment.

331

332 **ARTICLE VI – ADDITIONAL COMPENSATION**

333

334 **Section 6.1 Additional Compensation**

335

336 Additional compensation shall be granted to administrators in accordance with the following.

337

338 Section 6.1.1: District-wide program responsibilities beyond the scope of the regular  
339 assignment may be compensated at a rate not to exceed \$2500.00 per year. Eligibility and  
340 amount for such additional compensation shall be determined by the supervisor /  
341 superintendent.

342

343 Section 6.1.2: Special short-term project responsibilities outside regular work year and/or  
344 beyond the regular assignment shall be paid at the per diem rate of the administrator.  
345 Eligibility for such additional compensation shall be determined by the superintendent.

346

347 Section 6.1.3: Up to three (3) days of unused vacation may be cashed out annually.

348

349 **ARTICLE VII - ADMINISTRATIVE ITEMS**

350

351 **Section 7.1 Administrative Evaluation**

352

353 Administrators will be annually evaluated by procedures and polices which are in accordance  
354 with State Law and mutually agreed upon by to the ARA and the Richland School District.

355

356 **Section 7.2 Non-Renewal**

357

358 In the event it becomes necessary to non-renew or discharge an administrator, the provisions of  
359 RCW 28A.405.300 will apply.

360

361 **Section 7.3 Transfer to subordinate position**

362



363 In the event it becomes necessary to transfer an administrator to a subordinate certificated  
364 position, the provisions of RCW 28A.405.230 will apply.

365

366 **Section 7.4 Reduction in force**

367

368 In the event it is necessary to reduce the number of certificated school administrators because of  
369 declining enrollments or other economic reasons, the affected administrator shall be entitled to a  
370 teaching position based on qualifications and state service as outlined in RCW 28A.67.073

371

372 **Section 7.5 Individual Contracts**

373

374 All administrators hired in the Richland School District will be subject to the terms, conditions  
375 and limitations of the agreement between the ARA and the Richland School District.

376

377 **Section 7.6 Contract Duration**

378

379 This agreement runs from July 1, 2018 through June 30, 2021.

380

381 **Section 7.7 Meetings with the Superintendent**

382

383 ARA representatives shall meet with the Superintendent regularly to discuss practices and  
384 problems or other matters of mutual concern. The dates, times, and places of such meetings shall  
385 be mutually established; provided, however, that the Superintendent or ARA may call for a  
386 meeting at any time to discuss matters of significant importance or emergency matters. Two  
387 mutually agreed upon items for discussions are: 1) Determination of stipend amounts and  
388 criteria and 2) Trigger points for administrative staffing decisions.

389

390 Adopted this 19th day October of 2018:

391

392   
393 Rhonda Pratt, ARA Negotiator

394

395   
396 Tim Praino, ARA Negotiator

397

398   
399 Jennifer Klauss, ARA Negotiator

400

401

402

403


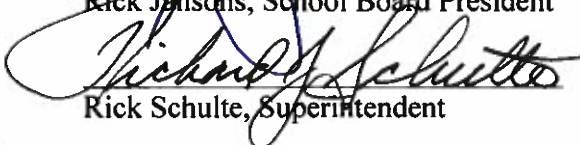
404

405

406

407

408

  
Rick Jansons, School Board President  
  
Rick Schulte, Superintendent

409  
410  
411  
412  
413  
414  
415

## ARA Salary Schedule 2018-2021

ARA SALARY SCHEDULE 2018-2019 @ 3.1 State Cap & 4.2% Regionalization								
Group	Days		Step 1	Step 2	Step 3	Step 4	Regionalization	Total Comp
			0.8775	0.9210	0.9605	1.0000		
1	220	HS Principal	\$129,650	\$136,077	\$141,913	\$147,750	\$6,205	\$153,955
2	219	MS/REHS Principal	\$118,599	\$124,479	\$129,817	\$135,156	\$5,677	\$140,832
3	210	ES/3RHL Principal	\$112,824	\$118,417	\$123,495	\$128,574	\$5,400	\$133,974
4	210	ES Asst Principal	\$104,110	\$109,271	\$113,958	\$118,644	\$4,983	\$123,627
5	215	HS Asst Principal/AD	\$111,785	\$117,327	\$122,358	\$127,390	\$5,350	\$132,741
6	210	MS Asst Principal	\$108,236	\$113,601	\$118,474	\$123,346	\$5,181	\$128,526

ARA SALARY SCHEDULE 2019-2020 @ 3% Inclusive of IPD and 4.2% Regionalization								
Group	# of Days		Step 1	Step 2		Step 4	Regionalization	Total Comp
			0.8775	0.9210		1.0000		
1	220	HS Principal	\$133,540	\$140,160		\$152,182	\$6,392	\$158,574
2	219	MS/REHS Principal	\$122,157	\$128,213		\$139,211	\$5,847	\$145,057
3	210	ES/3RHL Principal	\$116,208	\$121,969		\$132,431	\$5,562	\$137,993
4	210	ES Asst Principal	\$107,234	\$112,550		\$122,204	\$5,133	\$127,336
5	215	HS Asst Principal/AD	\$115,139	\$120,846		\$131,212	\$5,511	\$136,723
6	210	MS Asst Principal	\$111,483	\$117,009		\$127,046	\$5,336	\$132,382

ARA SALARY SCHEDULE 2020-2021 @ 3% Inclusive of IPD and 4.2% Regionalization								
Group	# of Days			Years 1-2		Years 3+	Regionalization	Total Comp
				0.9210		1.0000		
1	220	HS Principal		\$144,364		\$156,747	\$6,583	\$163,331
2	219	MS/REHS Principal		\$132,059		\$143,387	\$6,022	\$149,409
3	210	ES/3RHL Principal		\$125,628		\$136,404	\$5,729	\$142,133
4	210	ES Asst Principal		\$115,926		\$125,870	\$5,287	\$131,156
5	215	HS Asst Principal/AD		\$124,472		\$135,148	\$5,676	\$140,825
6	210	MS Asst Principal		\$120,520		\$130,858	\$5,496	\$136,354

416