

Administrative Support Group Agreement
September 1, 2018 to August 31, 2021

I. SALARY, EMPLOYEE COMPENSATION, AND CONTRACT MANAGEMENT

- A. This agreement supersedes the final year of the 2016-2019 ASG Agreement.
- B. Salaries for employees subject to this Agreement are contained in Schedule A (attached).
- C. Should the date this Agreement is executed be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.
- D. Step placement for newly hired employees, and employees promoted from within the Richland School District, may be determined by the Superintendent or his/her designee by considering the employee's past work experience and salary history.
- E. Employees will move one (1) step per year based on the anniversary date of their "new" position.
- F. The Group President will be included on the distribution of the District's Personnel Action Form after each Board Meeting where the Board takes action. Requests about information specific to the group will be honored but must be in writing. Group leadership involved in District business (i.e., negotiations or personnel issues) will not have time deducted from their timecard.
- G. Job Descriptions will be reviewed by the parties during the 2018-2019 school year.

II. LONGEVITY

- A. An employee's hourly rate will increase by 2.0% per five (5) year increment after 5, 10, 15, and 20 years of services. An additional 5.0% increase will be applied after an employee has completed 25 years of service.
- B. Years of service will be determined by using the employee's *original* "hire date" with the Richland School District. (Hire date shall be established as the date on which the employee began continuous employment with the Richland School District.)
- C. If an employee accepts a new position *within* the District, the original hire date will remain the basis on which longevity is determined.

III. EDUCATIONAL CREDITS

- A. An employee who has completed work on an Associate Arts or Bachelor's Degree, or has earned enough credits to qualify for educational credit incentive pay, must provide official transcripts to the Personnel Office on or before September 15 to receive the pay increase for the current year.
- B. The following schedule will be used to determine educational credit pay increases:

1. 15 quarter hours or equivalent	\$0.30
2. 30 quarter hours or equivalent	\$0.35
3. 45 quarter hours or equivalent	\$0.45
4. Associate Arts Degree	\$0.65

- 52 5. Bachelor's Degree \$0.85
- 53 6. 10 clock hours = one (1) quarter credit
- 54 7. 15 clock hours = one (1) semester credit

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56 C. The current Accounts Payable/Purchasing Supervisor will be grandfathered and continue to receive the
57 educational credit pay increase at the AA rate.

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59 **IV. HOLIDAYS**

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61 A. All employees shall receive the following paid holidays that fall within their work year:

- 62 1. New Year's Day
- 63 2. Martin Luther King's Birthday
- 64 3. President's Day
- 65 4. Memorial Day
- 66 5. Independence Day
- 67 6. Labor Day
- 68 7. Veteran's Day
- 69 8. Thanksgiving Day
- 70 9. Day after Thanksgiving
- 71 10. Day before or day after Christmas
- 72 11. Christmas Day or first working day before or after Christmas

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75 B. In addition, all employees working 260 days per year shall receive New Year's Eve Day as a paid
76 holiday.

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78 **V. VACATIONS**

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80 A. All 12 month employees are entitled to twelve (12) paid vacation days per year during the first three (3)
81 years of employment.

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83 B. Less than 12 month employees shall receive one (1) paid vacation day for each month worked during
84 the first three (3) years of employment

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86 C. After the first three (3) years of employment, employees will receive one (1) additional paid vacation
87 day for each year worked, to a maximum of twenty-five (25) days paid vacation days annually.

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89 D. Twelve (12) month employees may take vacation at any time mutually agreed upon by supervisor and
90 employee. Less than twelve month employees will receive pay in lieu of time off.

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92 E. Vacation leave is front loaded in September of each year. If an employee starts employment by the end
93 of January the leave date for accrual will be September 1st of the current school year, if an employee
94 starts after January the leave date for accrual will start the next September 1st.

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96 F. Five (5) days of vacation may be cashed out annually.

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98 G. Upon termination of employment for any reason, an employee shall receive payment for all accrued
99 vacation to a maximum of 30 days as governed by State Law.

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101 **VI. LEAVES**

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103 A. *Sick leave* –

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- 105 1. Each employee shall accumulate one (1) day of sick leave for each calendar month worked.
106 Newly hired employees will receive a prorated amount of sick time for the month hired based
107 on the number of days worked and hours per day.
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- 109 2. The district shall project the number of days of sick leave at the beginning of the school year. In
110 the event than an employee terminates employment or takes a leave of absence the number of
111 sick leave hours will be prorated based on the actual number of days worked and hours per day.
112
- 113 3. In the event that an employee terminates employment with the district while having taken sick
114 leave days projected, but not earned, a deduction shall be made from the last paycheck in the
115 amount of the cost of salary and benefits for those days (or fraction thereof). All sick leave will
116 be granted in accordance with State law.
117
- 118 4. Sick leave may be used for personal illness or medical appointments, illness or medical
119 appointments of children under the age of eighteen (18), illness of other immediate family
120 members or other medical emergencies.
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- 122 5. State Law will guide sick leave accumulations and sick leave cash-out.

123 B. **Family Illness** – three (3) non-accumulative days per year, separate from sick leave.

124 C. **Bereavement** – five (5) days for immediate family or spouse’s immediate family (each occurrence). One
125 day (1) for non-family members.

- 126 1. Immediate Family shall be defined as any relative residing in the household of the employee
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- 128 2. The spouse, domestic partner, parents, step-parents, guardian, grandparents, brothers, sisters,
129 children, grandchildren, aunts, uncles, nieces, nephews, mother-in-law, father-in-law, sisters-in-
130 law, brothers-in-law, or fiancé(e) not residing in the home of the employee.

131 D. **Personal Leave** – Three (3) days unrestricted for personal business. A maximum of two (2) days of
132 unused personal business leave may be carried forward to the next year. Three (3) days may be cashed
133 out at per diem at the end of the fiscal year. A maximum of five (5) days’ accumulation may be used
134 during the following year.

135 E. **Emergency Leave** – The District shall grant emergency leave for the following reasons:

- 136 1. Illness or hospitalization of a member of the employee’s immediate family.
- 137 2. Serious damage to personal property.
- 138 3. Legal proceedings in which the court mandates attendance by the employee unless the case
139 involves the District as a defendant and the employee as a petitioner.
- 140 4. Other emergencies which are defined as circumstances that are suddenly precipitated; must be
141 of such nature that planning is not possible; and planning would not relieve the necessity for the
142 employee’s absence.
- 143 5. In all instances described above, emergency leave shall be deducted from accumulated sick leave
144 in the same manner as deducted for illness or injury.

145 VII. HOURS OF WORK

146 A. All employees will be released two and a half (2.5) hours prior to the end of their regular shift on the
147 Wednesday before Thanksgiving. Employees who choose to take leave for their full shift on the
148 Wednesday before Thanksgiving will have their designated leave banks, including comp time, charged
149 their normal daily hours.
150

- 158 B. In years containing more than two hundred sixty (260) workdays (2080 hours), full time (260 day)
159 employees shall be granted one (1) additional day off for each day in excess. This time will be taken in
160 conjunction with the July 4th Holiday as determined by the District's Department of Human Resources.
161
- 162 C. Employees requested to work a shift filled by a higher classification employee shall receive
163 compensation equal to that normally received by the employee in the higher classification, beginning on
164 the first day. This applies only to job titles within the Group and must be approved by the supervisor
165 prior to the commencement of work. (For example, an IT Tech filling in for the Network Engineer will
166 be paid a differential between the wages at the same step).
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168 **VIII. EVALUATIONS**

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- 170 A. Annual evaluations will be completed for each employee by August 31st of each year (unless the
171 employee is a building level administrative assistant; see Article IX below).
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173 **IX. BUILDING LEVEL ADMINISTRATIVE ASSISTANTS**

- 174
- 175 A. Annual evaluations for building level administrative assistants will be completed by the last day of
176 student attendance.
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- 178 B. The "hire date" as defined in Article II of this agreement shall be used should the District choose to
179 involuntarily reduce the number of Administrative Assistants. Involuntarily reduced Administrative
180 Assistants will be guaranteed a paraeducator position in the District once the annual Paraeducator Bid
181 Fair process is complete.
182

183 **X. INSURANCE**

- 184
- 185 A. Employees shall be eligible to receive a District contribution of \$843.97 per month, per FTE, based upon
186 a full time position of 1440 hours. District contribution will be adjusted annually to reflect State flow-
187 through monies.
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- 189 B. Pooling will be over a fourteen (14) month period through December 31, 2019.
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- 191 C. The parties agree to open Article X of this Agreement to address insurance impacts due to the scheduled
192 January 1, 2020 transition to the School Employees Benefit Board (SEBB).
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- 194 D. *VEBA III Sick Leave Conversion Medical Reimbursement Plan* pursuant to RCW 28A.400.210. A
195 letter of agreement between the Administrative Support Group and the District must be approved
196 annually to implement participation in VEBA III.
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- 198 E. The District will pay for long term disability (at 180 days) for each employee covered by this bargaining
199 agreement.
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- 201 F. The District will pay the full HCA amount from non-pooled funds.
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203 **XI. MEMBERSHIP DUES**

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- 205 A. The District shall pay the annual membership dues in two (2) professional organizations for
206 Administrative Support Group employees.
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208 **XII. STATE FLOW-THROUGH MONIES**

- 209
- 210 A. Schedule A is the sole salary schedule for the duration of this Agreement.

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- B. If the state provides additional revenue to the District (i.e., COLA, IPD, CPI, etc.), this amount (not percentage) will be passed through to employees.
- C. Salaries will be defined as follows:
 - a. For 2018-2019, 8% of the base plus regionalization at a maximum of \$0.29/hour based on longevity.
 - b. For 2019-2020, 3% of the base, inclusive of state IPD, plus regionalization at a maximum of \$0.29/hour based on longevity.
 - c. For 2020-21, 3% of the base, inclusive of state IPD, plus regionalization at a maximum of \$0.29/hour based on longevity.
 - d. If the State IPD exceeds 3% in 2019-2020 or 2020-2021, the District agrees to apply the entire IPD to the salary schedule.
- D. Regionalization rates will sunset at the end of this agreement.

XIII. AGREEMENT REVIEW

- A. Administrative Support Group employees will be entitled to a review of job descriptions and responsibilities, a market salary analysis, and the terms and conditions of this agreement every two (2) years. The market analysis will include the following employers: **PUD's** (Benton & Franklin), **Colleges** (CBC & WSU), **City's** (Richland, Kennewick, & Pasco) and **School Districts** (Kennewick & Pasco). The district will also accept industry standards for positions with no comparable positions. During the term of this agreement, if a job description and responsibilities change significantly for a position, the position will be evaluated before the end of this contract period.

Richland School District

Administrative Support Personnel

Tony Howard, Exec. Director of HR

Randy Presnell, President, ASG

Date: _____

Date: _____

SCHEDULE A

2018-2019 @ 8%	Step 1	Step 2	Step 3	Step 4	REGIONALIZATION				TOTAL COMP			
	80%	90%	95%	100%	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%
IT Tech 1	\$19.43	\$21.86	\$23.07	\$24.29	\$0.23	\$0.26	\$0.28	\$0.29	\$19.66	\$22.12	\$23.35	\$24.58
IT Tech 2	\$21.59	\$24.29	\$25.64	\$26.99	\$0.23	\$0.26	\$0.28	\$0.29	\$21.82	\$24.55	\$25.92	\$27.28
IT Help Desk Coordinator	\$22.05	\$24.81	\$26.18	\$27.56	\$0.23	\$0.26	\$0.28	\$0.29	\$22.28	\$25.07	\$26.46	\$27.85
Computer Network Specialist	\$26.36	\$29.66	\$31.30	\$32.95	\$0.23	\$0.26	\$0.28	\$0.29	\$26.59	\$29.92	\$31.58	\$33.24
Student Info Systems Coordinator	\$26.36	\$29.66	\$31.30	\$32.95	\$0.23	\$0.26	\$0.28	\$0.29	\$26.59	\$29.92	\$31.58	\$33.24
Network Manager	\$29.22	\$32.87	\$34.70	\$36.53	\$0.23	\$0.26	\$0.28	\$0.29	\$29.45	\$33.13	\$34.97	\$36.82
Network Engineer	\$31.93	\$35.93	\$37.92	\$39.92	\$0.23	\$0.26	\$0.28	\$0.29	\$32.17	\$36.19	\$38.20	\$40.21
Database Analyst	\$38.08	\$42.84	\$45.22	\$47.60	\$0.23	\$0.26	\$0.28	\$0.29	\$38.31	\$43.10	\$45.49	\$47.89
Benefit Specialist	\$21.18	\$23.82	\$25.15	\$26.47	\$0.23	\$0.26	\$0.28	\$0.29	\$21.41	\$24.08	\$25.42	\$26.76
Fiscal Analyst	\$21.18	\$23.82	\$25.15	\$26.47	\$0.23	\$0.26	\$0.28	\$0.29	\$21.41	\$24.08	\$25.42	\$26.76
HR Specialist	\$22.05	\$24.81	\$26.18	\$27.56	\$0.23	\$0.26	\$0.28	\$0.29	\$22.28	\$25.07	\$26.46	\$27.85
Payroll Manager	\$29.22	\$32.87	\$34.70	\$36.53	\$0.23	\$0.26	\$0.28	\$0.29	\$29.45	\$33.13	\$34.97	\$36.82
Accounts Payable/Purchasing	\$29.22	\$32.87	\$34.70	\$36.53	\$0.23	\$0.26	\$0.28	\$0.29	\$29.45	\$33.13	\$34.97	\$36.82
Building Admin Asst	\$22.05	\$24.81	\$26.18	\$27.56	\$0.23	\$0.26	\$0.28	\$0.29	\$22.28	\$25.07	\$26.46	\$27.85
Exec. Asst. to the Asst. Supt	\$22.20	\$24.98	\$26.37	\$27.76	\$0.23	\$0.26	\$0.28	\$0.29	\$22.44	\$25.24	\$26.64	\$28.05
Assessment Coordinator	\$25.51	\$28.70	\$30.30	\$31.89	\$0.23	\$0.26	\$0.28	\$0.29	\$25.75	\$28.96	\$30.57	\$32.18
Facilities Technician	\$20.28	\$22.81	\$24.08	\$25.35	\$0.23	\$0.26	\$0.28	\$0.29	\$20.51	\$23.07	\$24.36	\$25.64
Facilities Manager	\$22.53	\$25.35	\$26.76	\$28.17	\$0.23	\$0.26	\$0.28	\$0.29	\$22.77	\$25.61	\$27.03	\$28.46
Print Shop Manager	\$25.38	\$28.55	\$30.13	\$31.72	\$0.23	\$0.26	\$0.28	\$0.29	\$25.61	\$28.81	\$30.41	\$32.01
Capital Projects Specialist	\$22.05	\$24.81	\$26.18	\$27.56	\$0.23	\$0.26	\$0.28	\$0.29	\$22.28	\$25.07	\$26.46	\$27.85
2019-2020 @ 3% inc. of IPD	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%
IT Tech 1	\$20.01	\$22.52	\$23.77	\$25.02	\$0.23	\$0.26	\$0.28	\$0.29	\$20.25	\$22.78	\$24.04	\$25.31
IT Tech 2	\$22.24	\$25.02	\$26.41	\$27.80	\$0.23	\$0.26	\$0.28	\$0.29	\$22.47	\$25.28	\$26.68	\$28.09
IT Help Desk Coordinator	\$22.71	\$25.55	\$26.97	\$28.39	\$0.23	\$0.26	\$0.28	\$0.29	\$22.94	\$25.81	\$27.24	\$28.68
Computer Network Specialist	\$27.15	\$30.55	\$32.24	\$33.94	\$0.23	\$0.26	\$0.28	\$0.29	\$27.38	\$30.81	\$32.52	\$34.23
Student Info Systems Coordinator	\$27.15	\$30.55	\$32.24	\$33.94	\$0.23	\$0.26	\$0.28	\$0.29	\$27.38	\$30.81	\$32.52	\$34.23
Network Manager	\$30.10	\$33.86	\$35.74	\$37.62	\$0.23	\$0.26	\$0.28	\$0.29	\$30.33	\$34.12	\$36.02	\$37.91
Network Engineer	\$32.89	\$37.00	\$39.06	\$41.11	\$0.23	\$0.26	\$0.28	\$0.29	\$33.12	\$37.26	\$39.33	\$41.40
Database Analyst	\$39.22	\$44.12	\$46.57	\$49.02	\$0.23	\$0.26	\$0.28	\$0.29	\$39.45	\$44.38	\$46.85	\$49.31
Benefit Specialist	\$21.81	\$24.54	\$25.90	\$27.26	\$0.23	\$0.26	\$0.28	\$0.29	\$22.04	\$24.80	\$26.18	\$27.55
Fiscal Analyst	\$21.81	\$24.54	\$25.90	\$27.26	\$0.23	\$0.26	\$0.28	\$0.29	\$22.04	\$24.80	\$26.18	\$27.55
HR Specialist	\$22.71	\$25.55	\$26.97	\$28.39	\$0.23	\$0.26	\$0.28	\$0.29	\$22.94	\$25.81	\$27.24	\$28.68
Payroll Manager	\$30.10	\$33.86	\$35.74	\$37.62	\$0.23	\$0.26	\$0.28	\$0.29	\$30.33	\$34.12	\$36.02	\$37.91
Accounts Payable/Purchasing	\$30.10	\$33.86	\$35.74	\$37.62	\$0.23	\$0.26	\$0.28	\$0.29	\$30.33	\$34.12	\$36.02	\$37.91
Building Admin Asst	\$22.71	\$25.55	\$26.97	\$28.39	\$0.23	\$0.26	\$0.28	\$0.29	\$22.94	\$25.81	\$27.24	\$28.68
Exec. Asst. to the Asst. Supt	\$22.87	\$25.73	\$27.16	\$28.59	\$0.23	\$0.26	\$0.28	\$0.29	\$23.10	\$25.99	\$27.43	\$28.88
Assessment Coordinator	\$26.28	\$29.56	\$31.21	\$32.85	\$0.23	\$0.26	\$0.28	\$0.29	\$26.51	\$29.83	\$31.48	\$33.14
Facilities Technician	\$20.89	\$23.50	\$24.80	\$26.11	\$0.23	\$0.26	\$0.28	\$0.29	\$21.12	\$23.76	\$25.08	\$26.40
Facilities Manager	\$23.21	\$26.11	\$27.56	\$29.01	\$0.23	\$0.26	\$0.28	\$0.29	\$23.44	\$26.37	\$27.84	\$29.30
Print Shop Manager	\$26.14	\$29.40	\$31.04	\$32.67	\$0.23	\$0.26	\$0.28	\$0.29	\$26.37	\$29.67	\$31.31	\$32.96
Capital Projects Specialist	\$22.71	\$25.55	\$26.97	\$28.39	\$0.23	\$0.26	\$0.28	\$0.29	\$22.94	\$25.81	\$27.24	\$28.68
2020-2021 @ 3% inc. of IPD	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%	Step 1 80%	Step 2 90%	Step 3 95%	Step 4 100%
IT Tech 1	\$20.61	\$23.19	\$24.48	\$25.77	\$0.23	\$0.26	\$0.28	\$0.29	\$20.85	\$23.45	\$24.76	\$26.06
IT Tech 2	\$22.91	\$25.77	\$27.20	\$28.63	\$0.23	\$0.26	\$0.28	\$0.29	\$23.14	\$26.03	\$27.48	\$28.92
IT Help Desk Coordinator	\$23.39	\$26.32	\$27.78	\$29.24	\$0.23	\$0.26	\$0.28	\$0.29	\$23.62	\$26.58	\$28.05	\$29.53
Computer Network Specialist	\$27.97	\$31.46	\$33.21	\$34.96	\$0.23	\$0.26	\$0.28	\$0.29	\$28.20	\$31.72	\$33.49	\$35.25
Student Info Systems Coordinator	\$27.97	\$31.46	\$33.21	\$34.96	\$0.23	\$0.26	\$0.28	\$0.29	\$28.20	\$31.72	\$33.49	\$35.25
Network Manager	\$31.00	\$34.88	\$36.81	\$38.75	\$0.23	\$0.26	\$0.28	\$0.29	\$31.23	\$35.14	\$37.09	\$39.04
Network Engineer	\$33.88	\$38.11	\$40.23	\$42.35	\$0.23	\$0.26	\$0.28	\$0.29	\$34.11	\$38.37	\$40.51	\$42.64
Database Analyst	\$40.40	\$45.44	\$47.97	\$50.49	\$0.23	\$0.26	\$0.28	\$0.29	\$40.63	\$45.71	\$48.24	\$50.78
Benefit Specialist	\$22.47	\$25.27	\$26.68	\$28.08	\$0.23	\$0.26	\$0.28	\$0.29	\$22.70	\$25.54	\$26.95	\$28.37
Fiscal Analyst	\$22.47	\$25.27	\$26.68	\$28.08	\$0.23	\$0.26	\$0.28	\$0.29	\$22.70	\$25.54	\$26.95	\$28.37
HR Specialist	\$23.39	\$26.32	\$27.78	\$29.24	\$0.23	\$0.26	\$0.28	\$0.29	\$23.62	\$26.58	\$28.05	\$29.53
Payroll Manager	\$31.00	\$34.88	\$36.81	\$38.75	\$0.23	\$0.26	\$0.28	\$0.29	\$31.23	\$35.14	\$37.09	\$39.04
Accounts Payable/Purchasing	\$31.00	\$34.88	\$36.81	\$38.75	\$0.23	\$0.26	\$0.28	\$0.29	\$31.23	\$35.14	\$37.09	\$39.04
Building Admin Asst	\$23.39	\$26.32	\$27.78	\$29.24	\$0.23	\$0.26	\$0.28	\$0.29	\$23.62	\$26.58	\$28.05	\$29.53
Exec. Asst. to the Asst. Supt	\$23.56	\$26.50	\$27.97	\$29.45	\$0.23	\$0.26	\$0.28	\$0.29	\$23.79	\$26.76	\$28.25	\$29.74
Assessment Coordinator	\$27.07	\$30.45	\$32.14	\$33.83	\$0.23	\$0.26	\$0.28	\$0.29	\$27.30	\$30.71	\$32.42	\$34.12
Facilities Technician	\$21.51	\$24.20	\$25.55	\$26.89	\$0.23	\$0.26	\$0.28	\$0.29	\$21.75	\$24.46	\$25.82	\$27.18
Facilities Manager	\$23.91	\$26.89	\$28.39	\$29.88	\$0.23	\$0.26	\$0.28	\$0.29	\$24.14	\$27.15	\$28.66	\$30.17
Print Shop Manager	\$26.92	\$30.29	\$31.97	\$33.65	\$0.23	\$0.26	\$0.28	\$0.29	\$27.15	\$30.55	\$32.24	\$33.94
Capital Projects Specialist	\$23.39	\$26.32	\$27.78	\$29.24	\$0.23	\$0.26	\$0.28	\$0.29	\$23.62	\$26.58	\$28.05	\$29.53