

RENTON SCHOOL DISTRICT NO.403

SALARY AND BENEFITS  
FOR  
NON-UNIT ADMINISTRATORS

This document describes the salaries and benefits for both certificated and classified non-unit administrators listed below, consistent with state and federal law. This information replaces any previously existing memoranda of understanding, reflects current practice and is subject to change. Non-unit administrators are considered to be employed at will, meaning that they serve at the pleasure of the Superintendent and the Board of Directors. This document does not create in any non-unit administrator a right or expectation to continuing employment in such position or with the District generally, outside of any provisions of state law. Employees working less than 260 days, eight hours per day will receive salaries and benefits on a prorated basis. The Superintendent is authorized to make exceptions to these provisions within the constraints of law.

Section I applies to the following groups:

- Deputy Superintendent
- Assistant Superintendents
- Chiefs
- Executive Directors
- Directors
- Classified Managers

SALARY:

- Salaries will be paid on the approved salary schedule.
- Salaries are based on a 260-day standard work year.
- Per diem is calculated based on 220 days.

BENEFITS:

- Health insurance and other benefits including, but not limited to Dependent Care Assistance Program, life insurance and accidental death and dismemberment insurance, long-term disability insurance and Medical Flexible Spending Arrangement are provided through the School Employees Benefits Board (SEBB). The District complies with SEBB requirements as set out in state law and Health Care Authority (HCA) rules and regulations, including, but not limited to eligibility requirements, plan offerings, premium rates and employee contributions and district payments for employer contributions.
- The District offers, at employee expense, long-term care and cancer insurance.

HOLIDAYS: 14 Days/Year

Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Day before or after Christmas (as determined by approved calendar)  
Christmas Day  
Day before or after New Year's Day (as determined by approved calendar)  
New Year's Day  
Legally designated day for Martin Luther King Jr.'s Birthday  
Legally designated day for President's Day  
The Monday or Friday of Spring Break (as determined by approved calendar)  
Memorial Day  
Day before or after Independence Day (as determined by approved calendar)  
Independence Day

VACATION: 27 Days/Year

- Annual accrual up to 320 hours (40 days)
- Must be requested and approved in advance.
- No administrator or his/her estate shall receive reimbursement at the time of termination or death for more than 240 hours of accrued vacation, calculated at the per diem rate of two hundred-twenty (220) days to determine one (1) day's monetary compensation.
- Up to eleven (11) days of unused vacation may be cashed out annually, upon request in March of each year at the per diem rate based on the year to date accrual. A minimum balance of eighty (80) hours must be maintained in order to be eligible.

SICK LEAVE: 12 Days/Year

- Sick leave provided and not taken shall accumulate up to a maximum of one hundred-eighty (180) days for leave purposes up to a maximum of the number of agreed contract days or assigned workdays, but not greater than one year.
- Up to twelve (12) days may be used per year for the purpose of payment for unused sick leave. In January of the year following any year in which a minimum of sixty (60) days of sick leave is accrued any eligible employee may exercise an option to receive remuneration for unused sick leave at the rate of one (1) day's monetary compensation for each four (4) full days of accrued leave in excess of sixty (60) days. Leave for which compensation has been received shall be deducted from the employee's leave balance at the rate of four (4) days for every one (1) day's monetary compensation. Provided, that no employee may receive compensation for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.

EMERGENCY LEAVE: Up to 6 Days/Year (Non-Accumulative)

- Six (6) days of emergency leave per year may be deducted from an employee's annual sick leave balance upon request of each employee with a sufficient sick leave balance. Additional days may be granted upon request submitted to the Assistant Superintendent for Human Resources.
- May be used for issues that have been suddenly precipitated and must be of such an emergent nature that pre-planning is not possible, or where pre-planning could not relieve the necessity for the absence.
- This leave may not be taken in combination with other leaves for purposes of extending vacations or holidays.

PERSONAL LEAVE: 2 Days/Year (Non-Accumulative)

- May be taken in half or full day increments.
- May not be taken to extend a holiday, vacation or sick leave unless extenuating circumstances are approved by the Assistant Superintendent for Human Resources.
- Must be requested in advance.

BEREAVEMENT LEAVE: 5 Days

- Up to five days with pay for each occurrence of a death in the employee's immediate family or the immediate family of the employee's spouse/domestic partner. "Immediate family" for purposes of bereavement leave includes spouse, children, parents, siblings, grandchildren, grandparents, aunts, uncles, nieces/nephews or anyone living with or considered part of the immediate family.

OTHER LEAVES:

- Requests for other types of leave, such as FMLA, PFMLA, Child Care Leave, Adoption Leave, Jury Duty, Military Leave, Worker's Compensation, Domestic Abuse Leave, Subpoena Leave, will be processed in accordance with state and federal law.
- Requests must be submitted in writing to Human Resources.

MILEAGE:

- Approved mileage will be reimbursed at the current Internal Revenue Service rate.
- Mileage expenses must be submitted no later than August 31 of each year.

CERTIFIED LOSS OF OR DAMAGE TO PERSONAL PROPERTY:

- The District or its insurer shall reimburse any non-unit administrator for certified loss or damage to personal property necessarily used in the performance of job duties.
- Personal insurance possibilities must be exhausted before being eligible for reimbursement.

- Reimbursement per incident may not exceed \$500.00, not to exceed a total of \$1,500.00 per year.
- No reimbursement for loss of cash will be made.
- A District security report and a police report must be filed within three days following the incident.
- Claim for reimbursement must be submitted to the Business Office within thirty (30) business days after the loss or damage.

Section II is specific to the non-unit classification:

#### EDUCATIONAL STIPEND:

##### CLASSIFIED MANAGER:

- Master's Degree - \$3,000
- CPA - \$3,000

##### DIRECTORS, EXECUTIVE DIRECTORS, CHIEFS, ASSISTANT SUPERINTENDENTS, DEPUTY SUPERINTENDENT:

- Doctoral Degree - \$5,000
- CPA - \$5,000

#### PROFESSIONAL DEVELOPMENT

##### CLASSIFIED MANAGERS:

- Each classified manager may apply to use up to \$2,500 annually, not to exceed a total of \$5,000 over their employment as a classified manager, for professional memberships, tuition reimbursement, conference/workshop attendance and related travel expenses or other professional development as approved by the Superintendent/designee.
- Expenditures shall be accounted for through Human Resources.
- Expenses for approved professional development activities must be submitted for reimbursement no later than August 31 of each year.

##### DIRECTORS, EXECUTIVE DIRECTORS, CHIEFS, ASSISTANT SUPERINTENDENTS AND DEPUTY SUPERINTENDENT:

- Each of the Directors, Executive Directors, Chiefs, Assistant Superintendents and Deputy Superintendent may apply to use up to \$3,000 annually, not to exceed a total of \$6,000 over their employment in their current job classification, for professional memberships, tuition reimbursement, conference/workshop attendance and related travel expenses or other professional development as approved by the Superintendent/designee.
- Expenditures shall be accounted for through Human Resources.

- Expenses for approved professional development activities must be submitted for reimbursement no later than August 31 of each year.