

COMPENSATION FOR NON-REPRESENTED EMPLOYEES

A. Salaries for Non-Represented Employees

The board of directors shall be responsible for annually approving a motion to set salaries for the non-represented employees of the district, which shall be recommended by the superintendent, provided that compensation and benefits for the superintendent, the assistant superintendent of educational services, the assistant superintendent of business services, the assistant superintendent of human resources, and the executive director of teaching and learning shall be established by individual employment contracts. The superintendent's employment contract shall fix the superintendent's compensation. The terms and conditions of employment, including, but not limited to, length of contract, compensation, benefits, expense reimbursement, procedure and criteria for performance evaluation, and consulting activities may be included in the employment contract between the board and the superintendent. The board retains exclusive employment rights except as granted in the board-superintendent contract. Non-represented employees shall be paid an annual salary or hourly wage, as applicable, in accordance with the board-approved annual salary motion(s).

1. Schedule Placement for Non-Represented Employees

Schedule placement for non-represented employees shall be determined based on the employee's education, experience and technical ability levels as related to the requirements of each specific position and the applicable salary schedule. Evaluation for schedule placement shall be made by human resources with approval by the superintendent.

2. Schedule Placement Advancement for Non-Represented Employees

Employee advancement on the applicable salary schedule shall be periodically reviewed by human resources. Recommendations for advancement shall be based on criteria which may include, but not be limited to, educational growth, experience, added responsibility, or individual performance. The superintendent shall review and make a final determination on all advancement requests. The board of directors shall annually adjust non-represented salaries in accordance with the district's financial resources, legal capacity, and the terms of this policy.

3. Longevity Recognition for Classified Non-Represented, Non-Supervisory, Hourly Employees

In recognition of the contribution of continuing service with the District, each employee that has completed ten (10) years' service as of August 31 shall then receive an additional \$.35 per hour above their hourly rate. Each employee that has completed fifteen (15) years' service as of August 31 shall then receive an additional \$.50 per hour above their hourly rate. Each employee that has completed twenty (20) years' service as of August 31 shall then receive an additional \$.65 per hour above their hourly rate. Each employee that has completed twenty-five (25) years' service as of August 31 shall then receive an additional \$.80 per hour above their hourly rate.

4. Education Recognition for Classified Non-Represented, Non-Supervisory, Hourly Employees

Beginning September 1, 2006, classified non-represented, non-supervisory employees who provide documentation of a bachelor's degree or higher from an accredited program shall be eligible to receive an additional \$.35 per hour in compensation in addition to the employee's hourly wage.

5. Certification Recognition for Classified Non-Rep, Non-Supervisory, Hourly Network Support Specialists

Beginning September 1, 2014, Network Support Specialists who provide documentation of an active Cisco CCNA and/or Microsoft MCSA Windows Server (most current version) shall be eligible to receive an

additional \$2.00 per hour in compensation in addition to the employee's hourly wage. This certification must remain active to receive compensation.

6. Washington State Minimum Wage

Effective January 1 of each year, the Washington State legislature adjusts the hourly minimum wage to coincide with the cost of living. Any wage on this schedule that falls below the established hourly minimum wage on January 1, will be paid at the minimum wage established on that date by state law.

Non-Represented, Non-Supervisory Schedule--effective September 1, 2014

SUBSTITUTE AND TEMPORARY	HOURLY RATES		
Arts4Learning Instructor	\$44.60		
Classified Instructor – Staff Development	\$20.17		
Classified Assistant Instructor – Staff Development	\$12.34		
Computer Tech Assistant	\$ 9.32		
Student Employees	\$ 9.32		
Substitute Security Officer	\$11.37		
Temporary Piano Accompanist	\$20.00		
Temporary AV and Equipment Repair Specialist	\$19.03		
Temporary Extracurricular Assistant	\$ 9.32		
Temporary Health Screener	\$10.81		
Theater Technician	\$ 9.32		
Traffic Directors (Law Enforcement Trained)	\$25.00-\$40.00		

SWIM POOL TEMPORARY	HOURLY RATES		
	Step 1	Step 2	Step 3
Lifeguard	\$ 9.32	\$10.32	
Supervisor	\$12.50	\$14.25	\$15.69
Water Safety Instructor	\$9.78	\$11.75	

SWIM POOL EMPLOYEE	HOURLY RATES		
	Step 1	Step 2	Step 3
Assistant Swim Pool Manager	\$18.03	\$19.68	\$21.32

SECURITY EMPLOYEE	HOURLY RATES		
	Step 1	Step 2	Step 3
Security Officer	\$19.11	\$19.56	\$20.00
Assistant Security Officer - <i>unfilled</i>	\$17.08	\$17.41	\$17.76

CONFIDENTIAL AND EXEMPT EMPLOYEE (NON-FLSA EXEMPT)	HOURLY RATES		
Community Relations Assistant	\$20.50		
Executive Assistant – Business Services	\$24.71	\$25.25	\$25.78
Executive Assistant – Education Services	\$24.71	\$25.25	\$25.78
Executive Assistant – Human Resources	\$24.71	\$25.25	\$25.78
Executive Assistant – Superintendent	\$29.58	\$31.04	\$32.50

PROFESSIONAL-TECHNICAL, NON SUPERVISORY (NON-FLSA EXEMPT)	HOURLY RATES		
Certificated Specialist – Human Resources	\$26.60	\$28.10	\$29.60
Classified Specialist – Human Resources	\$26.60	\$28.10	\$29.60
Data Integration Specialist	\$27.40	\$28.90	\$30.40
Information Systems Specialist	\$25.40	\$26.90	\$28.40
Network Support Specialist	\$25.40	\$26.90	\$28.40

PROFESSIONAL-TECHNICAL, NON SUPERVISORY (FLSA EXEMPT)	ANNUAL SALARIES		
	Step 1	Step 2	Step 3
Communications & Comm Info Spclst (260 day, includes holidays)	\$51,082	\$52,985	\$54,260
Psychometrist (180 workdays) – <i>unfilled</i>	\$21,148	\$21,778	\$22,340
Speech and Language Pathologist Intern (180 workdays) – <i>unfilled</i>	\$21,148	\$21,778	\$22,340

Non-Represented Prof Tech Supervisory Schedule--effective July 1, 2013

PROFESSIONAL-TECHNICAL, SUPERVISORY (FLSA EXEMPT)	ANNUAL SALARIES		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Manager, Business Services (260 day, includes holidays)	62,088	63,699	65,355

Non-Represented NJROTC Instructor's Salary--effective September 1, 2012

Each Naval Junior Reserve Officers' Training Corps (NJROTC) instructor's salary shall be determined by the formula specified as the minimum payment for NJROTC instructors, which is based on the difference between their active duty and retired duty pay. The district shall pay the full amount of NJROTC instructor salaries and then shall apply for reimbursement from the U.S. Navy for one-half (1/2) of the NJROTC instructor base salary payments. Salaries shall be adjusted in accordance with approving documents generated by the NJROTC.

A stipend shall be available for NJROTC drill team at \$4,293. This stipend may be held by one instructor, or shared by the two instructors upon approval of the Superintendent or designee.

Non-Represented Supervisory Schedule--effective July 1, 2014-- Annual Salary:

LEVEL	STEP				
	1	2	3	4	5
I*	\$95,557	\$98,175	\$100,807	\$103,438	\$106,024
II*	\$88,011	\$90,474	\$93,092	\$95,718	\$98,111
III*	\$84,731	\$87,104	\$89,620	\$92,146	\$94,450
IV*	\$81,186	\$83,320	\$85,600	\$87,881	\$90,078
V*	\$71,246	\$73,257	\$75,323	\$77,446	\$79,382
VI*	\$62,548	\$64,282	\$66,067	\$67,900	\$69,598

*Plus \$1,183 for a Doctoral degree.

The District's non-represented supervisory positions are categorized as follows:

Level I
 Director of Teaching and Learning
 Director of Career and Technical Education
 Director of Special Education
 Director of Special Programs (currently unfilled)
 Director of School and Family Support (currently unfilled)

Level II
 Director of Athletics
 Director of Business Services
 Director of Facilities
 Director of Human Resources (currently unfilled)
 Director of Information Technology Services

Level III
 Director of Food and Nutrition Services
 Director of Transportation
 Assistant Director of Special Education

Level IV
 Director of Community Relations (currently unfilled)
 Director of Performing and Visual Arts

Level V
 Supervisor of Network Services
 Supervisor of Payroll
 Assistant Director of Transportation
 Assistant Director of Food Nutrition Services
 Assistant Director of Facilities

Level VI
 Manager, Transportation Shop

District Plan for Non-Represented Supervisory Employees--effective July 1, 2014 :

Opportunities shall be made available, subject to financial ability, to classified non-represented employees through a fund managed by the superintendent or designee. Non-represented classified employees can make application for use of these funds to apply to costs related to professional growth, including, but not limited to, travel, tuition, registration, and/or compensation.

The district will offer a professional development program to non-represented supervisory employees, including both district and individual plan elements. Participation will be by contract or employment authorization, as applicable, for a district plan stipend. Payment shall be established in accordance with payroll procedures.

The district plan shall minimally consist of the equivalent of at least five (5) days of scheduled in-service/professional development which shall be scheduled during the professional development block in the summer months, as specified on the employee's work calendar, and/or during evenings and weekends during the work year.

Authorized participants shall receive a stipend, subject to appropriate documentation of completion of the plan. The stipends shall be as follows:

Director I	\$2,586	Supervisor V	\$1,819
Director II	\$1,819	Assistant Director V	\$1,819
Director and Assistant Director III	\$1,819	Manager VI Public Information Officer	\$1,819
Director of Community Relations IV	\$1,819		

Individual Plan. An individual professional development plan may also be submitted to the superintendent or designee for approval. To qualify for a stipend, such plan shall be in writing and shall specify, at a minimum, goals, specific activities to be performed, an explanation of how the district will benefit, time required, and a schedule for completion of the plan. To qualify for the final stipend, the plan must reflect at least eight (8) full days of effort. The stipends for 2010-11 are:

Director I	\$6,067	Supervisor V	\$2,517
Director II	\$5,035	Assistant Director V	\$2,517
Director and Assistant Director III	\$3,774	Manager VI Public Information Officer	\$2,517
Director of Community Relations IV	\$3,146		

The Individual Plan may be adjusted by future action of the board, consistent with provisions for represented administrators. Authorized participants shall receive a stipend, subject to appropriate documentation of completion of the plan.

Upon approval of the plan by the superintendent or designee, the employee will be issued a separate contract or employment authorization, as applicable, and shall receive a stipend, subject to appropriate documentation of completion of the plan. All such professional development activities must be performed during the professional development block during the summer months, as specified on the employee's work calendar, and/or during evenings and weekends during the work year.

Payment Provisions for Non-Represented Employees

1. Warrants

In accordance with Washington State Law, all non-represented regular employees shall be paid in twelve (12) monthly installments. Each warrant shall contain one-twelfth (1/12) of the obligated base salary, prorated for late hires or leaves of absence. Payroll warrants shall be issued to the employee on the last day of each month. However, if the last day of the month falls on a weekend or holiday, warrants will be issued on the last banking business day of the month. Student employees and substitute employees shall be paid on the Substitute Payroll on the dates established by Payroll.

2. Corrections

In the event of overpayment of salary, correction shall be prorated among the remaining payroll warrants of the contract year. The correction for underpayment shall be made as soon as possible and no later than the last working day of the month following the underpayment, providing the error is made known to the accounting office six (6) working days prior to payday. If it is not, then the correction will be made in the following month. Hardships resulting from either overpayment or underpayment will be resolved on an individual basis in consultation with the accounting office.

3. Separation

All compensation owed to an employee who is leaving the District shall, upon request, be paid at the first pay period following his/her last working day.

4. Direct Deposit

The monthly pay warrant will be distributed through direct deposit. The monthly pay warrant will be distributed through the established direct deposit process, unless a bank account is not available to process the direct deposit payment. In that case, the pay warrant will be mailed to the employee's home or post office box.

5. Extracurricular Pay

For non-represented employees employed to perform extracurricular assignments who are not regularly employed by the District, salary payment shall be made in prorated monthly payments with final payment held pending receipt in Payroll of notification from the building administrator on completion of the assignment. Those persons otherwise employed by the District in a regular position may opt to spread the pay over their normal pay schedule. It shall be the duty of the employee to make such a request in writing to Payroll.

6. Extra Duties/Hours Pay

Payment for salary earned by non-represented employees in extra duties and/or hours of work shall be in accordance with the established payroll time sheet dates. Completed timesheets must be received in Payroll by the established monthly cut-off date for payment to be made on that month's warrant.

7. Time-Sheet Cut-Off

Timesheets for extra duties and/or hours for the current school year must be received by Payroll by the monthly cut-off date for September of the ensuing year. Payment will not be made for timesheets submitted after this established cut-off date.