

BENEFITS AND REIMBURSEMENTS FOR NON-REPRESENTED EMPLOYEES

A. Eligibility

All non-represented employees, except substitute, temporary or student employees, are eligible to enroll in the District-approved health insurance programs. Enrollment in the mandatory programs (dental, vision, disability, life) shall be automatic for any non-represented employee working a minimum of seventeen and one-half (17½) hours per week, except substitute, temporary or student employees who are not eligible. Eligibility for enrollment in the optional plans shall be as defined by the program provider.

B. Enrollment

Eligible new non-represented employees desiring coverage for basic benefits and/or optional benefits, as described below, must enroll in the insurance programs within thirty (30) calendar days of the date of hire into a position that qualifies them for benefits. Failure to meet this deadline will result in non-eligibility until the next general open enrollment period for the District. Non-represented employees shall have the option to change or enroll in basic benefits and/or optional benefits insurance programs during the open enrollment period specified by the District.

C. Contributions

1. Non-Represented Non-Supervisory and Non-Represented Professional Technical Supervisory Employees

The District shall contribute each month the amount identified in the state appropriations act for non-supervisory, non-represented employee insurance per 1.0 FTE. For purposes of this section, a “full time employee” shall be equivalent to one thousand four hundred forty (1,440) hours per year. Eligible employees working less than full time shall have their District contribution appropriately prorated.

The District shall pay up to \$55.00 per month per FTE of the required contribution to the State Health Care Authority for Retiree Insurance Benefits (hereinafter referred to as the “Retiree Subsidy”). Any amount of the retiree subsidy that exceeds \$55.00 shall be deducted from the District’s insurance contribution.

2. Non-Represented Supervisory Employees

The District shall pay the full state insurance allocation amount per full-time employee (1.0 FTE) for 2010-2011 year. Effective September 1, 2011 the District shall pay 90% of the state retiree carve-out amount without deducting such amount from the state insurance allocation identified in this section. The employee’s share of the state retiree carve-out will be deducted from the employee’s pay warrant on a monthly basis. The state insurance allocation amount will be published annually to employees in the employee benefit booklet.

Eligible administrators working less than full time shall have their District contribution appropriately prorated.

D. Basic Benefits and Contributions

All eligible non-represented employees, as defined in this policy, along with eligible dependents, will be required to participate in the District-approved dental, vision, group term life and group long-term disability insurance programs. Each eligible non-represented employee will have the option of participating in a District-approved medical insurance program, along with eligible dependents. These programs will be known as the “basic benefits” programs. Payroll deductions will be made for any portion of an eligible non-represented employee's premium which is not paid by the District.

E. Insurance Pooling

The District's insurance contributions shall be subject to pooling, to be implemented in accordance with past practice and state law and regulations and based on a certificated pool and a classified pool. The District shall make the pool calculation and apply the increased amounts utilizing the established proration method. After adjustments, payroll deductions will be made for any portion of an eligible non-represented employee's premiums which are still not paid by the District.

F. Potential “Other Benefits”

“Other benefits” means those District-approved insurance programs optionally available by a payroll deduction to non-represented employees outside the Basic Benefits programs, including short-term disability, additional individual life, and cancer insurance programs, which are not basic benefits as described herein.

G. Leaves

While on an unpaid leave of absence, the non-represented employee shall have the option to remain an active participant in the District's benefit programs by making contributions in the amount required, but with no District contribution. Contributions must be made in a timely manner, as established by the District. Non-represented employees on Family and Medical Leave Act leave may be eligible for District contributions in accordance with state and federal law and District policy. Replacement contract non-represented employees are not eligible for benefits, unless not used by the non-represented employee on leave of absence, or the replacement position extends the entire school year, in accordance with established past practice.

H. Section 125 Plan

The District shall maintain a Section 125 Flex Plan that shall operate in accordance with state and federal laws.

I. Retirement

Non-represented employees shall be eligible for participation in the Washington Retirement Systems in accordance with established regulations. The District shall report all hours worked as mandated by the Department of Retirement Systems.

J. COBRA

Non-represented employees who separate employment shall be eligible to participate in the District insurance programs under COBRA pursuant to federal and state law.

K. Additional Life Insurance

The District shall provide, at District expense, a term life insurance policy for administrators covered by this Agreement in the amount of two times (2X) the base salary amount rounded up to the nearest one-thousand dollars (\$1,000.00), provided that the premium payments shall be taxed in accordance with the IRS regulations. Such coverage shall continue during the term of the administrator's employment as covered by this Agreement.

Adopted: December 15, 2010

Revised: September 11, 2011; February 19, 2013