

Renton School District
Confidential Employees
Memorandum of
Understanding
September 1, 2021
Through
August 31, 2024

RENTON SCHOOL DISTRICT NO. 403
CONFIDENTIAL EMPLOYEES
SALARY AND BENEFIT IMPLEMENTATION
September 1, 2019 August 31, 2021

1. The Confidential Employee positions are based on a 260-day paid year, which includes 14 holidays and 20 vacation days, with:
 - a. Twenty (20) days annual vacation up to and including the seventh (7th) full year of employment.
 - b. Twenty-five (25) days annual vacation beginning with the eighth (8th) full year of employment.
 - c. Twenty-seven (27) days annual vacation beginning with the eleventh (11th) full year of employment.

Previous employment in a similar position in a Washington State school district will count towards an employee's vacation accrual date.

Vacation time may accrue up to a maximum of 40 days (320 hours); no employees or his/her estate shall receive reimbursement at the time of termination or death of not more than 240 hours (30 days). The District may make financial adjustments to avoid penalty, legal restraint or excess compensation billing from the State Department of Retirement Systems.

260-day employees may cash out up to ten (10) vacation days annually.

2. Up to and including five (5) days leave with pay shall be allowed for bereavement leave for each occurrence of a death in the employee's immediate family, or the immediate family of employee's spouse/partner, which includes spouse, children, mother, father, sister, brother, grandchildren, grandparents, aunts, uncles, and nieces/nephews or anyone living with or considered part of the family. An additional two (2) days for travel time may be approved by the Assistant Superintendent of Human Resources.
3. In special cases, the Assistant Superintendent for Human Resources may extend the definition of immediate family and/or grant extra days.
4. Six (6) days emergency leave per year, non-cumulative year to year, will be available upon request for each Confidential Employee without loss of pay (deductible from annual sick leave).
5. Two (2) Personal Leave days shall be provided by the District and shall be at no cost to the employee.

One day of Personal Leave may be cashed out annually.

6. One (1) additional Personal Leave day, taken from the employee's existing sick leave balance, is available.

7. One (1) additional Personal Leave day will be given to employees with a sick leave balance of at least twenty (20) days as of August 31 of each year.
 - 7.1 The employee will notify their supervisor of the intent to take Personal Leave at least two (2) working days prior to the leave, unless compelled otherwise by emergency, in which case, the employee should provide as much notice as possible. The employee will enter the absence electronically.
 - 7.2 Personal Leave may not be used the first or last day of school; to extend a holiday, vacation or sick leave; or on a student registration day unless extenuating circumstances are granted by the Assistant Superintendent of Human Resources.
8. One (1) day of Personal Leave may be carried over each year.
9. Delayed opening due to inclement weather will have no impact on the length of an employee's workday. If an employee is unable to report to work safely at their normal arrival time, then the employee may delay the start of their shift, arriving no later than thirty (30) minutes after the start of their regular work schedule or take appropriate leave. Employees will be notified of any special District procedures regarding delayed openings or early dismissal.

Employees shall make every reasonable effort to report to work during emergency conditions. When worksites are closed during emergency conditions, employees who are unable to report to work may, in consultation with their supervisors, choose to account for missed time through use of vacation leave, emergency hardship leave, time made up in the future, an altered work week or use of compensatory time.

Weather conditions are considered a valid reason for emergency- hardship leave, deducted from sick leave.

10. Conferences, workshops, and continuing education opportunities are available as authorized and approved by the immediate supervisor. May include subscriptions to professional publications, membership in professional organizations, payment for registration fees and tuition reimbursement for the purposes of job-related professional development. Supervisors shall approve and pay for attendance for conferences/workshops up to \$500 per year managed by Business Services. Unexpended funds may carry over a maximum of \$500 to the next fiscal year. Additional opportunities may be available through District in-service programs. On an annual basis, confidential employees may attend, at their discretion, up to 16 hours of non-District professional development/trainings during their workday that furthers skills or competencies related to their job performance. Additional professional development/training hours during the workday may be approved, upon mutual agreement between the employee and the supervisor.
11. The District will provide 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 to all employees through the School Employees Benefits Board (SEBB). The District will comply with the SEBB requirements as set out in state law and Health Care Authority (HCA) rules and regulations, these include but are not limited to the following:

eligibility requirements, plan offerings, premium rates and employee contributions and District payments for employer contribution(s).

12. The District will make available to Confidential Employees, at their option, an Internal Revenue Service Code Section 125 flexible benefits plan. The plan will be established, administered, and communicated to Confidential Employees by the District without cost to the Confidential Employees.
13. The District will continue to offer long-term care insurance, at the employee's expense, as an optional benefit.
14. All eligible employees shall have access to the Washington Paid Family Medical Leave Act (PFMLA) in accordance with the law. The District shall pay the full cost of all premiums associated with the PFML.
15. Confidential Employees are allowed, at their option and their discretion, to work up to sixty-four (64) approved additional optional hours prorated based on annual FTE, in each year and will be paid at time and one-half according to provisions of the Federal Labor Standards Act.
16. Confidential Employees who work approved time in excess of forty (40) hours per week will be paid at the overtime rate of time and one-half per hour worked, and double-time after working in excess of 48 hours in a work week, provided that, pre-approved additional days referred to in number 15 shall be paid at time and one-half.

Approved work performed on a holiday will be paid at the rate of two (2) times the regular rate of pay in addition to the holiday rate.
17. At the option of the employee and if arranged prior to the assignment, compensatory time may be taken in lieu of authorized overtime payment, in accordance with the provisions of applicable state and federal law and in accordance with established Renton School District procedures.
18. The annual salary for 2021-2022 shall be effective September 1 and shall be shown in Appendix A. The annual salary for 2022-2023 shall be increased by the state funded and authorized inflationary increase (implicit price deflator). The parties shall meet and confer to establish the salary rates for 2023-2024.
19. Sick leave provided and not taken shall accumulate from year to year up to the maximum allowed by law. Such accumulated time may be taken at any time during the school year, or up to twelve (12) days per year may be used for the purpose of payments of unused sick leave. Employees having accumulated more than 180 days shall be allowed to use those days as may be prescribed by SPI rules, regulations or guidelines.

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one Day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall

be deducted from accrued leave for illness or injury at the rate of four (4) days for every one Day's monetary compensation. **PROVIDED**, that no employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one day per month.

At the time of separation from school district employment due to retirement, an eligible employee will receive monetary remuneration at a rate equal to one day's current monetary compensation of the employee for each four (4) full days' accrued leave for illness or injury up to a maximum of 180 days. At the time of separation from school district employment due to death, an eligible employee's estate may receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days' accrued leave for illness or injury up to a maximum of 180 days.

Should the legislature revoke any benefits granted under this section, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual right.

20. Any provisions of this agreement may be reopened during its term for change(s), deletion(s) or amendment(s) only by mutual consent.

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CONFIDENTIAL EMPLOYEES POSITIONS BY CLASSIFICATION

LEVEL	POSITION
CONFIDENTIAL EMPLOYEE LEVEL I	Confidential Assistant: Community Relations Confidential Assistant: Chief Academic Officer
CONFIDENTIAL EMPLOYEE LEVEL II	Executive Assistant: Finance & Support Services Executive Assistant: Facilities & Planning Executive Assistant: Learning & Teaching Executive Assistant: Human Resources
CONFIDENTIAL EMPLOYEE LEVEL III	
CONFIDENTIAL EMPLOYEE LEVEL IV	
CONFIDENTIAL EMPLOYEE LEVEL V	Executive Assistant: Superintendent Senior HR Advisor

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CONFIDENTIAL EMPLOYEES SALARY SCHEDULE

Effective: September 1, 2021

	Step 1 0-1 years	Step 2 2-3 years	Step 3 4+ years
CONFIDENTIAL EMPLOYEE LEVEL I	\$75,545.60	\$77,812.80	\$80,142.40
CONFIDENTIAL EMPLOYEE LEVEL II	\$80,433.60	\$82,846.40	\$85,300.80
CONFIDENTIAL EMPLOYEE LEVEL III	\$85,737.60	\$88,275.20	\$90,937.60
CONFIDENTIAL EMPLOYEE LEVEL IV	\$91,291.20	\$94,057.60	\$96,886.40
CONFIDENTIAL EMPLOYEE LEVEL V	\$100,838.40	\$103,896.00	\$106,995.20

Notes:

1. 2% base salary increase from 2020-2021
2. Increment movement is determined by years of experience in the Confidential Employee group, Experience outside the District may be evaluated by HR to determine if the work experience is equivalent of work in the Confidential group.
3. Longevity Stipend:
 - Any employee who has between 10 and 14 years of service with the Renton School District on September 1st shall receive an annual longevity stipend of 2%.
 - Any employee who has between 15 and 19 years of service with the Renton School District on September 1st shall receive an annual longevity stipend of 2.5%.
 - Any employee who has between 20 and 24 years of service with the Renton School District on September 1st shall receive an annual longevity stipend of 3%.
 - Any employee who has 25 years or more of service with the Renton School District on September 1st shall receive an annual longevity stipend of 3.5%.
 - Employees whose hire date is later than September 1st shall receive a prorated portion of the annual stipend in its initial year.

Board Approved: October 13, 2021