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**MEMORANDUM OF AGREEMENT**

**BY AND BETWEEN**

**RICHLAND SCHOOL DISTRICT #400**

**AND**

**ASSOCIATION OF  
RICHLAND ADMINISTRATORS**

**July 1, 2021 – June 30, 2022**

29 **Memorandum of Agreement by and Between**  
30 **The Board of Directors of Richland School District #400**  
31 **And the Association of Richland Administrators**  
32

33 RECOGNITION: The Richland School Board recognizes the Association of Richland  
34 Administrators as the exclusive bargaining representative for in-building full time and part-time  
35 administrative positions of the Richland School District, including the following:  
36

37	Group I	High School Principal
38	Group II	Middle School Principal and REHS, PCOA, TRHL Principal
39	Group III	Elementary Principal
40	Group IV	Elementary Assistant Principal
41	Group V	H.S. Assistant Principal, H.S. Athletic Director
42	Group VI	Middle School and TRHL Assistant Principal

43  
44 The terms “principal” or “administrator” when used hereinafter in the Agreement shall refer to  
45 all administrators represented by the Association.  
46

47 **ARTICLE I - LEAVES**  
48

49 **Section 1.1. Bereavement Leave**  
50

51 Up to five (5) days of bereavement leave with pay will be granted for each occurrence of death  
52 of immediate family. Immediate family is defined as: parent, brother, sister, husband, wife, sons,  
53 daughters, grandparents and immediate in-laws. Up to two (2) days will be granted for  
54 bereavement for a person of close personal ties. In cases where emergency factors of long  
55 distance are involved, the principal may be granted up to two (2) additional days leave.  
56

57 **Section 1.2. Sick Leave**  
58

59 Each full time administrator under contract for one year shall be entitled to receive up to twelve  
60 (12) days paid leave for illness, injury or emergency purposes. Administrators hired after July 1  
61 will be given a prorated number of days. Leave eligibility granted under this section shall be  
62 credited to each employee at the beginning of the school year or at such other time as the  
63 employee enters into an employment contract. Deduction from this allocation of leave days shall  
64 be made for each absence occasioned by legitimate claims of the following kinds: personal  
65 illness, family illness, injury, maternity, paternity or disability. The district may grant emergency  
66 leave, which shall be deducted from accumulated sick leave for extraordinary circumstances,  
67 which cause the employee to be away from work. Emergencies must be of such nature that  
68 planning is not possible or that planning could not relieve the necessity for the employee’s  
69 absence.  
70

71 **Section 1.2.1. Conversion of Sick Leave:** Administrators may elect to convert sick leave  
72 to monetary compensation as provided by statute. Sick leave for buy out purpose shall be  
73 earned used and converted to monetary compensation on a last in, first out (LIFO) basis.  
74 A maximum of 180 days is eligible for conversion at retirement or death.  
75

76 **Section 1.2.2. Eligibility:** An eligible administrator is one who has accumulated in excess  
77 of sixty (60) days of unused sick leave as of the last pay period if the prior year, at a rate

78 of not more than (12) days per year. (Written notice of the intent to convert unused sick  
79 leave must be provided to the district during the month of January.) The number of sick  
80 leave days which an eligible principal may convert shall be determined by taking the  
81 number of days accumulated during the previous calendar year at a per diem rate  
82 consistent with the principal's contract (a maximum of twelve (12) days per year) and  
83 subtracting the number of sick leave days used by the administrators during the previous  
84 calendar year.

85  
86 Section 1.2.3. Conversion to Compensation. The number calculated above, if possible,  
87 shall be the number of sick leave days, which may be converted. Monetary compensation  
88 at the rate of twenty-five percent (25%) of the administrator's current per diem rate of  
89 compensation shall be paid to the administrator for each day converted; partial days will  
90 be compensated on a pro-rated basis.

91  
92 Sick leave days converted to compensation, pursuant to the above, shall be deducted from  
93 the administrator's accumulated sick leave. Compensation received pursuant to this  
94 policy shall not be included for the purpose of computing a retirement allowance under  
95 any public retirement system in this state.

96  
97 Payment shall be included in the February payroll. Required federal withholding and  
98 social security deductions will be made at this time.

99  
100 **Section 1.3. VEBA III (Post Retirement Medical Plan)**

101  
102 The Association shall notify the District of its intention to participate annually.

103  
104 **Section 1.4. Workers' Compensation**

105  
106 An administrator who sustains a personal injury illness covered by Workers' Compensation may  
107 determine to use such Workers' Compensation payments to buy back sick leave days. The  
108 number of sick leave days to be recovered shall be calculated by dividing the principal's per diem  
109 into total Workers' Compensation payments.

110  
111 **Section 1.5. Personal Leave**

112  
113 Each administrator shall receive three (3) personal leave days per contract year to be used for  
114 personal business, household, or family matters that require absence during school hours.  
115 Notification to the administrator's supervisor for personal leave shall be made at least one (1)  
116 day before taking such leave, except in the case of emergencies. These days can be accumulated  
117 over multiple contracts up to five (5) day total. Up to three (3) days per year may be cashed out  
118 at the administrator's per diem pay.

119  
120 **Section 1.6. Maternity & Paternity Leave**

121  
122 Maternity & Paternity leaves will continue to be administered as defined by the policies of the  
123 district and the State Human Rights Commission.

124  
125 **Section 1.7. Child Rearing Leave (Parenting Leave)**

127 Administrators who gave birth to a child may require up to the remaining semester and an  
128 addition two (2) semesters' leave-of-absence for child-rearing leave without pay with the  
129 restriction that they must return at the beginning of the semester.

130  
131 **Section 1.8. Extended Leave of Absence**

132  
133 **Section 1.8.1. Education:** An administrator may be granted a leave of absence without  
134 pay for up to two (2) years to further his/her educational background at an accredited  
135 college or university. Such program must be a minimum half-time program. An  
136 administrator may make application for such leave following three (3) years of  
137 employment. Applications must be submitted to the superintendent for his approval by  
138 Jan 15 of each year.

139  
140 **Section 1.8.2. Family Illness:** A leave of absence without pay for up to two (2) years may  
141 be granted for the purpose of caring for a sick member of the administrator's immediate  
142 family. Additional leave may be granted at the discretion of the superintendent and the  
143 board.

144  
145 **Section 1.8.3. Personal Illness:** An administrator who is unable to perform his/her duties  
146 because of personal illness or disability may, upon request, be granted leave of absence  
147 without pay for the duration of each illness or disability up to one (1) year. The district  
148 shall have the option of requiring a physician's statement or other acceptable  
149 documentation testifying to the employee's illness and recovery.

150  
151 **Section 1.8.4. Accumulated Sick Leave:** Accumulated sick leave is retained while on  
152 leave of absence for health conditions. No increment is allowed for the year when an  
153 administrator is on leave of absence for health conditions.

154  
155 **Section 1.8.5. Other:** A leave of absence for up two (2) years may be granted to  
156 administrators who submit applications to the superintendent by January 15<sup>th</sup> of the  
157 contract year. No more than two administrators may be granted leave, upon  
158 superintendent and board approval, under this provision at any one time. A principal or  
159 assistant principal may make applications for such leave following three (3) consecutive  
160 years of administrative employment with the Richland School District.

161  
162 **Section 1.9 Military Leave**

163  
164 Time off with pay or paid leave of absences will be granted for administrators involved in  
165 military activities consistent with Federal statute. If an administrator's military obligation  
166 exceeds these times, an unpaid leave of absence will be approved.

167  
168 **ARTICLE II – BENEFITS**

169  
170 **Section 2.1. Insurance Benefits**

171  
172 The District shall provide the state allocation per month for each FTE to be used for insurance  
173 benefits as determined by the group membership in accordance with state law.

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**Section 2.2 Life Insurance**

The district will pay the premium for a \$50,000.00 Term Life policy for each administrator.

**Section 2.3 Long Term Disability**

The district will provide a long-term disability plan at District expense. Long-term disability insurance program providing benefits equal to 60 % of the basic monthly earnings not to exceed a Maximum Monthly Benefit of \$3,000.00 (See Long Term Disability Plan WEA Select)

**Section 2.4. Professional Organization Dues**

The District shall pay the annual dues of professional organizations up to \$1,000.00 for each administrator.

**Section 2.5. Personal Property Loss**

In the event an administrator suffers damage, loss or destruction of personal property used for administrative purposes, the District will reimburse the administrator for the deductible amount of the employee’s personal insurance, provided a claim has been filed with and determined payable by the administrator’s respective insurance company. An affidavit shall be required to be signed by the administrator’s stating the date, place and nature of the damage, loss or destruction of such property.

**ARTICLE III – PROFESSIONAL DEVELOPMENT AND TRAVEL**

**Section 3.1 Mileage Reimbursement**

Principals and Athletic Directors who travel on district business will receive mileage reimbursement. The District will pay mileage at the IRS allowance or school district rate and will adjust the rate on September 1 of each year.

**ARTICLE IV – Contract Days**

**Section 4.1 Administrators Contracted Work Year**

	<b>HS Lead</b>	<b>MS/REHS TRHL/PCOA Lead</b>	<b>HS AP/AD</b>	<b>ES Lead/AP MS AP TRHL AP</b>
<b>Work Days</b>	220 (*)	219 (*)	215 (*)	210 (**)
<b>Holidays</b>	12	12	12	12
<b>Vacation Days</b>	20	20	20	20
<b>On Call</b>	8	9	13	18
<b>Total Contract</b>	260	260	260	260

A workday shall consist of eight (8) hours.  
(\* ) Ten (10) of these workdays can be converted to on-call for days beyond the workdays defined in Section 4.2(A) below.

215 (\*\*) Five (5) of these workdays can be converted to on-call for days beyond the workdays  
216 defined in Section 4.2(A) below.

217

## 218 **Section 4.2 Workdays**

219

220 A. Workdays are to be scheduled with the approval of the immediate supervisor. Generally,  
221 those days will include the 180 days of school, any district or State professional days, 15  
222 workdays before school starts, and 10 workdays after the last day of school. The  
223 workdays will be declared by each administrator and approved by his/her supervisor.  
224 Exceptions to originally declared workdays can be made (with approval of the  
225 supervisor).

226

227 B. “Other” days are not scheduled workdays; however, an administrator may be called to  
228 respond to a building situation as needed by the District and/or their supervisor. “Other”  
229 activities do not count towards the number of “workdays” defined above.

230

## 231 **Section 4.3 Holidays**

232

233 The following twelve (12) holidays shall be given to each ARA member

234 • New Year’s Day and the day before or after (unless the holiday falls on a Saturday or  
235 Sunday. It would be the Friday before and the Monday after)

236 • Martin Luther King Day

237 • Presidents Day

238 • Memorial Day

239 • Independence Day (Fourth of July)

240 • Labor Day

241 • Veterans’ Day

242 • Thanksgiving and the day after

243 • Christmas Day and the day before or after (unless the holiday fall on a Saturday or  
244 Sunday. It would be the Friday before and the Monday after)

245

## 246 **Section 4.4 Vacation Days**

247

248 Section 4.4.1: All ARA members will be granted 20 vacation days annually.

249

250 Section 4.4.2: Members must use a minimum of five (5) vacation days per year.

251

252 Section 4.4.3: Members are entitled to carryover up to 15 (fifteen) days per year unused  
253 vacation, up to a maximum of 30 days, on the anniversary of their contract (July 1).

254

255 For 2021-2022 only, Members may not have a balance of more than sixty (60) days. This  
256 would include a carryover of forty (40) days plus the additional twenty (20) days added  
257 on July 1. Any days over sixty (60) will be lost as of July 1.

258

259 Section 4.4.4: Vacation days should be taken on non-school days unless prior approval is  
260 obtained from the Superintendent or designee.

261

262 Section 4.4.5: Up to five (5) days of unused vacation may be cashed out annually.

263

264 Section 4.4.6: For the 2021-2022 school year only, principals can cash out an additional  
265 two (2) days of vacation leave at their daily rate for a total of seven (7) days of cash out.  
266 This section is non-precedent setting and sunsets on June 30, 2022 when this agreement  
267 expires.

268  
269 Section 4.4.7: Claims to cash out vacation days (either the five regular days of cash out in  
270 Section 4.4.5 or the two extra days for 2021-2022 only in Section 4.4.6) must be received  
271 by the District no later than June 30, 2022.  
272

### 273 **Section 4.5 Vacation Payment Separation of Employment**

274  
275 Upon separation of employment for reasons other than retirement, employees are eligible to  
276 receive compensation equal to the unused balance of vacation leave, up to a maximum of 30  
277 days/240 hours, at the current per diem rate at the time of severance.  
278

279 Upon separation of employment for retirement, employees are eligible to receive compensation  
280 for accumulated vacation days at the current per diem rate at the time of severance in an amount  
281 not to exceed thirty (30) days. (Benefits to retirement as per Washington State Law)  
282

## 283 **ARTICLE V – SALARY SCHEDULE**

284

### 285 **Section 5.1 Salary Placement Schedule**

286

287 Salary Schedule is attached to this agreement.  
288

### 289 **Section 5.2 Doctorate Degree**

290

291 An administrator holding a doctorate degree for which district professional development funds  
292 were not used to attain, will be paid an additional \$1500.00 on a supplemental contract.  
293

### 294 **Section 5.3 Per Diem Pay**

295

296 Per Diem pay will be calculated by adding the administrator’s base pay and dividing by the  
297 number of days worked.  
298

299

- 300 • 220 days---High School Principal
- 301 • 219 days--- Middle School Principal, REHS, PCOA, and TRHL Principal
- 302 • 215 days--- High School Assistant Principal and Athletic Director
- 303 • 210 days---Elementary Principal, Elementary & Middle School Assistant Principals,  
304 TRHL Asst. Principal

### 305 **Section 5.4 Salary Improvement**

306

307 State funded salary improvement dollars will be “passed through” to all administrators.  
308 Incremental movement for experience will be granted according to the attached salary schedule.  
309

### 310 **Section 5.5 Longevity Incentive**

311

312 A stipend of 5% of the Administrator's annual salary shall be added beginning on July 1 of the  
313 29<sup>th</sup> year of experience and will require a plan by the Administrator to mentor a less-experienced  
314 Administrator. The longevity incentive will continue until termination of employment.  
315

## 316 **ARTICLE VI – ADDITIONAL COMPENSATION**

### 317 **Section 6.1 Additional Compensation**

318 Additional compensation shall be granted to administrators in accordance with the following.  
319

320 **Section 6.1.1:** District-wide program responsibilities beyond the scope of the regular  
321 assignment may be compensated at a rate not to exceed \$2500.00 per year. Eligibility and  
322 amount for such additional compensation shall be determined by the supervisor /  
323 superintendent.  
324

325 **Section 6.1.2:** Special short-term project responsibilities outside regular work year and/or  
326 beyond the regular assignment shall be paid at the per diem rate of the administrator.  
327 Eligibility for such additional compensation shall be determined by the superintendent.  
328  
329

## 330 **ARTICLE VII - ADMINISTRATIVE ITEMS**

### 331 **Section 7.1 Administrative Evaluation**

332 Administrators will be annually evaluated by procedures and polices which are in accordance  
333 with State Law and mutually agreed upon by to the ARA and the Richland School District.  
334

### 335 **Section 7.2 Non-Renewal**

336 In the event it becomes necessary to non-renew or discharge an administrator, the provisions of  
337 RCW 28A.405.300 will apply.  
338

### 339 **Section 7.3 Transfer to subordinate position**

340 In the event it becomes necessary to transfer an administrator to a subordinate certificated  
341 position, the provisions of RCW 28A.405.230 will apply.  
342

### 343 **Section 7.4 Reduction in force**

344 In the event it is necessary to reduce the number of certificated school administrators because of  
345 declining enrollments or other economic reasons, the affected administrator shall be entitled to a  
346 teaching position based on qualifications and state service as outlined in RCW 28A.67.073  
347

### 348 **Section 7.5 Individual Contracts**

349 All administrators hired in the Richland School District will be subject to the terms, conditions  
350 and limitations of the agreement between the ARA and the Richland School District.  
351

### 352 **Section 7.6 Employee Discipline, Complaints, & Due Process**



361 Section 7.6.1 (Investigative Interviews): In the event an employee is directed to  
362 participate in a formal investigatory interview, written notice of one (1) workday will be  
363 provided to the employee prior to such a meeting. This written notice will include notice  
364 of allegation(s) and/or topic(s) being investigated and that employees have the right to  
365 have a representative of their choosing present.

366  
367 Section 7.6.2 (Corrective Action): The District has the right to discipline employees for  
368 justifiable cause. Prior to the decision to issue corrective action, the District will provide  
369 written findings to the employee, and a representative of their choosing if so requested,  
370 for review and discussion of potential disciplinary action. No disciplinary action will be  
371 executed until at least one (1) workday after findings are provided to the employee.

372  
373 Section 7.6.3 (Complaints against employees): Complaints against employees will be  
374 processed using procedures outlined in District policy.

375  
376 Section 7.6.4 (Timelines): The District will make every effort to notify employees in  
377 writing of a complaint or allegation within two (2) business days of becoming aware of  
378 the issue. The investigative phase of any complaint or allegation will be conducted as  
379 quickly as possible. The District will notify the employee of any delays of the  
380 investigatory process (e.g., limited availability of investigators, interview scheduling,  
381 etc.).

382  
383 Section 7.6.5 (Appeals): Appeals of corrective action, complaint resolutions, timeline  
384 conflicts, and other issues specific to due process and employee relations will be  
385 addressed using the process defined in Section 7.8 below. The Superintendent is the final  
386 appeal for actions executed under this section.

387  
388 **Section 7.7 Contract Duration**

389  
390 This agreement runs from July 1, 2021 through June 30, 2022.

391  
392 **Section 7.8 Meetings with and Appeals to the Superintendent**

393  
394 ARA representatives shall meet with the Superintendent regularly to discuss practices and  
395 problems or other matters of mutual concern. The dates, times, and places of such meetings shall  
396 be mutually established; provided, however, that the Superintendent or ARA may call for a  
397 meeting at any time to discuss matters of significant importance or emergency matters. Three  
398 mutually agreed upon items for discussions are: 1) Determination of stipend amounts and  
399 criteria, 2) Trigger points for administrative staffing decisions, and 3) appeals of employee  
400 actions defined in Section 7.6 above.


410 Adopted this 2<sup>nd</sup> day November of 2021:

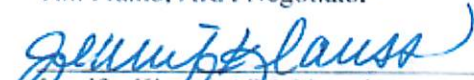
411

  
Marc Nelson, ARA Negotiator

  
Dr. Shelley Redinger, Superintendent

  
Tim Praino, ARA Negotiator

  
Tony Howard, Asst. Superintendent of HR

  
Jennifer Klauss, ARA Negotiator

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413

## ARA Salary Schedule 2021-2022

414

415

Group	# of Days	Title	Years 1-2	Years 3+	Regionalization	Total Comp
			0.9210	1.0000	3%	
1	220	HS Principal	\$148,984	<b>\$161,763</b>	<b>\$ 4,853</b>	<b>\$166,616</b>
2	219	MS, REHS, PCOA, TRHL Principal	\$136,285	<b>\$147,975</b>	<b>\$ 4,439</b>	<b>\$152,415</b>
3	210	ES Principal	\$129,648	<b>\$140,769</b>	<b>\$ 4,223</b>	<b>\$144,992</b>
4	210	ES Asst. Principal	\$119,636	<b>\$129,898</b>	<b>\$ 3,897</b>	<b>\$133,795</b>
5	215	HS Asst. Principal/Athletic Director	\$128,454	<b>\$139,473</b>	<b>\$ 4,184</b>	<b>\$143,657</b>
6	210	MS & TRHL Asst. Principal	\$124,377	<b>\$135,045</b>	<b>\$ 4,051</b>	<b>\$139,097</b>

416