

Administrative Support Group Agreement
September 1, 2021 to August 31, 2024

I. SALARY, EMPLOYEE COMPENSATION, AND CONTRACT MANAGEMENT

- A. Salaries for employees subject to this Agreement are contained in Schedule A.
- B. Should the date this Agreement is executed be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.
- C. Step placement for newly hired employees, and employees promoted from within the Richland School District, may be determined by the Superintendent or his/her designee by considering the employee's past work experience and salary history.
- D. Employees will move one (1) step per year based on the anniversary date of their "new" position.
- E. The Group President will be included on the distribution of the District's Personnel Action Form after each Board Meeting where the Board takes action. Requests about information specific to the group will be honored but must be in writing. Group leadership involved in District business (i.e., negotiations or personnel issues) will not have time deducted from their timecard.

II. LONGEVITY

- A. An employee's hourly rate will increase by 2.0% per five (5) year increment after 5, 10, 15, and 20 years of services. An additional 5.0% increase will be applied after an employee has completed 25 years of service.
- B. Years of service will be determined by using the employee's *original* "hire date" with the Richland School District. (Hire date shall be established as the date on which the employee began continuous employment with the Richland School District.)
- C. If an employee accepts a new position *within* the District, the original hire date will remain the basis on which longevity is determined.

III. EDUCATIONAL CREDITS

- A. An employee who has completed work on an Associate Arts or Bachelor's Degree, or has earned enough credits to qualify for educational credit incentive pay, must provide official transcripts to the Personnel Office on or before September 15 to receive the pay increase for the current year.
- B. The following schedule will be used to determine educational credit pay increases:

1. 15 quarter hours or equivalent	\$0.30
2. 30 quarter hours or equivalent	\$0.35
3. 45 quarter hours or equivalent	\$0.45
4. Associate Arts Degree	\$0.65
5. Bachelor's Degree	\$0.85
6. 10 clock hours = one (1) quarter credit	
7. 15 clock hours = one (1) semester credit	

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- C. The current Accounts Payable/Purchasing Supervisor will be grandfathered and continue to receive the educational credit pay increase at the AA rate.
- D. An RSD/ASG subcommittee will continue to meet to address this and implement along with the Schedule A work by 23-24 school year or prior to then if a mutually acceptable solution is agreed to sooner.

IV. HOLIDAYS

- A. All employees shall receive the following paid holidays that fall within their work year:
 - 1. New Year's Day
 - 2. Martin Luther King's Birthday
 - 3. President's Day
 - 4. Memorial Day
 - 5. Independence Day
 - 6. Labor Day
 - 7. Veteran's Day
 - 8. Thanksgiving Day
 - 9. Day after Thanksgiving
 - 10. Day before or day after Christmas
 - 11. Christmas Day or first working day before or after Christmas
- B. In addition, all employees working 260 days per year shall receive New Year's Eve Day as a paid holiday.

V. VACATIONS

- A. All 12-month employees are entitled to twelve (12) paid vacation days per year during the first three (3) years of employment.
- B. Less than 12-month employees shall receive one (1) paid vacation day for each month worked during the first three (3) years of employment
- C. After the first three (3) years of employment, employees will receive one (1) additional paid vacation day for each year worked, to a maximum of twenty-five (25) days paid vacation days annually.
- D. Twelve (12) month employees may take vacation at any time mutually agreed upon by supervisor and employee. Less than twelve-month employees will receive pay in lieu of time off.
- E. Vacation leave is front loaded in September of each year. If an employee starts employment by the end of January the leave date for accrual will be September 1st of the current school year, if an employee starts after January the leave date for accrual will start the next September 1st.
- F. Five (5) days of vacation may be cashed out annually.
- G. Upon termination of employment for any reason, an employee shall receive payment for all accrued vacation to a maximum of 30 days as governed by State Law.

VI. LEAVES

103 **A. Sick leave**

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- 105 1. Each employee shall accumulate one (1) day of sick leave for each calendar month worked.
- 106 Newly hired employees will receive a prorated amount of sick time for the month hired based
- 107 on the number of days worked and hours per day.
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- 109 2. The district shall project the number of days of sick leave at the beginning of the school year. In
- 110 the event than an employee terminates employment or takes a leave of absence the number of
- 111 sick leave hours will be prorated based on the actual number of days worked and hours per day.
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- 113 3. In the event that an employee terminates employment with the district while having taken sick
- 114 leave days projected, but not earned, a deduction shall be made from the last paycheck in the
- 115 amount of the cost of salary and benefits for those days (or fraction thereof). All sick leave will
- 116 be granted in accordance with State law.
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- 118 4. Sick leave may be used for personal illness or medical appointments, illness or medical
- 119 appointments of children under the age of eighteen (18), illness of other immediate family
- 120 members or other medical emergencies.
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- 122 5. State Law will guide sick leave accumulations and sick leave cash-out.

123 **B. Family Illness** – three (3) non-accumulative days per year, separate from sick leave.

124 **C. Bereavement** – five (5) days for immediate family or spouse’s immediate family (each occurrence). One

125 day (1) for non-family members.

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- 127 1. Immediate Family shall be defined as any relative residing in the household of the employee
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- 129 2. The spouse, domestic partner, parents, step-parents, guardian, grandparents, brothers, sisters,
- 130 children, grandchildren, aunts, uncles, nieces, nephews, mother-in-law, father-in-law, sisters-in-
- 131 law, brothers-in-law, or fiancé(e) not residing in the home of the employee.
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134 **D. Personal Leave** – Three (3) days unrestricted for personal business. A maximum of two (2) days of

135 unused personal business leave may be carried forward to the next year. Three (3) days may be cashed

136 out at per diem at the end of the fiscal year. A maximum of five (5) days’ accumulation may be used

137 during the following year.

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139 **E. Emergency Leave** – The District shall grant emergency leave for the following reasons:

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- 141 1. Illness or hospitalization of a member of the employee’s immediate family.
- 142 2. Serious damage to personal property.
- 143 3. Legal proceedings in which the court mandates attendance by the employee unless the case
- 144 involves the District as a defendant and the employee as a petitioner.
- 145 4. Other emergencies which are defined as circumstances that are suddenly precipitated; must be
- 146 of such nature that planning is not possible; and planning would not relieve the necessity for the
- 147 employee’s absence.
- 148 5. In all instances described above, emergency leave shall be deducted from accumulated sick leave
- 149 in the same manner as deducted for illness or injury.
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151 **VII. HOURS OF WORK**

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153 **A.** All employees will be released two and a half (2.5) hours prior to the end of their regular shift on the

154 Wednesday before Thanksgiving. Employees who choose to take leave for their full shift on the

155 Wednesday before Thanksgiving will have their designated leave banks, including comp time, charged
156 their normal daily hours.

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158 B. In years containing more than two hundred sixty (260) workdays (2080 hours), full time (260 day)
159 employees shall be granted one (1) additional day off for each day in excess. This time will be taken in
160 conjunction with the July 4th Holiday as determined by the District's Department of Human Resources.

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162 C. Employees requested to work a shift filled by a higher classification employee shall receive
163 compensation equal to that normally received by the employee in the higher classification, beginning on
164 the first day. This applies only to job titles within the Group and must be approved by the supervisor
165 prior to the commencement of work. (For example, an IT Tech filling in for the Network Engineer will
166 be paid a differential between the wages at the same step).

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168 **VIII. EVALUATIONS**

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170 A. Annual evaluations will be completed for each employee by August 31st of each year (unless the
171 employee is a building level administrative assistant; see Article IX below).

172 **IX. BUILDING LEVEL ADMINISTRATIVE ASSISTANTS**

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174 A. Annual evaluations for building level administrative assistants will be completed by the last day of
175 student attendance.

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177 B. The "hire date" as defined in Article II of this agreement shall be used should the District choose to
178 involuntarily reduce the number of Administrative Assistants. Involuntarily reduced Administrative
179 Assistants will be guaranteed a paraeducator position in the District once the annual Paraeducator Bid
180 Fair process is complete.

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182 C. Delayed Start - In the event that the opening of school is delayed, Building Level Administrative
183 Assistants shall be granted the same amount of delayed hours from the start of their normal shift
184 (i.e. for a two (2) hour delay an employee who is required to report at 7:30 shall report to work at
185 9:30 am). AAs will be allowed to leave work at the end of their regularly scheduled day shall not
186 be required to make up the rest of their workday without loss of pay. If, however, an AA feels they
187 cannot report to work; emergency leave, personal leave, vacation or deduct can be used at the
188 employee's discretion and will be designated on the monthly leave record by the employee.

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190 **X. INSURANCE**

191
192 A. The District will make the standard monthly employer contribution to the School Employees Benefit
193 Board (SEBB).

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195 B. *VEBA III Sick Leave Conversion Medical Reimbursement Plan* pursuant to RCW 28A.400.210. A
196 letter of agreement between the Administrative Support Group and the District must be approved
197 annually to implement participation in VEBA III.

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199 **XI. MEMBERSHIP DUES**

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201 A. The District shall pay the annual membership dues in two (2) professional organizations for
202 Administrative Support Group employees.

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204 **XII. STATE FLOW-THROUGH MONIES**

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206 A. Schedule A is the sole salary schedule for the duration of this Agreement.

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- B. Salaries will be defined as follows:
- a. For 2021-2022, wages will be increased by the Implicit Price Deflator or 2%, whichever is higher.
 - b. For 2022-2023, wages will be increased by the Implicit Price Deflator or 1.6%, whichever is higher.
 - c. For 2023-2024, Schedule A is open for negotiation.
 - d. Regionalization from the 2018-2021 Agreement will be incorporated into base wages.
- C. RSD Recognition/retention incentive. In recognition of the extraordinary 2021-22 school year and the efforts of this bargaining unit the District will grant a \$500 stipend effective upon ratification for all employees who were employed by 3/13/20 and worked (including paid leave) more than ½ of school year 2020-21. In recognition of staff retention for the 2021-22 school year the District will grant an additional \$500 stipend for employees in this bargaining unit who work (including paid leave) more than ½ of the 2021-22 school year and remain active on July 1, 2022, to be paid in August 2022.

XIII. AGREEMENT REVIEW

- A. Administrative Support Group employees will be entitled to a review of job descriptions and responsibilities, a market salary analysis, and the terms and conditions of this agreement every two (2) years. The market analysis will include the following employers: **PUD's** (Benton & Franklin), **Colleges** (CBC & WSU), **City's** (Richland, Kennewick, & Pasco) and **School Districts** (Kennewick & Pasco). The district will also accept industry standards for positions with no comparable positions. During the term of this agreement, if a job description and responsibilities change significantly for a position, the position will be evaluated before the end of this contract period.

Richland School District

Administrative Support Personnel

Tony Howard, Asst. Supt. of HR



Randy Kreshnell, President, ASG

Date: _____

Date: 11/12/2021

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SCHEDULE A (2021-2022)

2021-2022 @ 2% IPD + Reg to Base	Step 1 0.80	Step 2 0.90	Step 3 0.95	Step 4 1.00
IT Tech 1	\$ 21.26	\$ 23.92	\$ 25.25	\$ 26.57
IT Tech 2	\$ 23.60	\$ 26.55	\$ 28.02	\$ 29.50
IT Help Desk Coordinator	\$ 24.09	\$ 27.10	\$ 28.61	\$ 30.11
Computer Network Specialist	\$ 28.76	\$ 32.35	\$ 34.15	\$ 35.95
Student Info Systems Coordinator	\$ 28.76	\$ 32.35	\$ 34.15	\$ 35.95
Network Manager	\$ 31.85	\$ 35.83	\$ 37.82	\$ 39.82
Network Engineer	\$ 34.79	\$ 39.14	\$ 41.31	\$ 43.48
Database Analyst	\$ 41.44	\$ 46.61	\$ 49.20	\$ 51.79
Benefit Specialist	\$ 23.15	\$ 26.04	\$ 27.49	\$ 28.93
Fiscal Analyst	\$ 23.15	\$ 26.04	\$ 27.49	\$ 28.93
HR Specialist	\$ 24.09	\$ 27.10	\$ 28.61	\$ 30.11
Payroll Manager	\$ 31.85	\$ 35.83	\$ 37.82	\$ 39.82
Accounts Payable/Purchasing	\$ 31.85	\$ 35.83	\$ 37.82	\$ 39.82
Building Admin Asst	\$ 24.09	\$ 27.10	\$ 28.61	\$ 30.11
Exec. Asst. to the Asst. Supt	\$ 24.26	\$ 27.29	\$ 28.81	\$ 30.33
Assessment Coordinator	\$ 27.84	\$ 31.32	\$ 33.06	\$ 34.80
Facilities Technician	\$ 22.18	\$ 24.95	\$ 26.33	\$ 27.72
Facilities Manager	\$ 24.62	\$ 27.69	\$ 29.23	\$ 30.77
Print Shop Manager	\$ 27.69	\$ 31.15	\$ 32.88	\$ 34.61
Capital Projects Specialist	\$ 24.09	\$ 27.10	\$ 28.61	\$ 30.11

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SCHEDULE A (2022-2023)

2022-2023 @ 1.6% IPD	Step 1 0.80	Step 2 0.90	Step 3 0.95	Step 4 1.00
IT Tech 1	\$ 21.60	\$ 24.30	\$ 25.65	\$ 27.00
IT Tech 2	\$ 23.97	\$ 26.97	\$ 28.47	\$ 29.97
IT Help Desk Coordinator	\$ 24.48	\$ 27.54	\$ 29.07	\$ 30.60
Computer Network Specialist	\$ 29.22	\$ 32.87	\$ 34.70	\$ 36.52
Student Info Systems Coordinator	\$ 29.22	\$ 32.87	\$ 34.70	\$ 36.52
Network Manager	\$ 32.36	\$ 36.41	\$ 38.43	\$ 40.45
Network Engineer	\$ 35.34	\$ 39.76	\$ 41.97	\$ 44.18
Database Analyst	\$ 42.10	\$ 47.36	\$ 49.99	\$ 52.62
Benefit Specialist	\$ 23.52	\$ 26.46	\$ 27.93	\$ 29.40
Fiscal Analyst	\$ 23.52	\$ 26.46	\$ 27.93	\$ 29.40
HR Specialist	\$ 24.48	\$ 27.54	\$ 29.07	\$ 30.60
Payroll Manager	\$ 32.36	\$ 36.41	\$ 38.43	\$ 40.45
Accounts Payable/Purchasing	\$ 32.36	\$ 36.41	\$ 38.43	\$ 40.45
Building Admin Asst	\$ 24.48	\$ 27.54	\$ 29.07	\$ 30.60
Exec. Asst. to the Asst. Supt	\$ 24.65	\$ 27.73	\$ 29.27	\$ 30.81
Assessment Coordinator	\$ 28.29	\$ 31.82	\$ 33.59	\$ 35.36
Facilities Technician	\$ 22.53	\$ 25.35	\$ 26.75	\$ 28.16
Facilities Manager	\$ 25.01	\$ 28.14	\$ 29.70	\$ 31.26
Print Shop Manager	\$ 28.13	\$ 31.65	\$ 33.41	\$ 35.17
Capital Projects Specialist	\$ 24.48	\$ 27.54	\$ 29.07	\$ 30.60

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