

**MANAGERS AND SUPERVISORS OFF SCHEDULE GROUP**  
**CONTRACT-BENEFITS**  
**For July 1, 2022- June 30, 2025**  
**(Less than 260-day employees – September 1, 2022 – August 31, 2025)**

**A. CONTRACT DAYS:**

**1. WORK YEAR-**

1.1 The work year shall consist of the 260 (or 261/262) required contract days. (Unless otherwise specified in Job Description)

**2. VACATION DAYS-**

2.1 Managers and Supervisors will be granted 12 vacation days at the end of the first year's employment plus one additional day per year to a maximum of 21 vacation days.

Less than 260-day employees are not granted vacation days.

Employees hired midway through the July – June contract year will earn a vacation day a month to be accumulated for use the following year. Employees hired prior to December 31<sup>st</sup> will earn 13 days' vacation the following July – June contract period. Employees hired after December 31<sup>st</sup> will earn 12 days of vacation the following July – June contract period.

Employees with a start date after the 1<sup>st</sup> of the month will earn 1 vacation day for that month if they work the majority of days in the month; if the employee works less than a majority of days in the month the employee will not earn vacation for the month.

Full Time 260 Day Off-Schedule Employees will accrue one vacation day a month equivalent to their contract hours per day. After three months of service the employee may request to use accrued vacation time subject to Manager approval.

2.2 Managers and Supervisors are allowed to carry-over up to 5 vacation days per year until December 31<sup>st</sup>.

2.3 Members are entitled to accrue (bank) up to 40 hours per year of unused vacation up to a maximum accumulation of 240 hours. Vacation accumulated may be used for a legitimate medical condition prior to the use of sick leave sharing.

2.4 VACATION PAYMENT UPON SEPARATION OF EMPLOYMENT-

#### 2.4.1 SEPARATION FOR REASONS OTHER THAN RETIREMENT-

Upon separation of employment for reasons other than retirement, employees are eligible to receive compensation equal to the unused balance of vacation leave at the current rate at the time of severance.

#### 2.4.2 SEPARATION FOR THE PURPOSE OF RETIREMENT-

Upon separation of employment for retirement, employees are eligible to receive compensation for accumulated vacation days at their current rate at the time of severance in an amount not to exceed thirty [30] days. [Benefits to retirement as per Washington State law]

Note: Regarding 2.4.2 above, Managers and Supervisors must make an annual decision as a group as to whether vacation may be cashed out or rolled into VEBA upon separation of employment.

### 4. HOLIDAYS-

4.1 The following holidays shall be given:

- New Year's Day and the day before or after
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day [Fourth of July]
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day and the day before or after

### 5. PERSONAL DAYS-

5.1 Managers and Supervisors receive three personal days per year. One day of personal leave is "use it or lose it". It cannot be converted or cashed out. The other two personal leave days may be taken or used as follows: One or both remaining personal days may be converted into an additional eight hours of per diem time (for one unused personal day) or an additional 16 hours of per diem time (For two unused personal days). If not used or converted, up to two personal leave days will be cashed out at 100% of their value in the June payroll. No personal days will be rolled into the following year.

A member of the Manager and Supervisor Group who retires or resigns and has twenty (20) or more years of consecutive service with the district may be granted a fourth personal day to be used or cashed out at 50% or converted under the same parameters as the other three personal days. To be eligible for this consideration the employee must notify the district in writing of the intent to separate employment at least three months before the departure date.

## 6. ADMINISTRATIVE DAYS

6.1 Each 260-day employee in the Manager and Supervisor group will receive three (3) Administrative Days each Contract period.

6.2 Administrative days are days where the Managers and Supervisors can work from home upon supervisor pre-approval for a specific work/project. The employee must be able to be reached by phone and readily available to respond to workplace needs, which includes reporting to a work site physically, if necessary.

6.3 Administrative days not used each Contract period do not carry over and cannot be cashed out.

## 7. COMPENSATORY TIME-

Managers and Supervisors are exempt employees, work as needed, and are not eligible for Compensatory time other than outlined above.

## B. STIPENDS

Managers and Supervisors will receive the following stipend for continued education in an accredited institution in business, or in education, or in a field specifically related to the employee's position or in a subject or a service area provided by the district that would be applicable under the state certification process. Employees new to the school district, and/or employees who have attained professional growth in the past year, must have completed a minimum of six months in their current position to be eligible. The employee eligible for the stipend will be limited to the amount associated with their highest attained certificate/degree. This stipend will be paid in June.

Associates of Arts Degree – \$350.00  
Certification in Specific Field - \$350.00  
Bachelor's degree - \$600.00  
Master's Degree - \$800.00  
Doctorate/PhD - \$1,000.00

## C. SALARY AND STEP INCREASE

Each Off Schedule position has a 7-step salary schedule. The employee is moved up a step at the beginning of the contract year. (July 1 for 260-day employees, and Sept 1 for less than 260-day employees) Two longevity steps are also included, an additional 1.5% at 16 years and an additional 1% at 21 years of service.

### Salary increases

2022-23 – IPD (5.5%)  
2023-24 - IPD  
2024-25 - IPD

**D. MILEAGE REIMBURSEMENT:**

Managers and Supervisors who do not have the use of a district provided vehicle and are required travel within the district as part of their job duties will receive mileage reimbursement upon submittal of a mileage log sheet and supervisor approval.

**E. BENEFITS:**

Effective January 1, 2020, all insurance; including medical, dental, vision, life, disability, etc., will be administered through the SEBB Program and be subject to coverage allowed under that program.

**F. SICK LEAVE:**

f.1 All managers and supervisors on contracts of 260 days will be granted twelve (12) days annual sick leave which may be accumulated to 180 days for purposes of sick leave cash-out or an amount not in excess of one year for sickness. Sick leave sharing will be available. Managers and supervisors working less than 260 days will receive an equal amount of prorated sick leave.

f.2 Managers and Supervisors must make an annual decision as a group as to:

- whether annual sick leave cash out will be rolled into VEBA
- whether sick leave cash out at separation of employment, if eligible, will be rolled into VEBA.

**G. SICK LEAVE CASH-OUT**

Sick leave cash-out will be in accordance with State Law.

**H. TRAVEL FUNDS:**

Prior approval is required for all travel out of the district. All requests for reimbursement payments shall require appropriate verification.

**I. MONTHLY WIRELESS COMMUNICATION ALLOWANCE:**

Managers and Supervisors may be eligible for a monthly wireless communication allowance when it has been determined by their supervisor that the employee meets any one of the criteria below:

- 1) Has an integral role in responding to emergency and security situations that jeopardize district property, operating infrastructure, and the safety of staff and students.
- 2) Is responsible for management of building or programs where effective and efficient management would be significantly enhanced through wireless communication capability.

- 3) Effective performance of assigned job duties is dependent on the ability to frequently communicate, coordinate scheduling, and confirm appointments on a daily basis where the majority of work is performed off district campus away from a district desk workstation.

The monthly amount of the wireless communication allowance will be established by the Board and administered according to district procedures. A Managers and Supervisors eligibility for the allowance requires approval of the superintendent or designee, and business manager based on evaluation of the aforementioned criteria, and the completion of a Wireless Communication Authorization Form.

**Note: The allowance becomes effective when a completed Wireless Communication Authorization Form has been submitted and approved within the payroll cutoff date, no retroactive processing of the allowance is allowed.**

**J. STRIKE:**

In case of a teacher's strike, all Managers and Supervisors will work their regular contract days and hours.

**K. COST OF LIVING ADJUSTMENT (COLA) & HEALTH CARE ALLOCATION:**

All Managers and Supervisors will receive any state Cost of Living Adjustments (COLA) appropriated by the Legislature.

**L. MANAGERS AND SUPERVISORS' EVALUATION:**

Managers and Supervisors will be evaluated by their direct supervisor.

**M. CONTRACT DURATION:**

This contract is for the 2022-2025 school years. Contract Period ending June 30, 2025, for 260 day employees and August 31, 2025, for less than 260-day employees.