



## 2021-2022 Non-Represented Employee Group Benefit Summary Confidential Employees & Supervisors

**WORK YEAR:** District Office (DO) employees will be considered 12-month employees, unless otherwise noted on their job posting/annual compute/contract.

1. The Employees compensation package is based on eight (8) hours per day and 260 days per year for the period of time beginning September 1 and ending August 31 of the school year. The salary is paid in twelve (12) equal monthly installments, September to August in accordance with the rules and regulations of the Board.
2. In addition to salary, all Employees will receive the following benefits:
  - a. **Sick Leave.** Annually the Employee will be credited with twelve (12) days compensated sick leave for sickness, illness and emergencies, prorated to start date in the first year of employment. The superintendent may require a physician's written statement to allow use of accumulated sick leave beyond three (3) days. The Employee's sick leave may be used in case of illness in the immediate family. Immediate family includes children, grandchildren, spouse/domestic partner, parent/step-parent, sibling, aunt, uncle, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or any other person living in the immediate household as a member of the Employee's family. All days used for family illness will be charged against the Employee's accumulated sick leave. If eligible, the Employee will be granted leave rights provided for in the Family and Medical Leave Act of 1993, the Washington Family Care Act of 2002, and leave sharing per state law and District policy.

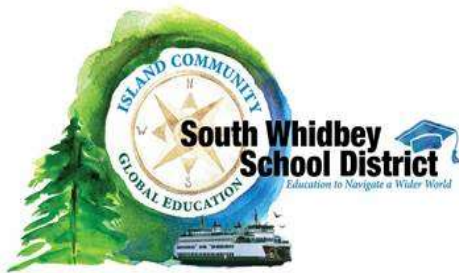
**Unused Sick Leave.** In January of the year following any year in which a minimum of sixty (60) days of sick leave is accrued, and each January thereafter. The Employee may receive remuneration for unused sick leave accumulated in the previous year in accordance with RCW 28A.400.210 at 25%. At the time of separation from school district employment due to retirement or death eligible employees will receive remuneration at a rate equal to one (1) day's current compensation of the employee for each four (4) days of accrued leave for illness of injury in accordance with RCW 28A.400.210.

For purposes of vacation cash out, compensation for unused personal leave days, etc., non-exempt Employees will be compensated at the appropriate hourly rate. Exempt Employees will be compensated based upon a daily per diem rate of actual annual workdays.
  - b. **Personal Leave.** The Employee is entitled to three (3) days of personal leave per year. Requests for personal leave must be in writing on the district form if more than one day in duration. In September of the following year the Employee will be compensated for any

unused personal leave days during the previous contract year at 100% of the Employees previous rate of pay.

- c. **Bereavement Leave.** The Employee will be entitled to a maximum of five (5) days leave with pay upon each occasion of the death or serious illness to the Employee's child, step-child, spouse/domestic partner, son-in-law, daughter-in-law, any other person living in the Employee's household, parent/step-parent, grandchild, sibling, or parent-in-law. The Employee will be entitled to a maximum of three (3) days leave with pay upon each occasion of the death or serious illness of any other relative not listed above. The District retains the right to require the Employee to supply proof of death and/or relationship of decedent as well as justification of time required for bereavement-related activities. Bereavement leave will not be chargeable. Bereavement leave will be taken within one (1) calendar year of the family member's death. Requests for exception will be in writing to the Superintendent.
- d. **Maternity/Parenting Leave.** Will be deducted from the total of compensated leave maximum per year or from the total accumulated compensated leave. The Employee granted maternity/parenting leave in accordance with this section may, at their option, be allowed compensated leave for maternity/parenting leave as stated in Section 2.a for only those days their physician certifies they could not perform the work required. The District may verify the doctor's certification independently by a physician appointed by the District. If eligible, the Employee will be granted leave rights provided for in the Family and Medical Leave Act of 1993, the Washington Family Care Act of 2002, and leave sharing per state law and District policy.
- e. **Jury Duty.** In the event the Employee is summoned to serve as a juror, or appear as a witness in court, or is named as a co-defendant with the District, the Employee will receive a normal day's pay for each day of required presence in court. In the event that the Employee is a party in a court action, the Employee may request an appropriate leave of absence. Any payment the Employee receives from the state related to jury duty service remains with the Employee.
- f. **Holidays.** The Employee will receive the following twelve (12) holidays: New Year's Day; the day before New Year's Day; Martin Luther King's birthday; Presidents' Day; Memorial Day, Independence Day; Labor Day; Veterans' Day; Thanksgiving Day; the day after Thanksgiving; the day before Christmas; Christmas Day. In the event the stated holiday falls on a Saturday the designated holiday will be taken on Friday. In the event the stated holiday falls on a Sunday the designated holiday will be taken on Monday.
- g. **Greater than 260 Work Days.** In the event a work year (September through August) has more than 260 work day, the district will designate the 261<sup>st</sup> and 262<sup>nd</sup> non-work days on the calendar. **This year the non-work day is December 27, 2021.**
- h. **Vacation.** The hourly Employee will receive vacation based on their placement on the salary schedule according to the following schedule:

1-3 years	10 days	11-15 years	25 days
4-6 years	16 days	16-20 years	26 days
7-10 years	22 days	21+ years	27 days



If part time, the Employee will be credited with prorated vacation days based upon the Employee's FTE.

Up to ten (10) unused vacation days may be carried forward annually. Any unused vacation in excess of ten days will be lost.

Upon resignation, the Employee can claim or be reimbursed for no more than thirty (30) days of accumulated vacation paid at 100% of their regular rate of pay.

**i. Health and Insurance Benefits.**

Non-represented employees will receive health insurance and other benefits adopted by The School Employees Benefits Board (SEBB) Program if working over 630 hours per year.

Visit <https://www.hca.wa.gov/employee-retiree-benefits/school-employees> for more information.

**Non-represented district employees who work at least 1040 hours per year shall be eligible for direct employer paid VEBA contributions.** The 2021-22 district contribution will equal \$113 per month, deposited into the employee's individual VEBA account on a monthly basis on behalf of each eligible employee.

- j. Professional Development.** Each Employee will be assigned \$250.00 per year for professional development opportunities. Employees may accumulate up to \$750.00. Any use of the funds requires prior approval by the Supervisor. If attending training courses required by the State or District, the Employee will have the costs of such training courses paid for by the District plus any fee, tuition or transportation costs.

The South Whidbey School District #206 (SWSD) does not discriminate, and Title IX requires the schools not to discriminate, on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination: Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 compliance officer, Dan Poolman, [dpoolman@sw.wednet.edu](mailto:dpoolman@sw.wednet.edu), or Section 504/ADA coordinator, Dr. Jeff Fankhauser, [jfankhauser@sw.wednet.edu](mailto:jfankhauser@sw.wednet.edu), 5520 Maxwellton Road, Langley, WA 98260, 360-221-6100. [SWSD Title IX training is available to all employees and is linked on our website here.](#)

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