



## **COMPENSATION BULLETIN**

### **FOR UNREPRESENTED ADMINISTRATORS**

The Board of Directors of Ferndale School District shall provide Unrepresented Administrators with the salary and fringe benefits as set forth in this Compensation Bulletin For Unrepresented Administrators (hereinafter, "Compensation Bulletin"). Unrepresented Administrators for purposes of this bulletin does not refer to principals covered under the Ferndale Principals' Association or the superintendent.

#### **COMPENSATION**

The Board acknowledges the necessity to comply with applicable laws concerning compensation.

- A. The salary schedules for Unrepresented Administrators covered by the Compensation Bulletin are available on the District's website: <https://www.ferndalesd.org/human-resources/collective-bargaining>
- B. The salary schedules may be modified. Adjustments shall be granted as appropriate to the circumstances.
- C. The list of position titles covered by this policy, which are paid according to the Unrepresented Administrators Salary Schedule, shall be maintained by the Human Resources Department.

#### **EMPLOYEE BENEFITS**

As of January 1, 2020, all Washington State K-12 school districts, including Ferndale School District, offer benefits through the state's School Employee Benefits Board (SEBB) program for all staff who are anticipated to work 630 hours during the school year. Eligible employees may make new elections during open enrollment directly through "SEBB My Account." More information is available at

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

Information regarding Benefits is available by calling the Benefits Helpline at (206) 957-7066, or on-line by visiting <https://www.ferndalesd.org/human-resources/benefits>

##### **A. Medical, Dental, Vision, Life/AD&D, LTD Benefits**

Eligible staff may elect medical, dental, vision, basic life, accidental death and dismemberment (AD&D), and long-term disability (LTD) coverage for self and family. Eligible family members include:

- Your spouse or state-registered domestic partner.
- Your children up to age 26, or children of any age with a disability who meet specified eligibility criteria.

- Your extended dependents (children up to age 26 in your legal custody or guardianship).
- You can also buy supplemental life and accidental death and dismemberment insurance, and long-term disability insurance.

You can waive your enrollment in SEBB medical coverage if you are enrolled in other employer-based group medical insurance, a TRICARE plan, or Medicare.

If you waive medical coverage, you must still enroll in dental, vision, basic life, basic accidental death and dismemberment (AD&D), and basic long-term disability (LTD) insurance. If you do not enroll in these coverages, you will be automatically enrolled.

## **B. Flexible Spending Arrangement (FSA) and Dependent Care Assistance Plan (DCAP)**

Through SEBB, the District offers a Flexible Spending Arrangement (FSA) or Section 125 Plan and a Dependent Care Assistance Plan (DCAP) to any employee who is eligible to participate in group insurance plans

### Medical Flexible Spending Arrangement (FSA)

The FSA is a SEBB-sponsored benefit that allows you to redirect a portion of your salary on a pre-tax basis to pay for your out-of-pocket health care expenses. The funds are deducted from your pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.

### Dependent Care Assistance Plan (DCAP)

The DCAP allows you to redirect a portion of your salary on a pre-tax basis to pay for your qualified day care costs for your dependents (e.g. preschool, babysitting, before/after school care, in-home care for a disabled dependent). The funds are deducted from your pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.

You are eligible if you meet criteria listed in Washington Administrative Code (WAC) 182-31-040. Generally, these plans are available to SEBB employees who are expected to work at least 630 hours during the school year

School employees hired mid-year may also be eligible if they are expected to work at least 17.5 hours a week for six of the last eight weeks of the school year and are expected to work 630 hours the next school year.

More information is available at <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>.

Additional information is in the Employee Benefits Program booklet or may be obtained by calling the Benefits Helpline at (206) 957-7066, or on-line visit the Benefits website, <https://www.ferndalesd.org/human-resources/benefits>

## **C. Sick Leave**

Each regular 260-day employee will be entitled to up to twelve (12) working days of sick leave for the work year, to be used for illness, injury or illness-emergencies, as follows:

1. Sick Leave Application: Sick leave days are to be used for absences caused by personal illness, injury, medical disability (including childbearing), poor health, or an emergency caused by family illness where no reasonable alternative is available to the employee. An employee who meets eligibility requirements may also use sick leave for qualifying family health or parental leave reasons.



2. Sick Leave Accumulation: Each employee's portion of unused sick leave allowance shall accumulate from year-to-year as provided by state law and the rules and regulations of the Superintendent of Public Instruction under that law [see RCW 28A.400.300(1)(b)(iii-v); WAC 392-136-075].
3. Sick Leave Cash out: Under specific circumstances, employees may be eligible to receive a cash out payment of part of their accumulated sick leave days.
  - a. In January of each year, employees with a sick leave accumulation may elect to be compensated at the ratio of 1:4 at their per diem rate for sick leave accumulated in excess of sixty (60) days, which were earned but unused during the previous calendar year. (See WAC 392-136-015.)
  - b. Employees who leave the District (terminate employment) and then subsequently return to employment with the District at a later date, or when transferring from another Washington State public school district or educational service district, may upon written request to Human Resources have their previously unused sick leave balance reinstated [See RCW 28A.400.300(2)]; unless there was a cash out that went to a VEBA Plan.
  - c. Employees who retire or separate from service and meet state sick leave cash out eligibility shall be entitled, upon written request to Human Resources, to compensation for all unused Sick Leave up to the one hundred eighty (180) days maximum at the ratio of 1:4, at their per diem rate. If any employee group has elected for such sick leave cash out to go to a medical savings account, then the value of the sick leave cash out at a ratio of 1:4, not to exceed one contracted year, will go to the VEBA Plan versus being paid out as cash. Individual choice is not permissible and all those defined as eligible must participate per IRS rules. (See WAC 392-136-020 and [www.veba.org](http://www.veba.org) for more information.)

In the event of the death of an employee, the estate representative may apply for payment of accumulated sick leave for the deceased employee by contacting Payroll Services. If the employee group has elected for such sick leave cash out to go to a medical expense plan, the plan coverage transfers to the spouse, dependents, and non-dependent beneficiaries.

#### **D. Annual Vacation Leave**

All Unrepresented Administrators will be granted 30 days of vacation leave annually, prorated by FTE.

1. Annual Vacation Leave Accumulation: Vacation leave is meant to be used in the year it was granted. Up to ten (10) days of vacation may be carried over to the following year. No Director or Classified Director may carry over more than eighty (80) hours of vacation leave from one school year to the next. Directors and Classified Directors must reduce their leave balance to no more than eighty (80) hours by the end of June of each year or forfeit hours in excess of eighty (80). Assistant Superintendents and Executive Directors do not have carryover restrictions.
2. Separation Leave Cash Out:

At time of separation from the district (i.e., resignation, termination, death, layoff, etc.) the employee may elect to have their balance of vacation leave cashed out in full. As noted in (1) above, the annual carryover limit of eighty (80) hours does not change. It is ONLY upon separation that an employee may cash out their balance of vacation leave, which could exceed eighty (80) hours. For example, an employee carries over the maximum eighty (80) hours to end the school year. The employee accrues 10 hours for the month of September, and then separates. The amount of leave that could be cashed out would be ninety (90) hours, the total amount of their vacation leave balance as of the date of separation. Vacation cash out is at the employee's per diem rate.

3. **Annual Leave Cash Out:**

Assistant Superintendents: May cash out unlimited vacation days with superintendent approval.

Executive Directors: May cash out seven (7) vacation days annually. Additional vacation days may be cashed out with superintendent approval.

Certificated and Classified Directors: May cash out two (4) vacation days annually. Additional vacation days may be cashed out with superintendent approval.

Each Unrepresented Administrator may request to cash out these vacation days in December or June by completing and submitting a Vacation Cash Out Form to certificated payroll. Vacation cash out is at the employee's per diem rate.

**E. Car Allowance**

The assistant superintendent(s) shall receive a car allowance of \$300/month.

**F. Cell Phone Stipend**

All unrepresented administrators covered under this agreement shall receive a cell phone stipend of \$150/month.

**G. Professional Responsibility Stipend**

A professional responsibility stipend equivalent to ten (10) days pay at per diem rate shall be paid in a lump sum in the employee's June paycheck. The days shall be accounted for by submitting a Professional Responsibility Stipend Verification Form to the superintendent by May 15 of each year. Per diem shall be determined by dividing the unrepresented administrator's annual salary by 218, which is the number of work days (260 contract days - 12 holidays - 30 vacation days = 218 workdays).

**H. Education Stipend**

The district values lifelong learning and continuing education. In recognition of continued learning by our leaders, the district agrees to pay a \$1,000 stipend to any unrepresented administrator who possesses/earns one of the following advanced degrees/ credentials by the first day of his/her contract year: (1) a doctoral degree; (2) a second master's degree, in addition to the one he/she was required to have to get his/her administrative credential; (3) a Certified Public Accountant Degree in addition to the requirements of the position, or (4) a superintendent's credential. An administrator who possesses more than one of these advanced degrees/credentials will be paid \$1,000 for each. The stipend(s) will be awarded every year. The money will be paid through a supplemental contract in monthly installments.

**I. Holidays**



Unrepresented Administrators are entitled to twelve (12) paid holidays, as listed below:

1. Labor Day
2. Veterans Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas Eve Day
6. Christmas Day
7. New Year's Eve Day
8. New Year's Day
9. Martin Luther King Day
10. Presidents Day
11. Memorial Day
12. Independence Day

When the work year exceeds 260 days, the District reserves the discretion to designate the extra day(s) as a non-work day(s) within the work year, for full year employees.

#### **J. Worker's Compensation**

Unrepresented Administrators are eligible for workers' compensation time loss benefits as provided by law. Employees may supplement their time loss benefits with previously accrued sick leave and/or annual leave. However, the total of time loss benefits and sick leave and/or annual leave may not exceed the employees' normal net pay. Net pay equals gross pay less statutory deductions.

#### **K. Bereavement Leave**

Unrepresented Administrators shall be entitled to five (5) consecutive days of bereavement leave with two (2) additional days with pay for extended travel, upon request, following the death of an employee's child, step-child, spouse, parent, substitute parent, grandparent, aunt, uncle, sibling, sibling-in-law, grandchildren, or parent-in-law, or relative living in the employee's place of abode. Such leave shall be without loss of pay and used consistent with established District policies and procedures.

#### **L. Inclement Weather Leave**

In the event that schools are either closed or deemed all-remote due to weather conditions, Unrepresented Administrators may work remotely with written approval from their supervisor prior to the beginning of the shift. Employees working off site will report activities to their supervisor daily. Employees not working will take the appropriate leave.

#### **M. Other**

Other employee benefits related to leaves of absence and compensatory time will be provided by Board policy, administrative regulations, or District personnel procedures.

**PRORATION**

All compensation, leaves and other benefits will be prorated to the employee's full-time equivalency except where otherwise specified by law.

**EVALUATION**

All unrepresented administrators will be evaluated no less than annually by the superintendent or designee.

**Effective Date**

The terms and conditions of this Compensation Bulletin shall be applicable when approved and continue, until superseded, replaced, or modified.

# Ferndale School District #502

## Unrepresented Administrators

### Salary Schedule

July 2022 - June 2023

Position	Classification	Days	Salary	Daily Rate
Assistant Superintendent	Certificated	218	\$ 205,207	\$ 941.32
Executive Director	Certificated	218	\$ 183,220	\$ 840.46
Director Level II (W/ admin certificate)	Certificated	218	0 yrs exp \$ 143,700 1 yrs exp \$148,427 2+ yrs exp \$ 153,154	\$ 659.17 \$ 680.86 \$ 702.54
Director Level I	Certificated	218	0 yrs exp \$ 142,276 1 yrs exp \$147,003 2+ yrs exp \$ 151,730	\$ 652.64 \$ 674.33 \$ 696.01
Managing Director Level II (w/CPA or other specialized certification)	Classified	218	0 yrs exp \$ 143,700 1 yrs exp \$148,427 2+ yrs exp \$ 153,154	\$ 659.17 \$ 680.86 \$ 702.54
Managing Director Level I	Classified	218	0 yrs exp \$ 142,276 1 yrs exp \$147,003 2+ yrs exp \$ 151,730	\$ 652.64 \$ 674.33 \$ 696.01
Director of Technology	Classified	218	\$125,468	\$575.54
Director of Communication and Community Engagement Director of Transportation	Classified	218	\$102,733	\$471.25

Note: Managing Director indicates responsibility and oversight for multiple departments

2023-24

4% increase

X

Mark Deebach

Interim Superintendent

