



# **Exempt Team Agreement**

**Between**

**The Board of Directors**

**Longview School District No. 122**

**And**

**Longview School District Exempt Staff**

**2022-2023**

**July 01, 2022**

# 2022-23 through 2024-25 Exempt Team Agreement

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## 1. Membership

It is understood that exempt staff, administrative staff, the members of the Board of Directors, and the Superintendent all participate in district level leadership roles. With the signing of this Exempt Team Agreement, the Board and exempt staff express a high level of trust, commitment and understanding. A strong professional relationship, which recognizes the time commitment and flexibility required to carry out exempt duties and responsibilities that exist among management team members is expected. Exempt staff receives trust, support, commitment and understanding from the Board of Directors. The Board of Directors receives a commitment by exempt staff to follow the policies set forth by the School Board and a high level of trust, confidentiality, support, commitment and understanding.

## 2. Length of Work Year

The length of contract for exempt staff shall be:

Executive Assistant to the Superintendent and Assistant Secretary to the School Board	260 days (twelve months)
Lead Accountant	260 days (twelve months)
HR Specialist	260 days (twelve months)
Payroll Officer	260 days (twelve months)

Twelve-month staff contracts will be inclusive of 14 paid holidays and vacation leave.

### Early Dismissal

- A. Exempt employees shall be dismissed two hours prior to the end of their regular work shift on the employee's last scheduled workday prior to Thanksgiving, winter break, and spring vacation without loss in pay or benefits.
- B. If an employee is on vacation, sick leave, or personal leave on an early dismissal day, they will be compensated for their normal workday. Vacation, sick leave, or personal leave will be deducted at their normal workday minus two (2) hours.

## 3. Salaries

The Board of Directors recognizes the importance of having quality exempt staff. To accomplish this, it is our mutual intent to maintain competitive salaries with similar positions. The board has agreed to pay exempt staff a salary that attracts and retains qualified individuals. Salary studies will be conducted on an as-needed basis as determined jointly to assess the competitive position in Longview School district's exempt staff salaries. Any statewide cost of living adjustment approved by the legislature will be added to the Exempt Team Salary Schedule for the contract year for which it was approved.

## 4. Benefits

All exempt staff shall receive mandatory benefits as established by law and permissive benefits as established by the Board of Directors. Unless otherwise specified, leaves will not be accumulative from year to year.

### A. Retirement

Classified exempt staff shall belong to the Washington State Retirement System. All rules and regulations pertaining to the state retirement systems shall apply. The District will contribute the monthly amount set for FTE toward the retirement contribution carve out, as determined by the final state adopted operating budget.

### B. Temporary Disability Leave (Sick Leave) and Emergency Leave

1. Accrual of Temporary Disability Leave – all exempt staff receive one day per month of temporary disability leave (sick leave) annually. Temporary disability leave shall be accumulative within limits of state law.
2. Use of Temporary Disability Leave – Sick leave may be used for illness or injury to a member or an individual's family of such nature that the individual's presence is considered necessary or justifiable.
3. Emergency leave shall be available to exempt employees for hardships, inclement weather, or other pressing needs and shall be granted in situations which cannot be dealt with outside of working hours and require the individual to be absent from his/her duties. Approved emergency leave shall be deducted from accumulated sick leave.

### C. VEBA

The District will offer the VEBA III Sick Leave Conversion Plan and Standard Health Reimbursement Arrangement (HRA) for each year of this contract. Eligible employees of the Exempt Team employee group will take an annual vote on VEBA options. See Appendix for the VEBA II Sick Leave Conversion Plan Agreement, and the VEBA Health Reimbursement Arrangement Agreement.

### D. Family Medical Leave

The Family Medical Leave will be available within the guidelines of the federal Family and Medical Leave Act of 1993. Paid Family Medical Leave will be available within the Washington State guidelines for Paid Family & Medical Leave.

**E. Personal Leave**

1. Twelve-month exempt staff will be allowed up to (3) three days of personal leave annually. Such leave shall be approved by the individual’s immediate supervisor.
2. Two (2) paid personal leave days may be carried over to the following year. Carry-over of personal leave balances will be automatic and will not exceed five (5) days.

**F. Bereavement Leave**

A. An employee who is absent on account of death of an immediate member of the family (parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, spouse, domestic partner, child, child’s spouse, grandparent, grandchild, household member, primary care-giver, or former guardian) may be granted up to five days leave without loss of pay for each such bereavement.

B. Cases involving individuals other than those listed above, and additional time for circumstances beyond the control of the individual may be granted by the District upon the recommendation of the Superintendent or designated representative.

**G. Vacation Leave**

1. Accrual Schedule – All 12-month exempt staff shall annually receive vacation based on the following schedule:

Years of Employment*	Vacation Days
Year 1 through 4	10
Year 5 through 10	15
During 11 <sup>th</sup> year	16
During 12 <sup>th</sup> year	17
During 13 <sup>th</sup> year	18
During 14 <sup>th</sup> year	19
During 15 <sup>th</sup> year	20
During 16 <sup>th</sup> year	21
During 17 <sup>th</sup> year	22
During 18 <sup>th</sup> year	23
During 19 <sup>th</sup> year	24
During 20 <sup>th</sup> year and thereafter	25

\*While employed in a position earning a vacation.

2. Maximum Amounts – an exempt employee may only carry forward to a subsequent year one previous year’s unused vacation leave. They may exercise an option to receive remuneration for up to a maximum of 30 days of unused vacation leave upon retirement, termination or resignation.

3. Vacation Cash Out – Employees who accrue vacation time shall have the option of cashing in any unused vacation days after they have used a minimum of ten (10) days during the current contract year. Employees must submit a completed Vacation Cash Out Form to the payroll office between April 1 and June 15. Payment of requested unused vacation days will be paid according to payroll cutoff dates.

#### **H. Medical, Dental, Vision, and Long-Term Disability Insurance Coverage**

The District shall provide the maximum amount per month funded by the State per FTE employee toward the payment of medical, dental, vision and long-term disability insurance premiums. Medical, dental and vision insurance coverage will be provided for employees and family members as provided for in the School Employees Benefits Board (SEBB) rules.

#### **I. Worker's Compensation Claims**

For employees who are disabled due to a job-related illness or injury and who qualify for and are receiving time loss payments under RCW Chapter 51, the employer will continue to provide the medical, dental, vision, and long-term disability insurance coverage as is provided in Section 4 H, and as the employee was regularly receiving prior to the disability. Such coverage will extend for a maximum of one year from the date of disability.

#### **J. Overtime, Comp Time, Working on Holidays or Non-Contract Days**

1. Compensatory time (comp time) shall mean time off with pay in lieu of pay for work performed on an authorized overtime basis.
2. Accrual shall be at the rate of one-and-one-half (1 ½) hours for each hour of overtime worked.
3. Shall not be used before it is accrued.
4. Accrued shall not exceed 100 hours at any point.
5. May be chosen by an employee instead of overtime pay. If comp time is chosen, the time shall be submitted on the time sheet at the time it is taken.
6. Shall be requested and approved by the supervising administrator prior to its use.
7. Logs shall be kept by each employee utilizing comp time. Logs will not be submitted with time sheets, but logs will be verified by the supervisor monthly.
8. Shall not be carried over past June 30 of each year. Comp time hours submitted for pay shall not exceed 40 hours per year. Comp time logs shall be submitted through the supervising administrator and to Payroll by June 30. Payroll will process unused comp time for pay and payroll deadlines will apply.
9. Will be processed for pay upon separation from employment or upon transfer from one department/building to another.

10. No employee shall be approved for overtime pay or comp time unless the overtime work has been authorized by the supervisor. Approval for the use of comp time shall be authorized by the supervisor.
11. Overtime pay shall mean one-and-one half (1 ½) times the straight time rate in effect at the time the employee is working.
12. Overtime work shall be:
  - a. All compensated time in excess of eight (8) hours in the same day or in excess of eight (8) consecutive straight-time hours extending over more than one day.
  - b. All compensated time in excess of forty (40) straight-time hours in one week.
13. Employees assigned to work on holidays, shall be paid their regular holiday pay plus one and one-half (1 ½) times their regular hourly wage.
14. Employees assigned to work on non-contract days shall be paid one and one half times (1 ½) their regular hourly wage.

**K. Professional Development Fund**

The district encourages exempt staff to participate in professional development activities and conferences that are directly related to the performance of their duties assigned by the District.

A fund has been established to support the professional development of exempts. This fund may be utilized for attendance at conferences, workshops, and inservice training which have been approved by the immediate supervisor and the Human Resource Director. The Superintendent may approve additional uses.

1. Five thousand dollars (\$5,000) per year will be provided into an Exempt Pool for expenses relating to registration, instructional materials, transcripts costs, inservice, conferences, workshops, transportation, lodging, and meals. Any funds remaining at the end of the year will go into a pool to be added to the next year's beginning balance not to exceed double the annual allotment.

**L. Tuition Reimbursement**

1. This provision is intended for coursework or programs of study related to the employee's work assignment.
2. To be eligible for tuition reimbursement, the immediate supervisor and Human Resources Director must approve all courses in advance. Each employee, will complete and submit a classified reimbursement form to their supervisor for prior approval. Upon completion the employee will submit original receipts and verification of attendance to Human Resources.

3. Reimbursement will be up to a maximum of the cost of tuition for three (3) graduate semester credits for Washington State University Vancouver for each employee annually, separate from the professional development fund mentioned in section K.

#### **M. Conferences/Workshops/Inservice**

Upon Administrators approval, each employee shall be granted (3) days' leave per year to attend approved conferences or workshops with no reduction in pay. If such conferences or workshops occur on non-work time, the employee shall be reimbursed at their regular hourly rate of pay. Such leave will be non-accumulative, shall not extend any other leaves, and shall not be used for recreation, leisure, or vacation.

Application for such leave must be made through the immediate supervisor at least forty-eight (48) hours in advance and must be approved by the Superintendent or designee.

If an employee is attending an approved conference or workshop of up to one day's duration, his/her required travel time to and from the conference or workshop will be considered a part of their regular workday.

Any funds remaining at the end of the year will go into a pool to be added to the next year's beginning balance not to exceed double the annual allotment.

Thirty-two (32) inservice hours annually will be available to each 12-month member.

#### **N. Supervisory Compensation**

When a member of the exempt team is asked to perform the supervision and evaluation of members of other bargaining units, such members will be compensated by having an additional 10% added to their stated salary hourly wage in the approved pay schedule for the period of the contract for which they hold the supervisory responsibilities.

#### **O. Labor/Management Meetings**

Labor management meetings will occur every quarter to keep exempt employees apprised of employment matters.

## **5. Substitutes**

A substitute worker is one who is employed on an intermittent basis to fill the position usually occupied by a regular employee during said employee's absence. A substitute worker doing a majority of an exempt employee's job functions will receive pay at Step 1 for that position. A



retired exempt employee subbing in an exempt position will be placed at Step 3, or at the same step they were in at the time of separation, whichever is lower.

## 6. Determining Placement of Exempt Personnel on Salary Schedule

Exempt employees will be placed on the salary schedule based on years of experience in like positions. Like position is defined as a position where the majority of the work experience was obtained in a similar/same job, performing similar/same duties, with similar/same level of responsibility. Previous work experience will be verified through a formal process and placement on the salary table will be approved by the Director of Human Resources.

New employees who have worked six months or more in their first contract year (July 1 to June 30) will advance one year on the salary schedule at the beginning of the new contract year (July 1) after hire and will advance one year for each year worked thereafter.

New employees who have worked less than six months by June 30 of the year they were hired, are to be kept in the step they were hired until they complete a full year of employment, after which, they are eligible to move to the next step at the beginning of the next contract year (July 1) and will advance one year for each year worked thereafter.

Exempt employees who move to a different exempt position will be placed at an hourly rate not to result in loss of pay or longevity.

### 2022-23 EXEMPT SALARY SCHEDULE

	Year 1	Year 2	Year 3-4	Year 5-9	Year 10-14	Year 15-17	Year 18-20	Year 21+
HR Specialist	32.13	33.58	35.08	36.67	37.57	37.95	38.33	38.52
HR Specialist - Supervisor (10%)	35.34	36.94	38.59	40.34	41.33	41.75	42.16	42.37
Payroll Officer	32.15	33.61	35.11	36.70	37.61	37.99	38.37	38.56
Payroll Officer - Supervisor (10%)	35.37	36.97	38.62	40.37	41.37	41.79	42.21	42.42
Executive Assistant	34.22	35.74	37.36	39.04	40.56	40.97	41.38	41.59
Executive Assistant - Supervisor (10%)	37.64	39.31	41.10	42.94	44.62	45.07	45.52	45.75
Lead Accountant	35.30	36.89	38.56	40.29	41.29	41.7	42.12	42.33
Lead Accountant - Supervisor (10%)	38.83	40.58	42.42	44.32	45.42	45.87	46.33	46.56

Effective July 1, 2022, the 2021-22 salary schedule shall be increased by the state inflationary adjustment rate for 2022-23 which is 5.5% plus 1% for a total of 6.5%, and the salary schedule shall be expanded to include columns for years 15-17 with a 1% step increase, Year 18-20 with a 1% step increase, and Year 21+, with an increase of 0.5% step increase.

Effective July 1, 2023, the 2022-23 salary schedule shall be increased by the state inflationary adjustment rate plus one half percent (0.5%) or three percent (3%) whichever is greater.

Effective July 1, 2024, the salary schedule shall be increased by the state inflationary adjustment rate plus one percent (1%) or three percent (3%) whichever is greater.

## 7. Duration of Contract

This agreement shall be in effect from July 1, 2022 through June 30, 2025. Negotiations between the parties on a successor Agreement should begin at least ninety (90) days prior to the Agreement expiration date.

	7/26/22		7/25/22
For the District	Date	For the Exempt Team	Date