

# **Lake Washington School District #414**

## **Professional – Technical Handbook**

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SEPTEMBER | 2022

### **Lake Washington School District**

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*Every Student Future Ready*

Prepared for college, prepared for the global workplace, prepared for personal success

# CONTENTS

Section 1 - Introduction .....	2
Section 2 - Definitions .....	2
Section 3 - Vacancies and Transfers.....	3
Section 4 - Salaries .....	3
Section 5 - Additional Work Hours and/or Overtime .....	3
Section 6 - Professional -Technical   Professional Fund .....	4
Section 7 - Certificate and Licensure Pool Funds .....	5
Section 8 - Leaves.....	5
Section 9 - Holidays.....	10
Section 10 - Vacations.....	10
Section 11 - Evaluations .....	11
Section 12 - Benefits .....	12
Section 13 - Probation.....	12
Section 14 - Grievance Procedures .....	12
Section 15 - Reduction in Professional Staff Force .....	12
Attachments.....	13

## SECTION 1 - INTRODUCTION

This handbook provides information about the conditions of employment for positions paid pursuant to the Lake Washington School District Professional-Technical (prof-tech) Salary Schedule. It includes information on compensation, holidays, leaves, vacation, vacancies, transfers, insurance benefits, payroll deductions, and performance evaluation. It is intended to be a reference document and summarizes information from the [Revised Codes of Washington \(RCW\)](#), [Washington Administrative Codes \(WAC\)](#), and [Lake Washington School District Policies and Regulations](#) as well as past practices in the Lake Washington School District. This handbook shall be reviewed and updated on a regular basis. The next review of this handbook will occur during the 2025-26 school year. A representative committee will be solicited to review and discuss the handbook for the Meet and Confer process.

## SECTION 2 - DEFINITIONS

### EXEMPT EMPLOYEE

Those employees who are exempt from the requirement to pay time and one-half for hours of work exceeding 40 hours in the work week.

### NON-EMEMPT EMPLOYEE

Those employees who must be paid time and one-half for hours of work exceeding 40 in the work week.

### IMMEDIATE FAMILY

The immediate family of the employee will be a spouse, registered domestic partner, parent, brother, sister, children (biological, adoptive, de facto, foster), grandparent, or grandchild by blood, marriage, or by legal adoption.

### HOUSEHOLD

Anyone permanently residing in the employee's residence and considered a part of the family.

### FULL TIME EMPLOYEE

An employee that works 8 hours per day, 12 months per year, and 260 days per year.

### PART TIME EMPLOYEE

An employee that works less than 8 hours per day or less than 260 days per year.

### SUPERVISOR

Each prof-tech employee will be assigned an immediate supervisor charged with the responsibility of evaluating, directing work, and performing the usual and customary requirements of supervision. Immediate supervisors of prof-tech employees shall be either Department Administrators, Principals, or Central Leadership Team members.

It is expected that these handbook guidelines will be administered through the supervisor/supervisory process within proscribed district practices and procedures.

## SECTION 3 - VACANCIES AND TRANSFERS

### VACANCIES

Vacancies will be listed on the [district employment webpage](#). An employee who wishes to apply for a vacancy shall complete an online Intra-district application for the specific job posting on the [Recruit and Hire website](#). All positions will be filled by the most qualified candidates. Qualifications include ability, knowledge of the work, experience, and seniority.

### TRANSFERS

Prof-tech employees who work in positions that have multiple employees in positions with the same job title, but in different locations, may request to be reassigned to a different location in the same job title. Such request may be made in writing to [Human Resources](#). Decisions regarding employee assignment are within the sole discretion of the district.

## SECTION 4 - SALARIES

The employees of Lake Washington School District provide for the safe and effective learning of our students. As a district, we commit to (1) addressing employee compensation through an evaluation of peers in our industry and region, (2) develop models that attract and retain high quality and diverse employees, (3) develop models that address specific job categories/requirements and (4) ensures long-term fiscal stability and viability for the district.

To that end we value:

1. A compensation package that values employees.
2. Alignment of employee job responsibilities with the overall mission of the district.
3. Attainment of fair, equitable, and consistent approaches to compensation for employees.
4. Offering of competitive compensation packages that include competitive base salary, medical benefits, retirement savings and job-related benefits.

Salaries are established by the Board of Directors for each prof-tech position in accordance with [RCW 28A.400.200](#). In the event the State legislature determines an inflationary adjustment for classified school district employees, such authorized adjustments shall be applied to the salary schedule as permitted and as authorized by law.

A compensation market study of professional-technical job types in neighboring districts will be conducted as part of the meet and confer process. Neighboring districts include Bellevue, Edmonds, Everett, Issaquah, Highline, Kent, Mercer Island, Northshore, Renton, Seattle, and Shoreline.

If an employee, with supervisor agreement and with relevant data, believes her/his duties and responsibilities have significantly changed they may request a Salary Placement Review through Human Resources.

## SECTION 5 - ADDITIONAL WORK HOURS AND/OR OVERTIME

The work week will begin on Sunday and end on Saturday. Normal work days shall be Monday through Friday. The work shift (starting and ending times) will be determined by the supervisor.

## NON-EXEMPT EMPLOYEES ONLY:

Overtime work, as well as any time worked beyond an employee's authorized work day, must be expressly authorized by the employee's supervisor prior to the time being worked. Authorized overtime will be paid time and one-half (1.5) for hours of work in excess of forty (40) in the work week. Any holidays, vacation, or leave taken during that work week are not included in the hours calculated for that week.

The employee may request compensating time off, subject to supervisor approval, so employee's total hours will not exceed forty (40) hours, [RCW 49.46.130](#). Hours worked over forty (40) in a week taken as compensating time will be compensated as time and one-half and will be scheduled within the pay period or within 2 weeks, whichever is longer, and as agreed between the employee and the supervisor.

## EXEMPT EMPLOYEES ONLY – PROF-TECH FLEX DAY REQUEST

Up to two flex days per year may be requested for required district work on non-workdays. Upon supervisor approval, requests may be granted in half or full day increments.

## SECTION 6 - PROFESSIONAL -TECHNICAL | PROFESSIONAL FUND

Every year, each prof-tech employee will be allocated \$1,000 available for the following purpose(s):

- Compensation (extra hours worked e.g., training outside the workday)
- Reimbursement for tuition, class, or training fees, or work materials
- Reimbursement for workshop/conference fees including related travel and accommodations
- Home internet service up to \$500 (flat amount of \$41.67 per month)
- Cell phone service up to \$500 (flat amount of \$41.67 per month)

The Professional Fund will be pro-rated using the following scale:

- .01-.49 FTE = \$500 (50% of allocation)
- .5-1.0 FTE = \$1,000 (100% of allocation)

Employees must make an election on the use of this fund by October 15. Employees may use this fund in increments of \$250 for compensation and/or reimbursement for tuition/materials. If no election is made, the fund will be applied towards compensation. When using this fund for compensation, the employee must document the time worked. Use of this fund for reimbursement for tuition, class fees, workshop/conference fees, including related travel and accommodations, is applicable only when related to the employee's current or potential assignment. Materials purchased will remain the property of the district but may be taken with the employee to her/his new work location should s/he transfer within the district. Supervisor approval is required if attendance at a class, training, workshop, or conference would require the employee to miss work. If a supervisor denies approval for attendance at a class, training, workshop, or conference, the employee may appeal denial of the request to the deputy superintendent.

[Microsoft Word - Prof Tech Supplies Reimbursement Form 21.22 Blank \(finalsite.net\)](#)

Separate to the Professional Fund, as professional learning and development of employees is vital to the success of the organization, each supervisor of prof-tech employees shall work with those they supervise to determine additional budget sources for professional learning and development as needed. Supervisors of prof-tech employees shall

develop a process for identifying relevant training and ensuring equitable access to professional learning activities within her or his program or department.

## SECTION 7 - CERTIFICATE AND LICENSURE POOL FUNDS

An annual pool of \$5,000 has been established for professional-technical employees that, as a condition of employment, are required to maintain a certificate or licensure. Pool funds are to provide some reimbursement for classes, courses, or other continuing education units (CEUs) that are required to maintain a certificate or licensure which is a condition of employment.

Professional-technical employees must submit requests for reimbursement by May 15 annually for classes, courses, or other CEUs completed within the prior 12 months. Distribution of pool funds will be equitably distributed to all requestors in the July payroll.

[Classified Professional Learning Professional-Technical \(Prof-Tech\) Certificate and Licensure Reimbursement Request Form](#)

## SECTION 8 - LEAVES

**ADMINISTRATIVE POLICY: [PERSONNEL LEAVES 5400](#) | [PROCEDURE PERSONNEL LEAVES 5400P](#)**

All leaves of absence must be authorized. Leave requests designated with an asterisk (\*) must be requested by the employee through [Employee Access](#). All other types of leave must be requested on the [Request for Leave form 6059](#) and submitted to [HRLeaves](#) with Human Resources except medical leaves are to be submitted to Benefit and Leave Coordinator in Payroll. Leaves that require advance approval must be submitted prior to the leave. Leave must be recorded in Employee Access within 48 hours of return to work.

### **SICK LEAVES FOR ILLNESS, INJURY AND EMERGENCY (I, I, & E) \***

Sick leave is submitted through [Employee Access](#).

Full-time, 12-month prof-tech employees shall earn 12 days of sick leave per year. Sick leave shall be prorated for employees working less than full time, or who leave employment prior to the last day of the district fiscal year. Each employee's portion of unused sick leave will accumulate from year to year up to the limit allowed by law.

Sick leave may be used for absences caused by illness, injury, or emergency of the employee or to care for immediate family who has a health condition or an emergency condition.

The district reserves the right to request a doctor's certificate of illness for any number of days. In order for an employee to be granted sick leave in excess of five consecutive days, verification in writing by a physician must be on file with Human Resources. For each additional day of absence beyond sick leave allowed, there shall be a deduction of the full daily rate of pay.

Any employee who terminates employment loses the benefit of any accumulated days of sick leave. However, such benefits may be transferred to another school district if requested in accordance with [RCW 28A.400.300](#). Should

the employee terminate prior to the end of the workyear, a deduction will be made for sick leave used in excess of accrual.

### **EMERGENCY LEAVE\* (FORM 6059 REQUIRED)**

Each employee shall be allowed three (3) days per year emergency leave without deduction from salary. Emergency leave must be requested on the [Request for Leave form 6059](#) and submitted to [HRLeaves](#) with Human Resources. Days used for this purpose will be deducted from the employee's annual sick leave. The district may require documentation of the emergency.

#### **Conditions for granting emergency leave:**

1. The situation generally precludes preplanning by the employee; is serious, essentially unavoidable, and of importance. Convenience is not considered reason for emergency leave.
2. Emergency leave shall be non-accumulative.
3. Examples of situations that qualify for emergency leave are:
  - a) Serious illness in the immediate family.
  - b) Legal or business obligations that cannot be conducted at another time and require the employee's attendance.
  - c) Threat to an employee's property (flooding, storm, fire, etc.)
  - d) Extension of bereavement due to special circumstances such as travel conditions and/or distance.
  - e) Other emergency events which require time away from assigned duties and which are beyond the control of the employee, or which cannot reasonably be anticipated or avoided and fall under the definition above.
  - f) Special circumstances such as travel conditions.
  - g) To attend the funeral service of a non-covered family member or close family friend.

Emergency leave, without any deduction from salary, may be determined and granted by the superintendent or designee for days in excess of days granted above.

### **WASHINGTON STATE PAID FAMILY AND MEDICAL LEAVE (PFML)**

Employees may request leave consistent with the [Washington Paid Family and Medical Leave program \(PFML\)](#) under the Washington State Family and Medical Leave and Insurance Act. Eligibility and use will be determined in accordance with the laws.

### **FAMILY MEDICAL LEAVE ACT (FMLA) – REFERENCE: [ADMINISTRATIVE POLICY 5404](#)**

Immediate Family for purpose of this section only shall be defined as the employee's child parent (biological, adoptive, de facto, foster, stepparent of the employee) or spouse of an employee.

Employees will be provided leave consistent with the Federal Family Medical Leave Act for certain family and medical purposes to qualified employees for up to twelve weeks per year. Application guidelines are consistent with the provisions of the State family Care Leave, as defined in law.

## TEMPORARY DISABILITY LEAVE INCLUDING MATERNITY

Employees who are unable to perform the functions of their position for medical reasons may request temporary disability leave. Temporary disability leave may be granted for illness, injury, surgery, or because of pregnancy or childbirth and may only be granted for the period of actual disability and up to one (1) year.

Temporary Disability Leave must be requested on the [Request for Leave form 6059](#) and submitted to the Leave and Benefits Coordinator in Payroll. The request must state the nature of the expected disability, the beginning date, and the expected duration, as verified by a qualified physician. If possible, such notification will be made at least sixty (60) calendar days prior to the starting date of the leave. The actual starting date of the leave will be determined through cooperation of the supervisor, employee, and the employee's physician. The district may require a doctor's certification that the employee is able to continue to work during that period between the request for the leave and its commencement without jeopardizing the employee's health or the safety of others.

Expiration of the temporary disability leave will be when the employee's attending physician confirms in writing the ability of the employee to resume the duties of the assigned position. Such confirmation must be provided to Payroll at least ten (10) days, or as soon as possible, prior to the resumption of duties.

Upon expiration of temporary disability leave, the employee will be assigned to the same position occupied before the leave if the leave does not go beyond sixty (60) calendar days. Any employee who returns from a temporary disability leave which exceeds sixty (60) calendar days will be assigned to the same or equivalent position, when one becomes available for which the employee is qualified and that is equivalent in duties and salary to that held at the time the request for leave of absence was approved; provided that if an employee refuses an offer of such employment, the employer is released from all obligation under this section. An employee may choose to be reinstated in a vacant position for which the employee is qualified, but which is of less status and pay; provided that should an employee voluntarily accept a position of less status and pay in order to expedite a return to active pay status, the employee shall forfeit all other rights in this paragraph.

An employee on approved temporary disability leave will retain accrued Illness, Injury and Emergency (I, I, & E) leave. Employees granted temporary disability leave may apply any accrued I, I, & E leave to the period of temporary disability leave, except those five (5) days of accrued I, I, & E leave may be reserved for subsequent and different disabilities upon formal request for such reservation. Leaves in excess of I, I, & E leave benefits, excluding the five (5) accrued I, I, & E leave reserved days, if so reserved, will be without pay.

Temporary Disability Leave extending beyond available and approved paid leave will be without compensation and employer paid benefits.

If the employee fails to return at the expiration of the leave without a written, valid medical reason, this lack of action will terminate the employee's employment with the district.

## CHILD CARE LEAVE

Any employee may request long-term child care leave without compensation for the purpose of care for an infant or a medically ill dependent child. Leave for such purpose will be for not more than one (1) calendar year and limited to one spouse for each occasion and/or child and will be exclusive of any temporary disability leave granted for child birth.



Request for long-term Child care leave must be requested on the [Request for Leave form 6059](#) and submitted to [HRLeaves](#) with Human Resources. Such request, when possible, will be made at least thirty (30) calendar days in advance of the proposed starting date of the leave and clearly state the intended purpose and duration of the leave.

Long-term child care leave for employees will be without compensation and employer paid benefits.

Employees who have been granted disability leave for child birth reasons under temporary disability may apply for and may be granted further leave under child care leave.

If the child care leave granted is less than sixty (60) calendar days, the employee will be assigned to the same position occupied before the leave. If the child care leave granted is for more than sixty (60) calendar days, the employee will be returned to the same position or an equivalent position when one becomes available for which the employee is qualified and that is equivalent in duties and salary to that held at the time the request for leave of absence was approved; provided that if an employee refuses an offer of such employment, the employer is released from all obligation under this section. An employee may choose to be reinstated in a vacant position for which the employee is qualified, but which is of less status and pay; provided that should an employee voluntarily accept a position of less status and pay in order to expedite a return to active pay status, the employee shall forfeit all other rights in this paragraph.

If the employee fails to return at the expiration of the leave without a written medical reason, this lack of action will terminate the employee's employment with the district.

## LEAVE OF ABSENCE

Leaves of absence, without pay and benefits, for up to twelve (12) months, may be requested by the prof-tech employee. Leave of Absence must be requested on the [Request for Leave form 6059](#) and submitted to [HRLeaves](#) with Human Resources.. Application for such leave must be made sixty (60) days prior to the commencement of the leave and a written definite plan for the use of such leave must be presented at the time leave is requested, except in cases of an emergency nature. The plan must detail the expected value of the leave. The employee will notify Human Resources in writing thirty (30) days prior to the end of the leave regarding her/his intent to return to the district. Failure to provide such notice shall be resignation of employment by the employee.

An employee returning from an extended leave of absence of less than sixty (60) work days will be reinstated in the same position held prior to the leave if the position exists. An employee who returns from an extended leave in excess of sixty (60) work days will be returned to the same position or an equivalent position when one becomes available for which the employee is qualified and that is equivalent in duties and salary to that held at the time the request for leave of absence was approved; provided that if an employee refuses an offer of such employment, the employer is released from all obligations under this section. An employee may choose to be reinstated in a vacant position for which the employee is qualified, but which is of less status and pay; provided that should an employee voluntarily accept a position of less status and pay in order to expedite a return to active pay status, the employee shall forfeit all other rights in this paragraph.

If the employee fails to return at the expiration of the leave, this will terminate the employee's employment with the district.

## **BEREAVEMENT LEAVE\* (FORM 6059 REQUIRED)**

In the event of a death in the immediate family/household of the staff member, an absence of upto five days may be permitted without any deduction from salary. Bereavement leave must be requested on the [Request for Leave form 6059](#) and submitted to [HRLeaves](#) with Human Resources.

Bereavement leave is non-accumulative and does not carry over from one employment year to the next.

## **DISCRETIONARY LEAVE\***

Each employee may be allowed up to three (3) days discretionary leave with pay per year. If possible, discretionary leave should be scheduled with the supervisor at least five days in advance. Discretionary leave is submitted through Employee Access. Less than 12-month employees who do not accrue vacation may carry over up to a maximum of five (5) days. 12-month employees cannot carryover discretionary leave. [See Section 10 - Vacation](#) for carry over allowances.

## **MILITARY LEAVE WITH PAY\* (FORM 6059 REQUIRED)**

Military leave with pay must be requested on the [Request for Leave form 6059](#) and submitted to [HRLeaves](#) with Human Resources.

Employees who are members of the National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States are entitled to military leave not to exceed twenty-one (21) days each calendar year when ordered to report for required military duty, training, or drills. Such leave is in addition to other leaves listed above and shall be with pay.

## **MILITARY LEAVE WITHOUT PAY\* (FORM 6059 REQUIRED)**

In the event military leave with pay has been exhausted in the calendar year, Military leave without pay must be requested on the [Request for Leave form 6059](#) and submitted to [HRLeaves](#) with Human Resources. Military leave without pay shall be granted in accordance with law to employees who are required to serve in the armed forces of the United States and fulfill obligations incurred under elective service laws, or because of membership in reserve units of the armed forces or the National Guard.

## **SUBPOENA AND JURY DUTY LEAVE\* (FORM 6059 REQUIRED)**

Upon receipt of a jury summons or a subpoena, the employee will immediately notify his/her administrator and submitted to [HRLeaves](#) with Human Resources. The employee will be required to furnish a signed statement from an officer of the court as proof of jury service or of witness service. The employee's pay will not be deducted for required court proceeding(s) associated with jury service or compliance with a subpoena that arises from his/her employment and in the interest of the District. If the employee is plaintiff or defendant in a case, there will be no compensation, except out of defensive judicial proceedings arising from the nature of his/her employment in the interest of the District.

## **LEAVE WITHOUT PAY**

If an employee is absent for any reason other than the approved leaves listed above, a deduction of the full amount of her/his salary shall be made for each day's absence, beginning with the first day.

## SECTION 9 - HOLIDAYS

All full-time, twelve-month employees shall receive the following paid holidays providing they were in a pay status or have an excused absence or written approval from the immediate supervisor the work day before and the work day following the holiday.

Labor Day	New Year's Eve Day
Veterans' Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
Day After Thanksgiving Day	Presidents' Day
Day Before Christmas	Memorial Day
Christmas Day	Independence Day*
Juneteenth*	

\*12-Month employees only

Part-time employees shall receive prorated holidays. Employees working less than twelve months must work at least half of the working days in the month to qualify for payment for a holiday.

When a holiday falls on a Saturday or Sunday, the employee will receive the previous Friday or following Monday off with pay in lieu of the holiday.

### AFTERNOON BEFORE THANKSGIVING – EMPLOYEES WHO DO NOT ACCRUE VACATION LEAVE

On the day before Thanksgiving, employees who do not accrue vacation leave may work a half work day by using discretionary leave in accordance with [Section 9 - Holidays](#) or may adjust their calendar by up to one half day per work year, for the purpose of accommodating an early release for the afternoon before thanksgiving.

If an employee chooses to adjust their calendar by one half day, the days shall be calendared by October 15th of each year, by mutual agreement of the employee and his/her supervisor. Exceptions to the October 15th deadline shall be mutually agreed upon by the employee and the supervisor. The days shall be achieved by the adjusting of an individual employee's calendar, rather than increasing an employee's work year.

## SECTION 10 - VACATIONS

### GENERAL

Vacation leave is submitted through [Employee Access](#).

- A. A reasonable period of time away from the demands of the job is conducive to the general well-being of the employee. This is to the advantage of the district as well as the employee. Each employee will have every opportunity to take full vacation periods.
- B. Full-time twelve-month prof-tech employees shall receive twenty-two (22) days paid annual vacation. Prof-tech employees who have completed twenty (20) years of district service as of September 1 will receive an additional day of vacation, and prof-tech employees who have completed twenty-five (25) years of district service as of September 1 will receive an additional day of vacation, for a total of two additional vacation days.

- C. Vacation shall be prorated for employees working less than full-time each eligibility year or who leave the employment of the district prior to the last day of the fiscal year.
- D. 260 day or more employees receive vacation leave. Employees in positions of less than 260 days per year receive compensation in lieu of vacation leave.

## SCHEDULING VACATION PERIODS

- A. Vacation periods must be scheduled in advance and must have prior approval of the employee's immediate supervisor.
- B. Insofar as it is consistent with this policy, vacation requests shall be honored as submitted. However, the need for an employee's services at any particular time and the impact of his/her absence on the district's programs shall be the overriding concern when considering approval of vacation requests.
- C. There shall be no deduction from an employee's vacation account should the following events or activities occur during an authorized vacation period.
  - a. Legal holidays
  - b. A weekend day
  - c. Authorized absences for approved professional commitments
  - d. Time periods which would otherwise be compensated under district policies pertaining to sick leave, bereavement leave, subpoena or jury leave, emergency leave, and military leave
  - e. Approved pursuit of district interests
- D. Pay in lieu of vacation taken as time off is contrary to the intent of this policy and such payment may only be granted in the following circumstances:
  - a. Resignation
  - b. Retirement
  - c. When an employee is prevented from taking earned vacation during an eligibility year by reason of a sustained workload as determined by the superintendent.

## ACCUMULATION - LIMITATIONS AND CONDITIONS

Annual vacation days shall not accumulate and be carried forward from one year to the next except as follows:

- A. A maximum of eleven (11) vacation days can be carried over on an annual basis. Any days beyond this will be forfeited unless approved under guidelines listed in paragraph B.
- B. If the superintendent determines that the services of a given employee are required in excess of the above limitations, such employee may be provided with a one-time allowance of additional carry over day(s) or in unique and exceptional circumstances such employee will be reimbursed at her/his daily rate. Payment for these services will be based upon the appropriate existing salary schedule and paid in full no later than the first subsequent pay period of the next fiscal year.
- C. An employee who resigns or retires from the school district will have their vacation prorated based on actual days worked. Employees shall be entitled to compensation for any unused vacation accumulated pursuant to the terms of Administrative Policy: [Procedure Staff Vacations 5411P](#).

## SECTION 11 - EVALUATIONS

Evaluation is a required process by which the performance of all employees in the Lake Washington School District is measured against the criteria contained in the Prof-Tech Evaluation form found on [Evaluations Forms and](#)

[Resources](#). It is intended to help staff members grow and develop as well as to ensure a high level of performance. Each employee in the professional-technical group will be evaluated annually. The evaluation form [Attachment A](#) will be used. The evaluation will be completed by the supervisor and reviewed, along with the job description, with the employee. It will be submitted to [Human Resources](#) by August 31. Administrative Policy: [Evaluation of Staff 5240](#).

## SECTION 12 - BENEFITS

The [School Employee Benefit Board \(SEBB\)](#) will be responsible for providing the administration of the health benefits (medical, dental, vision, life, and long-term disability insurance) as it pertains to employees covered under this agreement. The district will comply with State Law regarding the eligibility and implementation of SEBB. The employee will pay the premium portion determined by SEBB. The employer will pay the premium portion determined by SEBB.

### OTHER OPTIONAL EMPLOYEE PAID BENEFITS\*

- DCP 403(b) Plans
- 403(b) and TSA Retirement Savings Plans
- Accident Insurance
- Cancer Insurance
- Critical Illness
- Hospital Indemnity
- Long-term care insurance
- Home Buying Assistance
- LegalShield
- ID Shield
- [Employee Assistance Program –through CoHear/BCS.](#)

\*Subject to change

## SECTION 13 - PROBATION

A probation period of (60) sixty workdays will be successfully completed before professional-technical employees are recommended to the Board of Directors for regular employment based on the supervisor's written evaluation.

## SECTION 14 - GRIEVANCE PROCEDURES

A procedure for staff complaints and grievances has been established by the Board of Directors through Administrative Policy: [5270P – Procedure Resolution of Staff Complaints](#) to provide for a fair, expeditious and orderly adjustment of grievances.

## SECTION 15 - REDUCTION IN PROFESSIONAL STAFF FORCE

If the administration sees a need for a reduction in professional-technical staff, it will be done in compliance with Administrative Policy: [Section 5050 - Contracts](#)

# ATTACHMENTS

## ATTACHMENT A – PROF-TECH PERFORMANCE EVALUATION

Professional-Technical Performance Evaluation Form: [Evaluation Forms and Resources - Lake Washington School District \(lwsd.org\)](http://www.lwsd.org)

### ATTACHMENT A Lake Washington School District Prof-Tech Performance Evaluation

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ to \_\_\_\_\_ School/Department: \_\_\_\_\_

**Directions:**

1. Place a checkmark in the appropriate square.
2. Comments are required to justify “Unsatisfactory” and “Distinguished” performance levels.
3. To summarize your evaluation of the employee’s performance level, use the Supervisor’s Summary Comments at the conclusion of document.
4. Offer Employee the opportunity to comment in space provided at conclusion of document.
5. Signatures of both Supervisor and Employee are required.
6. *Optional* – Employee may elect to complete the Career Goals and Objectives plan.

**Legend for Performance Levels:**

Unsatisfactory	Does not meet job requirements—growth plan required
Improvement Needed	Lacks proficiency—growth plan needed
Proficient	Skilled and knowledgeable
Distinguished	Exemplary—consistently exceeds job requirements

**Note:** “Unsatisfactory” and “Distinguished” performance levels require comments.

**Confidential:**

The information supplied in this evaluation will be held in strict confidence and will be available only to direct-line administrators and/or the Superintendent’s Office.

### SKILLS |

**Communication**

Listens effectively, speaks understandably, and writes clearly.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not listen.	<input type="checkbox"/> Sometimes listens.	<input type="checkbox"/> Listens effectively.	<input type="checkbox"/> Listens effectively, demonstrates understanding, clarifies meaning for others, and provides feedback.
<input type="checkbox"/> Does not speak understandably.	<input type="checkbox"/> Sometimes speaks understandably.	<input type="checkbox"/> Speaks with clarity.	<input type="checkbox"/> Speaks with clarity and is able to communicate with a diverse audience.
<input type="checkbox"/> Does not write clearly.	<input type="checkbox"/> Sometimes writes clearly.	<input type="checkbox"/> Writes clearly.	<input type="checkbox"/> Writes clearly and concisely at the level of understanding of the diverse audience.

**Comments:**

## SKILLS

### **Critical Thinking**

Demonstrates problem solving, appropriate judgment and decision making skills, and is open to new ideas, anticipates needs, and provides creative, resourceful solutions.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate problem solving abilities.	<input type="checkbox"/> Sometimes demonstrates problem solving abilities.	<input type="checkbox"/> Recognizes and defines the problem, finds a process, and selects appropriate action(s).	<input type="checkbox"/> Demonstrates a broad understanding of the <u>problem solving</u> processes. Achieves a high degree of success in reaching solutions and implementation.
<input type="checkbox"/> Does not make decision(s) without additional assistance.	<input type="checkbox"/> Sometimes takes initiative in making decision(s).	<input type="checkbox"/> Takes initiative to make decisions, completes tasks, displays original thinking.	<input type="checkbox"/> Demonstrates a high degree of <u>decision making</u> techniques.
<input type="checkbox"/> Does not think <u>creatively</u> , and does not generate new ideas.	<input type="checkbox"/> Sometimes thinks creatively and is open to new ideas.	<input type="checkbox"/> Displays original thinking and generates new ideas and alternatives.	<input type="checkbox"/> Generates creative ideas that are of significant value. Helps to implement new ideas.

Comments:

### **Customer Service**

Understands and satisfies customer needs. **Note:** Customers may include, but are not limited to, students, fellow employees and others persons inside and outside of the school district.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand customer needs.	<input type="checkbox"/> Sometimes understands customer needs.	<input type="checkbox"/> Demonstrates a broad understanding of customer needs.	<input type="checkbox"/> Consistently identifies and defines customer needs.
<input type="checkbox"/> Does not provide customer service.	<input type="checkbox"/> Sometimes provides customer service.	<input type="checkbox"/> Provides quality customer service. Follows through.	<input type="checkbox"/> Consistently achieves a high degree of customer satisfaction.

Comments:

### **Interpersonal Relations**

Treats all people with respect, dignity and fairness. Is considerate of others, works effectively in teams, supports teams decisions and aids in implementation, seeks assistance from others and shares expertise.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not treat people with respect, <u>dignity</u> and fairness.	<input type="checkbox"/> Sometimes treats people with respect, <u>dignity</u> and fairness.	<input type="checkbox"/> Treats all people with respect, <u>dignity</u> and fairness.	<input type="checkbox"/> Consistently treats people with respect, <u>dignity</u> and fairness.
<input type="checkbox"/> Does not actively cooperate with team members, or support team decisions.	<input type="checkbox"/> Sometimes cooperates and shows support for team decisions.	<input type="checkbox"/> Cooperates actively with team members and supports team decisions. Encourages others to participate.	<input type="checkbox"/> Consistently encourages others to participate in team decisions. Shows leadership in team decisions. Effective at improving inter-personal relations.
<input type="checkbox"/> Does not seek assistance from others or share ideas.	<input type="checkbox"/> Sometimes seeks assistance from others. Reluctant to consider ideas and input from others.	<input type="checkbox"/> Considers ideas and input of others. Shares expertise and is willing to ask for assistance.	<input type="checkbox"/> Consistently supports team ideas and decisions. Shares expertise and is willing to ask for assistance.

Comments:

## KNOWLEDGE

### **Policies and Procedures**

Understands appropriate policies and procedures related to assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands and incorporates appropriate policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes follows policies and procedures related to assigned job.	<input type="checkbox"/> Follows policies and procedures related to assigned job.	<input type="checkbox"/> Consistently follows and assists in updating policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow District policies and procedures.	<input type="checkbox"/> Sometimes follows District policies and procedures.	<input type="checkbox"/> Follows District policies and procedures.	<input type="checkbox"/> Consistently follows District policies and procedures.

Comments:

### **Technical**

Demonstrates technical/practical knowledge and applies skills and expertise needed to perform the assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Sometimes demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Consistently demonstrates technical expertise and practical knowledge needed for the job.

Comments:

### **Duties and Responsibilities**

Performs thoroughly, accurately, and meets job expectations.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not perform duties and responsibilities that meet job expectations.	<input type="checkbox"/> Sometimes performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Consistently performs duties and responsibilities that meet and exceed job expectations.
<input type="checkbox"/> Does not produce thorough and accurate work.	<input type="checkbox"/> Sometimes produces thorough and accurate work.	<input type="checkbox"/> Produces thorough and accurate work.	<input type="checkbox"/> Consistently produces a high quality work product.
<input type="checkbox"/> Does not meet timelines and/or complete tasks on schedule.	<input type="checkbox"/> Sometimes meets timelines and completes tasks on schedule.	<input type="checkbox"/> Meets timelines and completes tasks on schedule.	<input type="checkbox"/> Consistently meets and exceeds timelines and completes tasks on schedule.

Comments:



## ATTRIBUTES

### **Attitude**

Exhibits a positive “can do” approach to tasks.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate a positive attitude.	<input type="checkbox"/> Sometimes demonstrates a positive attitude.	<input type="checkbox"/> Demonstrates a positive attitude <u>on a daily basis</u> .	<input type="checkbox"/> Consistently supports others through positive verbal and non-verbal communication.
<input type="checkbox"/> Resists new ideas.	<input type="checkbox"/> Sometimes reluctant to consider new ideas.	<input type="checkbox"/> Supports new ideas.	<input type="checkbox"/> Initiates and supports new ideas.
<input type="checkbox"/> Does not handle stressful situations objectively.	<input type="checkbox"/> Sometimes has difficulty handling stressful situations objectively.	<input type="checkbox"/> Maintains objectivity with immediate, stressful/difficult situations.	<input type="checkbox"/> Consistently maintains objectivity with immediate, stressful difficult situations.

Comments:

### **Flexibility**

Accommodates and adapts to change.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Resists change in work environment	<input type="checkbox"/> Seldom offers to assist in implementation of change	<input type="checkbox"/> Adapts to change in work environment. Offers to assist in implementation of change.	<input type="checkbox"/> Consistently supportive of change and helps bring about. Takes initiative to implement change and share new ideas
<input type="checkbox"/> Resists sharing workload	<input type="checkbox"/> Sometimes volunteers to share workload	<input type="checkbox"/> Demonstrates willingness to share workload	<input type="checkbox"/> Consistently shares workload and develops a sense of team.

Comments:

### **Initiative**

Seeks and follows through on assignments.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Requires constant direction to complete assigned work.	<input type="checkbox"/> Sometimes requires direction to complete assigned work.	<input type="checkbox"/> Demonstrates initiative to complete work and achieves goals.	<input type="checkbox"/> Seeks new responsibilities that are challenging and difficult.

Comments:

### **Professional Growth and Development**

Seeks and demonstrates continuous self-improvement.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Unwilling to acquire new job skills	<input type="checkbox"/> Requires direction to acquire new, or upgrade current job skills	<input type="checkbox"/> Seeks to acquire new skills and upgrade current skills	<input type="checkbox"/> Consistently seeks to acquire new skills and new responsibilities
<input type="checkbox"/> Has difficulty identifying and setting goals	<input type="checkbox"/> Sometimes sets goals	<input type="checkbox"/> Sets and works to attain appropriate goals	<input type="checkbox"/> Consistently attains goals and seeks new ones
<input type="checkbox"/> Does not learn from mistakes	<input type="checkbox"/> Sometimes learns from mistakes	<input type="checkbox"/> Learns from mistakes	<input type="checkbox"/> Learns from mistakes and continues to demonstrate <u>self improvement</u>

Comments:

**Supervisor's Summary Comments:**

**Employee's Comments:**

**Signatures:** *Signature does not necessarily imply the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator/supervisor.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_