

KENNEWICK SCHOOL DISTRICT NO. 17
DIRECTORS GROUP OFF SCHEDULE
2022-23 thru 2024-25 School Years

A. CONTRACT DAYS:

1. WORKDAYS

1.1 The number of workdays in a year is specified in each individual position.

2. NON-WORKDAYS-

2.1 Non-workdays shall consist of all other remaining days beyond the contracted workdays and are eligible to be used as vacation days and on-call days [with approval of immediate supervisor].

3. VACATION DAYS-

3.1 Members will be granted 10 vacation days plus one additional day per year of educational experience to a maximum of 20 vacation days.

3.2 Members are required to take all but 5 vacation days per year.

3.3 Members are entitled to accrue up to 5 days per year of unused vacation, for a total of 30 days, on the anniversary of their contract [July 1].

3.4 Requests to use vacation during August Leadership Retreat must be approved by the Cabinet supervisor.

Cabinet supervisors will work with members regarding any other extraordinary circumstances.

3.5 Vacation Payment upon Separation of Employment

3.5.1 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 per diem rate at the time of severance.

3.5.2 Separation for the purpose of retirement.

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

The following holidays shall be given to each member:

- -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 and the day after
- -Christmas Day and the day before or after

5. WORKDAYS-

5.1 Workdays are to be scheduled with the approval of the immediate supervisor.

6. ADMINISTRATORS CONTRACT YEAR—260 Total Days as follows:

6.1 Administrators on: **227 Day Contract**

Days worked	227
Holidays	13
Vacation days	20*
Total Contract Days	260

6.2 Administrators on: **219 Day Contract**

Days worked	219
Holidays	13
Vacation Days	20*
On-Call Days	8
Total Contract Days	260

6.3 Administrators on: **210 Day Contract**

Days worked	210
Holidays	13
Vacation Days	20*
On-Call Days	17
Total Contract Days	260

6.4 Administrators on: **209 Day Contract**

Days worked	209
Holidays	13
Vacation days	20*
On-Call Days	18
Total Contract Days	260

6.5 Administrators on: **199 Day Contract**

Days worked	199
Holidays	13
Vacation Days	20*
On-Call Days	28
Total Contract Days	260

*The lack of having accrued 20 vacation days (Section 3.1) means that additional On-Call Days will be used to make a total of 260 contract days for the year.

7. ON-CALL DAYS-

7.1 On-call days are days when administrators will make themselves available, so they may respond to any emergency situations that may arise at their building or in their jobs.

B. SCHEDULE PLACEMENT, INCREMENTS:

Initial placement for prior experience will be determined by the superintendent or designee.

Administrators moving from one pay scale to a higher pay grade will be placed on the salary schedule in such a way that their compensation will be equal to or greater in the new position than it was in the old position.

In acknowledgement of continued professional growth, the District shall recognize professional knowledge achieved in obtaining advanced educational degrees and certifications. A member with a doctorate degree in a district approved education related field will receive an additional stipend of \$1500 per year. A member who earns their superintendent certification will receive an additional stipend of \$1,000 per year.

C. LONGEVITY PAY:

Members meeting the criteria set forth below will be issued an annual supplemental incentive contract to compensate for additional time they spend mentoring new employees and as an incentive toward continued employment in the KSD. Fifty percent (50%) of this incentive will be paid in January and the remaining 50% will be paid in June.

1. Employees with a minimum of sixteen (16) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 1% of their base salary.
2. Employees with a minimum of seventeen (17) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 1.5% of their base salary.
3. Employees with a minimum of twenty-one (21) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 3% of their base salary.
4. Employees with a minimum of twenty-five (25) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 5% of their base salary.
5. Experience in administration or teaching at the college level may be considered for either full or proportional credit.

D. MILEAGE REIMBURSEMENT:

Members who service multiple buildings will, with supervisor approval, receive mileage reimbursement.

E. BENEFITS:

Benefits will be provided to members in accordance with state law and the SEBB program. Members must make an annual decision as a group whether to contribute a monthly amount to VEBA.

F. SICK LEAVE:

All administrators will be granted twelve (12) days annual sick leave which may be accumulated to 180 days for purposes of sick leave cash-out. Sick leave sharing will be available like the KEA.

G. SICK LEAVE CASH-OUT

Sick leave cash-out will be in accordance with State Law. Members must make an annual decision as a group as to whether annual sick leave cash out will be rolled into VEBA.

H. TRAVEL:

Administrators are required to have an automobile at their disposal for in-district travel. In-district travel shall be for regular school business and shall not require prior approval. Reimbursement shall be made at the established state mileage reimbursement amount. All requests for reimbursement payments shall require appropriate verification.

I. PROFESSIONAL MEMBERSHIP:

The district will pay as part of the administrators' contract the membership dues to a choice of one state or national professional or curriculum association.

J. MONTHLY WIRELESS COMMUNICATION ALLOWANCE:

Members 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 are 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 member's eligibility for the allowance requires approval of the superintendent or designee, and business manager based on evaluation of the criteria, and the completion of a Wireless Communication Authorization Form. The allowance becomes effective when a completed Wireless Communication Authorization Form has been submitted and approved within the payroll cutoff date, and no retroactive processing of the allowance is allowed.

K. STRIKE:

In case of a teacher's strike, all administrators will work on a per diem basis for each day worked beyond their regular contract.

L. REDUCTION IN FORCE:

In the event it is necessary to reduce the number of certificated school administrators because of declining enrollment or other economic reasons, the effective personnel shall be entitled to a teaching position based on qualifications and state service seniority as outlined in RCW 28A.67.073.

M. HEALTH CARE

Members will receive the state health care allocation and their health care benefits will be governed by SEBB.

N. LIFE INSURANCE:

Life Insurance is provided under the SEBB insurance program.

O. LONG TERM DISABILITY:

Long-term disability is provided under the SEBB insurance program.

P. PER DIEM PAY:

Per diem, vacation, personal leave and sick leave cash out pay will be calculated by dividing the administrator's base contract salary by the number of worked days less twenty (20).

Q. PERSONAL LEAVE:

Members receive three personal days per year. All unused personal days may be cashed out 100% of their value at the end of the year. Vacation days may be used before personal days.

U. SALARIES:

Salary increases for the following contract years are as follows:

2022-23 IPD (5.5%)

2023-24 IPD (TBD)

2024-25 IPD (TBD)

V. CONTRACT DURATION:

This contract is for the 2022-23 thru 2024-25 school years.

