

NONREPRESENTED CLASSIFIED EMPLOYEES

(Confidential Employees, Supervisors, Other)

Procedures addendum to District Policy 4200

2022/2023

1. SALARIES:

Salaries shall be paid as per District Policy 4200, Section 1.2. Salary increases shall be determined by the Superintendent.

Longevity Pay for Nonsupervisory Employees:

Nonsupervisory employees having completed their fifteenth (15th) year of documented educational service shall receive an additional twenty-five (25) cents per hour. Employees having completed their twentieth (20th) year of documented service shall receive an additional twenty-five (25) cents for a total of fifty (.50) cents per hour. Employees having completed their twenty-fifth (25th) year of documented service shall receive an additional fifty (.50) cents for a total of one dollar (\$1.00) per hour.

For the purpose of this section a year of "documented educational service" shall mean that the employee was actively employed for the equivalent of at least on-half of the scheduled school year. "Actively employed" shall mean working or on paid leave status. "Documented service" shall require a Washington State public school district originated record of such service. It is the employee's responsibility to ensure that the District receives proper documentation prior to September 1 verifying that the necessary hours have been completed.

2. VACATION

Vacation Benefits For Full time supervisory employees (1.0 FTE):

All supervisors will receive 25 vacation days upon hire. Vacation days will be prorated in the first year of employment based on what percentage of a full year their initial hire date represents.

Per WAC 357-31-210, up to thirty (30) unused vacation days can be accumulated. The accumulation of unused vacation must be arranged with the Superintendent. Supervisors are responsible for using their allotted vacation annually. Any deviation must be approved by the Superintendent in writing. Unused vacation up to (30) days is compensated upon termination to the extent applicable law may provide. For the purpose of wellness, all supervisors will take ten (10) days continuous vacation when school is not in session unless there are extraordinary circumstances which may prevent the practice, or the Superintendent, at the request of the supervisor, allows a lesser time.

All vacation pay shall be based on the employee's regular daily base pay in effect at the time of the vacation.

Any supervisor who has resigned, been discharged or terminated shall receive payment for unused vacation credit with their final pay.

Vacation Benefits for Less Than Full Time Supervisors AND all Non-Supervisory Employees:

<u>DAYS</u> <u>YEARS</u>	<u>180 -182</u>	<u>183 -202</u>	<u>203 -259</u>	<u>260</u>
1 - 3	7	8	9	15
4	8	9	10	16
5	9	10	11	17
6	10	11	12	18
7	11	12	13	19
8	12	13	14	20
9	13	14	15	21
10	14	15	16	22
11	15	16	17	23
12	16	17	18	24
13	17	18	19	25

14	18	19	20
15	19	20	21
16	20	21	22
17	21	22	23
18	22	23	24
19	23	24	25
20	24	25	
21	25		

***In no case will base days plus vacation and holidays equal greater than 260 days.**

Each employee hired prior to September 1 will receive vacation time prorated to time worked. For the purposes of calculating vacation days for succeeding years, employees working at least 1/2 of the school year shall advance one-step every September 1.

New non represented employees shall be given credit on the vacation schedule for years of verifiable service with any public school district in the State of Washington.

All vacation pay shall be based on the employee's regular daily base pay in effect at the time of the vacation.

For a 260-day employee, any vacation days currently due but unused by September 1 each year may be carried over for one (1) year following the accrual date with the written approval of the immediate supervisor and administration. No vacation may be carried over for more than one (1) year beyond the date on which it became due; provided, however, no employee shall be denied accrued vacation benefit due to District employment needs. Per WAC 357-31-210, up to two hundred and forty (240) unused vacation hours can be accumulated. The accumulation of unused vacation must be arranged with their supervisor.

All employees who work less than 12 months per year shall not utilize vacation time during the regular school year and shall therefore receive payment for unused accrued vacation credit spread over twelve (12) months.

Any employee who has resigned, been discharged or terminated shall receive payment for unused vacation credit with their final pay.

3. HOLIDAYS:

All nonrepresented employees shall receive the following paid holidays that fall within their work year:

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| 1. New Year's Day | 8. Veteran's Day |
| 2. Martin Luther King's Birthday | 9. Thanksgiving Day |
| 3. Washington's Birthday | 10. Day after Thanksgiving |
| 4. Memorial Day | 11. Day before Christmas Day |
| 5. Juneteenth Day | 12. Christmas Day |
| 6. Independence Day | 13. Day after Christmas Day |
| 7. Labor Day | 14. Day before New Year's Day* |

** Applicable to twelve (12) month employees only.

Worked Holidays: Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus twice their base rate for all hour worked on such holiday.

Holidays During Vacation Or On A Weekend: Should a holiday occur while an employee is on vacation, no leave balance will be charged for that day. Should a holiday fall on Saturday or Sunday, Friday or Monday will be observed as a holiday.

4. **OTHER PAID LEAVES:** Sick, personal, bereavement, and other paid leaves shall be provided as per District Policy 4200, or as required by State and Federal laws and regulations.
5. **Washington Paid Family Medical Leave (WPFMLA):** employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of eight hundred twenty (820) hours within the posted calendar year. Such leave shall be used concurrently with the employee's other leave entitlements. We will follow the state statute on WPFMLA.
6. **LEAVE OF ABSENCE:** Upon recommendation of the immediate supervisor through administrative channels, and upon approval of the Superintendent, a regular employee may be granted an extended leave of absence for a period not to exceed one (1) year; provided, however, if such leave is granted due to extended illness, one (1) additional year may be granted. Applicant cannot be gainfully employed on another job while leave of absence is in effect unless mutually agreed by the District and the employee.
7. **HEALTH AND WELFARE:**

Beginning January 1, 2020, and each new school year thereafter, the parties agree to abide by the provisions of ESH B 1109, which has mandated the creation of the School Employees Benefit Board (SEBB). The employer agrees to provide the insurance plans, follow employee eligibility rules and provide funding for all members and their dependents as required by State law, the State Operating Budget, and the School Employees Benefit Board. All eligible employees are required to enroll in mandatory plans as identified by the HCA regardless of whether they waive SEBB medical coverage. The District shall provide the full portion of employer contributions toward SEBB premiums for all certificated staff who meet the eligibility requirements outlined below. SEBB mandatory benefits include medical, basic life and accidental death and dismemberment (AD&D), basic long-term disability, vision and dental.

SEBB may also offer supplemental employee paid benefits, which will be paid directly by the employee, including: additional life, medical flexible spending arrangements (FSAs), and dependent care assistance program (DCAP). If/When SEBB offers additional benefits; the district will work with the Health Care Authority (HCA) and the Non-Represented group to determine how the benefits will be managed.

Mandatory SEBB coverage will be through payroll deduction. All supplemental insurance to mandatory coverage will be billed by HCA directly to employees and not deducted from the employee's monthly pay.

Eligibility.

SEBB health care plans are available for individual employees who are anticipated to work a minimum of 630 hours during the school year as per SEBB benefit rules. Paid leave hours shall also be used in the calculation of the annual 630 hours for eligibility. If the HCA changes how they fund or define the minimum anticipated work hours that would be required for eligibility, the District would comply with this change.

Enrollment Period.

The open enrollment period will be set by SEBB. When the enrollment period ends, no insurance options may be added or deleted during the contract year except for qualifying events. If employees are hired after the enrollment period, they have 30 calendar days to enroll. If any employees fail to enroll, they will be placed on a default medical, dental and vision plan as determined by SEBB and the default medical premiums will be deducted from the employee's check monthly. Coverage will begin the first day of the month following the date of hire.

Termination of Benefits.

For employees who resign/retire their position but are employed through the last work day of the school year, their resignation/retirement will be deemed effective on their last work day of the school year unless otherwise specified on their notice of resignation/retirement and their SEBB benefits will continue to that date. When

