

Snoqualmie Valley School District No. 410

Non-Represented Handbook

Updated August 31, 2023

TABLE OF CONTENTS

Section 1: Rights and Responsibilities..... 2

Section 2: Employment Provisions 2

Section 3: Leaves..... 5

Section 4: Vacation, Holiday and Release Time 7

Section 5: Salaries and Benefits 9

This handbook provides information about the conditions of employment for certain employees of the Snoqualmie Valley School District (“District”). The employees covered by this handbook include certain hourly staff, classified administrators, and certificated administrators. This handbook is also intended to serve as a guideline for employee questions that may arise during the course of employment as it includes information on compensation, holidays, leaves, vacation, vacancies, transfers, insurance benefits, payroll deductions, and performance evaluations. The handbook is further intended to be a reference document and summarizes information from the Revised Codes of Washington (“RCW”), Washington Administrative Code (“WAC”), District policies as well as past practices.

The personnel guidelines contained in this handbook are designed to encourage fair and uniform treatment of all employees. The District, however, reserves the right to abandon, modify, or supplement the contents of this handbook from time to time, in its sole and absolute discretion.

Section 1: Rights and Responsibilities

1.1 Non Discrimination

There shall be no unlawful discrimination against any employee or applicant for employment on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal.

1.2 Personnel Records

- A. Employees or former employees shall, upon request, have the right to inspect all contents of their complete District personnel file in the presence of the Superintendent or designee. The employee may, at their own expense, copy any documents contained therein.
- B. Employees shall be notified whenever materials critical of their conduct, service or fitness for a position are placed in their personnel file. Employees shall have the right to attach a response or explanation to the critical material.

Section 2: Employment Provisions

2.1 Definitions of Employees

- A. All positions covered by this handbook are classified as regular Full-Time Employees or Regular Part-Time Employees. Regular Full-Time Employees are also classified as either Exempt or Non-Exempt as defined in the law.
- B. Employees with less than 90 days prospective continuous employment shall be considered casual employees and shall not be covered by this handbook.
- C. Each new employee shall remain in probationary status for a period of no more than 60 work days following the hiring date.

2.2 Conditions of Employment

- A. The workweek will begin on Sunday and end on Saturday. Normal workdays shall be Monday through Friday. The work shift (start and end times) will be determined by the supervisor.

- B. At the beginning of each work year employees shall be provided with a calendar displaying their individual work schedule showing work days and holidays.
- C. Any hourly employee working in a higher classification shall be paid the beginning rate for that classification, providing that rate is higher than their own rate, when that work has been assigned by the employee's supervisor.
- D. Employees are expected to notify their supervisor and report electronically any absence as soon as possible. The reason for the absence must be given to aid the business office in determining whether or not it will be a paid absence.
- E. Each employee will be responsible for reviewing and following District policy. The employees will also be trained by the District on certain policies and practices.

2.3 Additional Work Hours and/or Overtime for Non-Exempt Employees Only

- A. 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 for hours of work in excess of forty (40) in the work week. For purposes of overtime, hours of work includes compensable holidays only.

2.4 Evaluations

- A. Each employee will be assigned an immediate supervisor charged with the responsibility of evaluating, directing work, and performing the usual and customary requirements of supervision. It is expected that these handbook guidelines will be administrated through the supervisor/supervisory process within proscribed District practices and procedures.
- B. Each employee will be evaluated at least once annually. Probationary employees will be evaluated prior to the end of the probationary period to determine their eligibility for regular employee status. All evaluations will be in writing and reviewed with the employee.
 - i. Salaried employee evaluations will be completed by July 1 of each year.
 - ii. Hourly employee evaluations will be completed by August 31 of each year.
- C. A copy of each employee's annual evaluation will be placed in the employee's personnel file.

2.5 Lunch and Rest Breaks

- A. Employees entitled to a lunch period in accordance with applicable law will be provided a duty-free lunch period of thirty (30) minutes.
- B. Employees shall be allowed a rest period of fifteen (15) minutes on the employer's time for each three and one-half (3 1/2) hours of continuous working time.

2.6 On-the-Job-Injury

All employees of the District are covered by the provisions of Washington State Industrial Insurance for on the job injury.

2.7 Resignation and Termination

- A. Any employee with at least 60 work days of service will receive at least 2 weeks' notice of intended layoff.
- B. Each employee shall give the District at least 2 weeks' notice of intent to resign.
- C. No employee will be discharged, disciplined or suspended except for just cause, nor without previously being given a warning notice. All warning notices will be signed by the employee to acknowledge receipt of same. Any employee whose performance is judged unsatisfactory according to evaluation criteria may be placed on probation for 60 work days and then reevaluated for either dismissal or return to regular status.
- D. No written notification is necessary if the cause for discharge is one or more of the following: proven theft, intoxication on the job, insubordination, or reckless or unauthorized use of vehicles or equipment. For all other reasons an employee shall be entitled to receive a written statement of the reasons for discipline, suspension, or discharge.

2.8 Assignment and Transfers

- A. Employees will be assigned based on the needs of the District.
- B. Decisions regarding employee transfers are within the sole discretion of the District.
- C. Employees wishing to transfer to another position will complete the required application materials for that position.
- D. Voluntary transfers, based on applications, will be dependent upon, but not limited to:
 - i. The needs of the District
 - ii. Job performance
 - iii. Employee qualifications
 - iv. Seniority

2.9 Reduction in Force/Layoff-Seniority

- A. "Seniority" is defined as length of continuous service as a District employee based on the employee's date of hire.
- B. Where ability, qualification, and job performance are equal, the employee with the most seniority shall have priority consideration in promotions and transfers.
- C. If the senior employee is passed over for promotion or returned to their former or comparable position as a result of reduction-in-force or layoff, they will receive a written notification of the reasons for such actions.
- D. Layoff of employees covered by this Handbook shall be in reverse order of total District seniority. Recall of persons laid off by reason of reduction-in-force shall be in reverse order of the layoff. No employee shall displace another employee in a higher classification as a result of reduction-in-force.

2.10 Procedural Resolution of Staff Complaints

A procedure for staff complaints and grievances has been established by the Board of Directors through District Policy Number 5270.

Section 3: Leaves

Employees must have authorization for the appropriate leave and will request and record their leave using the District identified procedures.

3.1 Sick Leave

- A. Sick leave shall be granted to all regularly employed employees for the purposes outlined in Washington State law.
- B. Sick leave shall be accounted for in hours. "Day" means the number of hours in the employee's authorized work day.
- C. One (1) day of paid sick leave shall be earned for each month worked, cumulative to the legal maximum. The District will provide to all employees who work one hundred eighty (180) days or more a year sick leave in accordance with the number of days assigned to work:
 - i. 180-214 assigned work days = 10 days sick leave
 - ii. 215-236 assigned work days = 11 days sick leave
 - iii. 237-260 assigned work days = 12 days sick leave
- D. Employees shall be credited on the dates listed below of each school year with the entire amount of sick leave they are expected to accrue. Mid-year new hires or employees returning from a leave of absence shall be credited for sick leave in the same manner, accruing from their start date or return.

Employee Group	Date credited	End of work year
Hourly	September 1	August 31
Salaried	July 1	June 30

- E. The District reserves the right to request a doctor certificate of illness for any number of days.
- F. Sick leave accumulated by an employee prior to leaving the employment of the District will be granted to such person if they return to regular employment with the District at a later date. Employees transferring from employment to another Washington State school district may transfer their unused accumulated sick leave to the new district.
- G. Sick leave cash out shall be in compliance with applicable State law at the time of application and will be granted as follows:
 - i. In January of each year, any employee who, at the end of the preceding calendar year, shall have accumulated in excess of 480 hours of unused sick leave, may elect to convert the earned but unused sick leave from the prior year to monetary compensation at the rate of one (1) paid hour for each four (4) hours of sick leave cashed out.
 - ii. Employees who wish to cash out sick leave under this section shall notify the District's business office in writing during January.
 - iii. Any employee who separates service from the District may cash out unused sick days as allowable by State law.

3.2 Family Illness Leave

- A. Family illness leave shall be nondiscretionary in cases of illness requiring the presence of the employee for assistance purposes up to four (4) days per year.
- B. Family shall be defined as father, mother, parent-substitute, brother, sister, spouse, children, dependent relative residing in the household of the employee, parent of spouse or grandparents. Employees involved in a close relationship with others outside the immediate family may be granted leave in the event of serious illness with approval and the number of days taken being at the discretion of the Superintendent or designee.

3.3 Bereavement Leave

- A. Each employee shall be allowed up to five (5) days leave with pay for each occurrence for the death of a father, mother, parent substitute, brother, sister, spouse, spouse's sibling, spouse's parent, child, grandparent, grandchild, or dependent relative residing in the household of the employee.
- B. Bereavement leave is not deducted from sick leave and does not carry over from one employment year to the next.
- C. The Superintendent or designee may grant additional days for extenuating circumstances. Such additional leave shall be left at the discretion of the employee, to be taken without pay, or deducted from sick leave.

3.4 Personal Leave

- A. Employees will be granted three (3) days of leave with pay each work year for personal leave. Personal leave is non-cumulative.
- B. The personal leave allocation will be based on the employee's assigned hours (FTE) and prorated for employees who work less than their full work calendar.
- C. Whenever possible requests for personal leave should be made to the supervisor at least 24 hours in advance.
- D. Unused personal leave of four (4) or more hours may be cashed-out at per diem and paid in the July payroll for employees who complete their contract year and submit the appropriate paperwork. Cash-out of unused personal leave is not available to employees who have taken unpaid leave during the contract year. Cashout will be determined by taking the annual value of the base position, dividing the value by the number of compensated days in the year.

3.6 Jury Duty and Subpoena Leave

- A. Upon receipt of a jury summons or a subpoena, the employee will notify their administrator and Human Resources as soon as is reasonably practicable. 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.
- B. Employees on jury duty or appearing in court in compliance with a subpoena that arises from their employment with the District will be granted paid Jury Duty/Subpoena Leave.

- C. Employees bringing legal action against the District or employees needing to appear in a legal proceeding not covered by 3.6.B, will not be granted paid Jury Duty/Subpoena Leave.

3.7 State and Federal Leave Provisions

Employees will be provided the state and/or federal leave entitlements for which they qualify.

3.8 Leave of Absence Without Pay

- A. Upon recommendation from the Superintendent or designee, a leave of absence without pay or accrual of benefits of up to one year may be granted to any employee for such purpose as illness, family emergency, maternity, education, etc. Employees on leave may substitute in the District with prior approval from the Superintendent or designee. Any other employment while on leave is not allowed.
- B. An employee wishing to return from an approved leave of absence shall be given first priority for any position for which they are qualified. An employee on leave due to extended illness or maternity shall be guaranteed their former position or a comparable position if they return to work within six months of using all accrued sick leave and vacation benefits; provided that if a layoff had occurred which would have affected said employee, then no guarantee exists.
- C. While on approved leave an employee will retain accrued sick leave, vacation, and seniority rights. Vacation leave, sick leave, seniority rights, and other benefits shall not accrue, except that the employee shall have the option of remaining an active participant in benefit programs by contributing thereto the amount required but with no District contribution.

Section 4: Vacation, Holiday and Release Time

4.1 Vacation—Hourly Employees

- A. Vacation increments shall be granted on September 1 of each year. In order to be eligible for such increment, an employee must have been employed prior to February 1 of the preceding school year.
- B. An employee who leaves District employment during the course of the year and has used more than their accumulated and prorated vacation earned through the date of termination shall be required to reimburse the District for unearned vacation used. The amount will normally be deducted from the employee's final paycheck.
- C. Hourly employees who work 236 or fewer days per year do not receive vacation.
- D. Hourly employees who work 237 or more days per year will be eligible for twelve (12) days of paid vacation per year, and may accrue up to twenty (20) days. Unused vacation leave shall carryover to the next year and shall not exceed 20 days on June 30.

E. Additional days of paid vacation will be granted based on the table below:

Beginning of work year	Total # vacation days
0-4	12 days
5-16	15 days
17	16 days
18	17 days
19	18 days
20	19 days
21 or more	20 days

- F. Employees in good standing may cash-out twenty (20) days of vacation at termination of employment.
- G. Vacation periods must be scheduled in advance and must have prior approval of the employee’s supervisor.
- H. Insofar as it is consistent with this policy, vacations requests shall be honored as submitted. However, the need for an employee’s services at any particular time and the impact of their absence on the District’s programs shall be the overriding concern when considering approval of vacation requests.

4.2 Vacation—Salaried Employees

- A. Vacation increments shall be granted on July 1 of each year.
- B. An employee who leaves District employment during the course of the year and has used more than their accumulated and prorated vacation earned through the date of termination shall be required to reimburse the District for unearned vacation used. The amount will normally be deducted from the employee’s final paycheck.
- C. Salaried employees will receive vacation according to the table below; vacation tiers are listed on the salary schedule:

Vacation Tier	Total # vacation days
Tier 1	0 days
Tier 2	20 days
Tier 3	25 days

- D. Vacation periods must be scheduled in advance and must have prior approval of the employee’s supervisor.
- E. Insofar as it is consistent with this policy, vacations requests shall be honored as submitted. However, the need for an employee’s services at any particular time and the impact of their absence on the District’s programs shall be the overriding concern when considering approval of vacation requests.
- F. Unused vacation leave shall carryover to the next year and shall not exceed 30 days on June 30.

G. Salaried employees may cash-out ten (10) days annually by submitting the appropriate paperwork. Employees in good standing may cash-out thirty (30) days of vacation at termination of employment. Cashout will be determined by taking the annual value of the base position, dividing the value by the number of compensated days in the year.

4.2 Holidays

A. All regular employees shall be given the following paid holidays for which they are eligible under the conditions of this handbook:

Fourth of July	Day before New Years
Labor Day	New Year's Day
Veteran's Day	Dr. Martin Luther King, Jr. Day
Thanksgiving	Presidents' Day
Friday following Thanksgiving	One day during Spring Vacation
Day before Christmas	Memorial Day
Christmas Day	Juneteenth

B. In addition, any other day proclaimed a holiday for public schools by legal authority shall be granted.

C. For an employee to be paid for a holiday, they must have been on duty the previous scheduled working day and the succeeding scheduled working day, or on authorized leave, or vacation.

4.3 Release Time

Release Time and/or reimbursement of expenses may be granted to employees for the purpose of attending workshops, professional meetings, and educational conferences, upon approval by the employee's supervisor and the Superintendent. The District shall provide a substitute when necessary.

The District has sole discretion in granting or authorizing Release Time.

Section 5: Salaries and Benefits

5.1 Salaries

- A. Salaries are paid monthly on the last workday of the month.
- B. Current year salary schedules that are available for this group of employees are attached to this Handbook.
- C. Hourly employees new to the District will be placed on Step 1.
- D. Hourly employees being transferred or promoted from other clerical positions within the District will be placed at the step which will provide the next initial pay increase.
- E. The Superintendent shall have the discretion to move an hourly employee two steps on the salary schedule.

5.2 Benefits

Employees will qualify for benefits as determined by the School Employee Benefits Board (SEBB). SEBB shall establish all parameters of the benefit offerings, including plan designs,

carriers, and employer/employee rates. Employee rates shall be paid through payroll deduction.

5.3 Travel Allowances

Any employee who is authorized to use their personal car on District business shall be reimbursed at the mileage rate established by the IRS. The mileage shall be authorized and validated by the employee's supervisor as designated by the Superintendent.

Revised and approved August 31, 2023:

/s/D. Schlotfeldt

Dan Schlotfeldt
Superintendent

8/31/2023

Date

**Snoqualmie Valley School District
 Non-Represented Salary Schedule
 Hourly Staff
 September 1, 2023 - July 30, 2024**

Position	Lane	Year 1	Year 2	Yrs 3-9	Yrs 10-14	Yrs 15-19	Yrs 20-24	Yrs 25+
		Step 1	Step 2	Step 3	Step 4	+ \$0.2	+ \$0.2	+ \$0.2
Administrative Assistant to Superintendent	NR100	\$40.58	\$41.78	\$42.97	\$43.18	\$43.38	\$43.58	\$43.78
Administrative Assistant to Assistant Superintendent	NR200	\$34.22	\$35.41	\$36.66	\$36.87	\$37.07	\$37.27	\$37.47
Payroll/Accounting Technician	NR300	\$31.31	\$32.38	\$33.52	\$33.73	\$33.93	\$34.13	\$34.33
Administrative Assistant, Human Resources	NR400	\$29.26	\$30.45	\$31.73	\$31.94	\$32.14	\$32.34	\$32.54
Administrative Assistant, Teaching & Learning	NR500	\$29.26	\$30.45	\$31.73	\$31.94	\$32.14	\$32.34	\$32.54
Psychologist Intern	NR800	\$31.31	--	--	--	--	--	--

**Snoqualmie Valley School District
Non-Represented Salary Schedule
Salaried Staff
July 1, 2023 - June 30, 2024**

Position	Days	Vacay Tier	Lane	Step 1	Step 2	Step 3	Step 4
Campus Security Coordinator	205	1	CSC	\$63,125	\$65,077	\$67,090	\$69,165
HR Classified Specialist	247	2	HRS10	\$76,524	\$78,891	\$81,331	\$83,846
Transportation Manager Accounting Lead Classified Payroll Manager Performing Arts Center (PAC) Manager	260	3	SUP70 PAC SUP15	\$80,552	\$83,043	\$85,611	\$88,259
Student Data Support Manager	260	3	SUP20	\$82,139	\$84,680	\$87,299	\$89,999
Executive Assistant to Superintendent	260	3	EAS10	\$84,401			
Network Specialist	260	3	ACCT	\$87,874	\$90,591	\$93,393	\$96,282
HR Coordinator	260	3	HRC10	\$90,008	\$92,792	\$95,662	\$98,620
Community Relations Manager	260	3	PIO	\$92,064	\$94,913	\$97,850	\$100,874
Assistant Director Technology Accounting Supervisor Payroll Officer	260	3	TechM SUP30 SUP50	\$103,480	\$106,680	\$109,979	\$113,381
Director of Transportation	260	3	DIR30	\$114,185	\$117,717	\$121,358	\$125,111
Athletic Director	205	1	DIR50	\$121,709	\$125,473	\$129,354	\$133,354
Associate Director	260	3	DIR40	\$140,663	\$143,477	\$146,347	\$149,273
Director: Equity & Categorical Programs Director: CTE	260	3	DIR70 DIR20	\$146,785	\$153,549	\$160,324	\$167,604
Director of Operations	260	3	DIR80	\$150,944	\$155,612	\$160,425	\$165,386
Chief Communications Officer	260	3	CAB70	\$153,165	\$157,902	\$162,786	\$167,821
Director of Technology Services	260	3	DIR90	\$157,411	\$162,279	\$167,298	\$172,472
Executive Director	260	3	CAB50	\$188,746	\$194,584	\$200,602	\$206,806
Assistant Superintendent	260	3	CAB20	\$205,396	\$211,749	\$218,298	\$225,049

Doctoral stipend paid at same level as district Principals