

Franklin Pierce School District

www.fpschools.org



Non-Represented Employee Handbook

Table of Contents

- 1. Salaries 3
- 2. Tax-Sheltered Annuities and Deferred Compensation..... 3
- 3. Additional Compensation 4
- 4. Vacation ([Board Policy 5411](#))..... 4
- 5. Holidays ([Board Policy 5410](#)) 5
- 6. Personal Days ([Board Policy 5400](#)) 5
- 7. Sick Leave ([Board Policy 5401](#))..... 6
- 8. Family Medical Leave Act ([FMLA](#))..... 6
- 9. WA Paid Family Medical Leave ([PFML](#))..... 7
- 10. Emergency and Discretionary Leave ([Board Policy 5403](#)) 7
- 11. Military Leave ([Board Policy 5407](#) & [5407P](#)) 7
- 12. Jury Duty and Subpoena Leave ([Board Policy 5408](#)) 8
- 13. VEBA III Sick Leave Conversion to Medical Reimbursement Plan ([Board Policy 5401](#))..... 8
- 14. Leave Sharing ([Board Policy 5406](#) & [5406P](#))..... 9
- 15. Probation/Evaluation ([Board Policy 5240](#)) 9
- 16. Personnel File ([Board Policy 5260](#) & [5260P](#))..... 9
- 17. Resignation ([Board Policy 5280](#)) 9
- 18. Employee Benefit Plan ([School Employees Benefit Board – SEBB](#)) 9
- 19. Retirement Programs ([WA Department of Retirement Systems - DRS](#)) 12

This handbook is intended to be a living document that is periodically revised to reflect changes that occur in the work environment, the availability of qualified employees, and organizational needs. This handbook is not to be construed as an employment contract or binding legal agreement.

The Non-Represented Employee Handbook outlines salary, benefit, and working conditions for:

- Assistant/Deputy Superintendents
- Executive Directors
- Directors
- Assistant Directors
- Public Information Officer (PIO)
- Supervisors
- Administrative Support Personnel (Confidential Exempt)
means job positions that are at-will, are not classified within the Civil Service system and are not eligible to be represented by a bargaining unit. Usually supports executive and management positions within an organization.
- Unrepresented Personnel
means any employee that is not an executive or management employee and is not represented by a recognized employee organization. Usually requires technical or specialized skills and/or abilities.

1. Salaries

Non-represented employees receive an annual salary as determined by the Board of Directors.

- a) Certificated and Classified Administrators shall be employed on an annual basis, July 1 through June 30.
- b) Administrative Support Personnel and Unrepresented Personnel shall be employed on an annual basis, September 1 through August 31.

Direct deposit is mandatory, and the district shall make payroll deductions for staff as required by law.

The district will grant longevity service credit for service in another Washington State school district for similar status experience for non-administrative classified positions for purposes of vacation and the hourly longevity increase. The district will use the date the employee was hired by the district in a regular position (includes positions in bargaining units and temporary positions, does not include substitute positions).

An up-to-date salary schedule can be found [here](#).

2. Tax-Sheltered Annuities and Deferred Compensation

An eligible employee may contract with the district to defer any portion of their compensation at their direction into tax sheltered annuity programs, as defined in Section 403b and Section 457 of the Internal Revenue Code of 1986 and in compliance with all state and federal laws and regulations in force or as hereafter amended.

3. Additional Compensation

Directors, Assistant Directors, PIO, and Supervisors may receive additional compensation for work performed during non-work hours. This additional compensation is limited to ten (10) additional days of pay for directors, assistant directors, and PIO; and seven (7) additional days for supervisors. Assistant Superintendent and Executive Directors additional compensation is per individual contracts.

Additional compensation shall be paid at the individual's per diem rate of 1/223 for 260-day administrators. Requests for additional compensation must be submitted to Payroll on or before the last work day in June.

4. Vacation (Board Policy 5411)

Non-represented, 260 day employees will be eligible to earn vacation days as follows (part-time employees will be prorated):

Assistant Superintendent and Executive Directors

- vacation benefits are determined by their individual contracts

Directors, Assistant Directors, PIO, and Supervisors

- will be frontloaded 25 vacation days on July 1 of each year
- may submit a request to Payroll to buy back a maximum of ten (10) vacation days annually at their per diem rate of pay. Requests must be received on or before the last work day in June.

Administrative Support Personnel (Confidential Exempt)

Defined as job positions that are at-will, are not classified within the Civil Service system and are not eligible to be represented by a bargaining unit. Usually supports executive and management positions within an organization.

- will accrue vacation each month based on the following:

<u>Completed Years of Continuous Service</u>	<u>Days of Vacation</u>
1	20
4	25
20	30
- may submit a request to Payroll to buy back a maximum of seven (7) vacation days annually at the regular rate of pay. Requests must be received on or before the last work day in June.

Unrepresented Personnel (260 day employees only)

Defined as any employee that is not an executive or management employee and is not represented by a recognized employee organization. Usually requires technical or specialized skills and/or abilities.

- will accrue vacation each month based on the following:

<u>Completed Years of Continuous Service</u>	<u>Days of Vacation</u>
1	10
4	15
10	23

Administrators and Administrative Support Personnel may only cash out a total of thirty (30) days of vacation during their last two years of employment prior to retirement.

Use of vacation days is subject to supervisor approval and cannot be used until they are earned. Employees taking more days off than vacation days earned will have the excess days charged as leave without pay.

Vacation days may be accumulated from year to year to a maximum equal to two years of earned vacation (which will be calculated once a year on the last day of the contractual period). Employees who have over the maximum accrual amounts at the end of their contract year, will lose any hours that are above the maximum threshold as stated above, effective on the first day of their new contract year.

Upon termination, an employee will be paid for unused vacation days earned. However, payment for unused, earned vacation in excess of thirty (30) days will not be made.

5. Holidays (Board Policy 5410)

Non-represented staff shall receive thirteen (13) paid holidays annually (will be prorated for less than full-time employment). For less than 260-day staff and for staff hired mid-year, they will receive the holidays listed below that fall within their work calendar for that year. Holidays include:

New Years	Labor Day
Martin Luther King Day	Veterans' Day
President's Day	Thanksgiving Day 1
Last day of Spring Break week	Thanksgiving Day 2
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

6. Personal Days (Board Policy 5400)

Non-represented employees will be eligible to earn personal days as follows (will be prorated for less than full time employment):

Assistant Superintendent and Executive Directors

- Personal day benefits are determined by their individual contracts

Directors, Assistant Directors, PIO, and Supervisors, Administrative Support Personnel (Confidential Exempt), and Unrepresented Personnel.

- will be frontloaded two (2) days per year non-accumulative (do not carry over to the next year).

7. Sick Leave (Board Policy 5401)

The district shall grant each full-time certificated and classified staff member of the district up to 12 sick leave days annually; less than full time staff will be prorated. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period not to exceed one year.

Sick leave is frontloaded to: Assistant Superintendent, Executive Directors, Directors, Assistant Directors, PIO, and Supervisors.

Sick leave is accrued monthly for: Administrative Support Personnel (Confidential Exempt) and Unrepresented Personnel.

Employees entering employment with Franklin Pierce School District shall receive credit for sick leave accumulated in other public school districts in the State of Washington.

The district may require a signed statement from a physician for any absence in excess of five consecutive days. If sick leave benefits are exhausted, the Board may grant leave without pay for the balance of the year upon the recommendation of the Superintendent.

8. Family Medical Leave Act (FMLA)

Eligible staff may access twelve (12) weeks of leave under the Family Medical Leave Act due to:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (Leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

If you are in need of leave due to one of the reasons above, please contact the Leave Coordinator in Human Resources to discuss your individual circumstances.

9. WA State Paid Family Medical Leave (PFML)

Paid Family Medical Leave is a benefit offered to Washington workers. It's here for you when a serious health condition prevents you from working or when you need time to care for a family member, bond with a new child or spend time with a family member preparing for military service overseas. This program is administered by the state, including determining eligibility and benefit amounts. Employees cannot be paid by the District and PFML at the same time.

10. Emergency and Discretionary Leave (Board Policy 5403)

Eligible employees included in this handbook may be granted leaves for the following reasons as outlined in Board Policy 5403:

Family Emergency Leaves	Death in the Family
Domestic Violence leave	Birth or Adoption of a Child
Family Illness	Leave to attend Meetings/Conferences

11. Military Leave (Board Policy 5407 and 5407P)

The district shall grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed twenty-one days during each year, beginning October 1 and ending the following September 30, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating, privileges, or pay. During the period of military leave, the staff member shall receive their normal pay from the district.

Employees whose school district employment is interrupted by up to five years of service in a uniformed service are entitled to re-employment by the district following their discharge. The Superintendent shall adopt procedures to implement these re-employment rights consistent with state and federal law.

Military Leave - Spouse

The district shall allow an employee who is the spouse of a military member of the U.S. Armed Forces, National Guard, or Reserves to take up to fifteen (15) days leave during a period of military conflict when: (1) the military spouse is on leave from a deployment; or (2) prior to deployment once the military spouse receives official notification of an impending call or order to active duty. The employee must work an average of twenty hours or more each week for the district.

The employee is entitled to fifteen days of leave for each deployment. The employee must provide the district notice of intent to take leave within five business days of the call to active duty or notice of leave from deployment.

12. Jury Duty and Subpoena Leave (Board Policy 5408)

The district may grant leave to a staff member for the days they are required to serve on a jury.

The district may grant a maximum of two days leave (witness fees to be reimbursed to the district) to staff subpoenaed as witnesses in court or other legal proceedings, provided that a leave with pay shall not be granted to a staff member for a case brought or supported by a staff member, union, or association, or for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled workday remain, the staff member is to immediately inform their supervisor and report to work if requested to do so.

13. VEBA III Sick Leave Conversion Medical Reimbursement Plan (Board Policy 5401)

Based on the Non-Represented group's annual vote for use of VEBA programs (the results of the vote could change from year to year) sick leave is cashed out to either cash or to direct deposit into a VEBA (health reimbursement account). Please contact the Payroll department to determine what the current vote outlines for your cash-out options.

As an active employee with Franklin Pierce Schools AND in January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option either:

- A. To receive remuneration for unused sick leave accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of 60 days; or
- B. To add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation shall be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation.

Earned sick leave shall not be accumulated in excess of 180 days as of December 31 of each year, except that an employee may exercise the annual January cash-out option for all days accumulated in excess of this maximum.

As an employee separating from service with Franklin Pierce Schools, a staff member may cash-out all accrued sick leave at the above rate at the time of separation due to retirement, provided that the retiree provides documentation from the appropriate state retirement system. Such leave shall be accrued at the rate of no more than one day per month.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave. A certified copy of the death certificate must be submitted to the district office or proper documentation of court appointment as administrator of the estate.

An employee who is at least age fifty-five, has ten years of service in the retirement system, and is a member of either the teachers' or school employees' retirement system plan 3, or is at least age fifty-five, has at least fifteen years of service in the retirement system, and is a member of either the teachers' or school employees' retirement system plan 2, may cash out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave at the time of separation from employment.

14. Leave Sharing (Board Policy 5406 and 5406P)

Eligible employees may donate excess leave for use by a staff member who has been approved to receive shared leave per Board Policy 5406 & 5406P. Leave shall be calculated on an hour-donated and hour-received basis.

15. Probation / Evaluation (Board Policy 5240)

Non-represented employees are on probation for the first ninety (90) calendar days. During the first year of employment, the employee will receive two evaluations: (1) one within the probationary period (90-day evaluations), and (2) one by the last day of their contract year. Thereafter, an evaluation will be completed no later than the last day of their contract year. Additionally, the employee has the right to attach a written response to the evaluation.

16. Personnel Files (Board Policy 5260 and 5260P)

The only official personnel files for the District are located in Human Resources. The employee may review his/her file during regular work hours (7:30am – 4:00pm Monday through Friday) and may have copies of the documents contained therein (a copying fee may be assessed).

17. Resignation (Board Policy 5280)

Those staff who are not contractually obligated to complete the current school year should notify the Superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

18. Employee Benefit Plan -School Employee Benefits Board - SEBB

Employee health benefits are provided through the School Employees Benefits Board (SEBB). All information contained related to current SEBB offerings, eligibility, and enrollment is subject to change by the state.

As required by WAC 182-31-030, the District will carry out all actions, policies, and guidance issued by the SEBB program which are necessary for the operation of benefit plans, education of school employees, claims administration, and appeals process including those described in chapters 182-30, 182-31, and 182-32 WAC.

As required by SEBB rules, the District shall pay the full portion of the employer contribution as adopted in the School Employees Health Care Coalition agreement for all employees who meet the eligibility requirements outlined below. For purposes of benefits provided under the SEBB, school year shall mean September through August, and shall also be referred to as the eligibility year.

The District will implement the School Employees Health Care Coalition agreement when deducting the established employee rates to be paid to the Health Care Authority (HCA) through payroll deduction for the month in which the employee receives benefits.

Benefits provided to employees through SEBB include but are not limited to:

- Basic Life and accidental death and dismemberment insurance (AD&D)
- Basic Long-term Disability
- Vision
- Dental including orthodontia
- Medical Plan

Employees are eligible to participate in the Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) offered by the employer. Employees will also have the option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Health Plan (HDHP) is selected for their medical insurance. In addition, employees will be able to utilize payroll deduction for any supplemental insurance that they choose to enroll in through SEBB (e.g., increased Life, AD&D, Long-term disability, etc.).

Eligibility will be determined according to SEBB rules. Under those rules, all Employees, including substitute employees, are eligible for full insurance coverage under the SEBB program if they work, or are anticipated to work 630 hours or more in an eligibility year, so long as they maintain an employee/employer relationship.

Once eligibility is established, it shall be maintained for the remainder of the eligibility year, unless the employee's schedule or work pattern is revised such that they are no longer anticipated to work 630 hours during the eligibility year. In this case, eligibility for the employer contribution ends as of the last day of the month in which the change is effective. Any changes to this eligibility threshold at the state level will be implemented by the District on the effective date unless otherwise agreed.

All compensated hours in any position within the District count for purposes of establishing eligibility. An employee who is not anticipated to work six hundred thirty hours within the school year because of the time of year they are hired but is anticipated to work at least six

hundred thirty hours the next school year, establishes eligibility for the employer contribution toward SEBB benefits as of their first working day if they are a nine to ten month school employee anticipated to be compensated for at least seventeen and one-half hours a week in six of the last eight weeks counting backwards from the week that contains the last day of school.

Any employee who has worked 630 hours in the previous two years and is returning to the same type of position(s) will be deemed eligible for benefits as provided in SEBB rules. See WAC 182-31-040(3)(b).

In the month of September, benefit coverage for eligible employees begins their first day of work, so long as the employee works on or before the first day of school. For all other eligible employees, benefit coverage will begin the first day of the month which follows the employee's first day of work.

Employees previously employed by a SEBB employer and eligible for SEBB coverage in the month prior to their first day of work will have uninterrupted benefit coverage if they meet the eligibility requirements above.

Should an employee who previously was not expected to be eligible for benefits under SEBB work 630 hours in one year, the employee will become eligible for benefits to begin the month after attaining 630 hours. See WAC 182-31-040.

Paid leave hours shall count towards eligibility for benefits under this section to the extent provided by SEBB rules.

An employee on approved leave under the federal Family and Medical Leave Act (FMLA) or the Washington State Paid Family Medical Leave (PFML) will continue to be eligible for insurance coverage in accordance with the federal FMLA or RCW 50A.15.060.

For an employee on leave without pay who is no longer anticipated to meet the eligibility standard for employer paid insurance benefits by the end of the school year, the employee will have the option of self-paying the premium to HCA (COBRA). See WAC 182-31-100.

The District's contribution toward school employees benefits board (SEBB) benefits ends on the last day of the month in which the school year ends. The employer contribution toward SEBB benefits will end earlier than the end of the school year if one of the following occurs:

- (a) The District terminates the employment relationship. In this case, eligibility for the employer contribution ends the last day of the month in which the employer-initiated termination notice is effective;
- (b) The employee terminates the employment relationship. In this case, eligibility for the employer contribution ends the last day of the month in which the school employee's resignation is effective; provided, that when employees employee's full contract obligation the separation will be effective August 31 for purposes of SEBB eligibility; or

(c) The school employee's work pattern is revised such that the employee is no longer anticipated to work six hundred thirty hours during the school year. In this case, eligibility for the employer contribution ends as of the last day of the month in which the change is effective.

If the District deducted the school employee's portion of the premium for SEBB benefits from their pay after the school employee was no longer eligible for the employer contribution, SEBB benefits end the last day of the month for which school employee premiums were deducted.

If the employee is transitioning to retiree health care or health care by another employer, the effective date may be earlier as designated by SEBB guidance.

If the Washington State Legislature changes provisions of the SEBB to allow for changes in employer contributions towards elective benefits, or substantially changes the medical coverage provisions, either party can reopen this agreement for negotiation over the changes. Such changes shall occur on the effective date unless otherwise agreed.

19. Retirement Programs – Department of Retirement Systems - [DRS](#)

Employees will become a member of the Federal Income Contribution Act (Social Security System) and the applicable Department of Retirement System plan (PERS/SERS/TRS), as required by law.

This handbook is intended to be a living document that is periodically revised to reflect changes that occur in the work environment, the availability of qualified employees, and organizational needs. This handbook is not to be construed as an employment contract or binding legal agreement.