

**2021 – 2024**

**Agreement**

**between**

**Northshore School District**

**and**

**Northshore Non-Represented**

**Administrative Personnel**

**(NNRAP)**

**2021 – 2024  
Agreement  
between  
Northshore School District  
and  
Northshore Non-Represented Administrative Personnel (NNRAP)**

This letter of agreement is between Northshore School District and Northshore Non-Represented Administrative Personnel (representing individuals on the Administrator and Professional/ Technical salary schedules). The District shall attempt to continue the past practice of non-represented administrative personnel receiving the same provisions as those granted to the Northshore Association of School Administrators (NASA).

1. COMPENSATION

- A. The District will maintain competitive administrative compensation. To achieve this, the salary schedule will be adjusted retroactive to July 1 to reflect the total average adjustment granted building administrators for the year pursuant to their end of year adjustment provision.
- B. Base salaries will be paid in accordance with Appendices A and B.
- C. Each year the initial base salaries shall be increased by the inflationary adjustment index funded by the Washington state legislature for certificated administrative salaries (currently the implicit price deflator (IPD)). In cases when the funding of the inflationary adjustment index is not determined by the legislature by July 1, this amount will be paid retroactively to July 1 of that year.
- D. The employee's per diem rate of pay for the purposes of vacation, sick leave, and personal leave buy-back, will be calculated by dividing the employee's annual salary (the base salary, degree stipend, [if applicable] and the longevity stipend, [if applicable]) by the number of work days in a year minus vacation days, holidays and personal leave days. The per diem rate of pay will be calculated at 1/220.
- E. All NNRAP employees shall participate in the direct deposit program. Employees shall designate the participating financial institution to which their paychecks shall be transmitted monthly.
- F. For each year of this Agreement, the District agrees to make available to eligible employees the health insurance program as defined by the District Insurance Committee, and to provide up to the specific amount identified annually by the State Legislature.
- G. The District will maintain a personal property insurance pool to assist NNRAP members in covering the deductible portion of their personal insurance when they need to make a claim for damages to personal property at work.

- H. The District will reimburse NNRAP members at the prevailing District rate for all job-related travel other than their basic trip to work and return home.
- I. The District will provide administrators with a \$50 per month cell phone stipend, in lieu of the district no longer providing a district cell phone and payment of the district monthly service charge. The administrator must provide their cell phone number to their supervisor. This stipend is taxable and reportable for retirement purposes.
- J. The District will pay appropriate annual membership dues for professional organization(s), provided the cost does not exceed the maximum amount granted NASA members.
- K. In the case of financial hardship, the District will be allowed to reopen negotiations on compensation issues.
- L. NNRAP members have the right to request consideration for job reclassification. Reclassifications will be processed in accordance with Appendix C.
- M. Should a NNRAP member be on a committee where other members of the committee are being compensated, the NNRAP member will talk to their NNRAP Representative to advocate for their compensation. The NNRAP Representatives will then talk to the Deputy Assistant Superintendent/Executive Director of Human Resources. The Deputy Superintendent/HR Executive Director will bring any request for compensation forward to cabinet for approval.

## 2. LEAVE AND HOLIDAYS

Various leaves and holidays for NNRAP members will be granted consistent to the Northshore School District's Board Policy Manual. Such leaves and holidays are identified in the Personnel (Series 5000) section of the policy manual.

### A. Personal Leave

At the beginning of each work year, the district shall grant each NNRAP employee two (2) days of personal leave, prorated on the employee's work day, with pay. Personal leave days shall be allotted on a pro-rata basis for employees entering service during the year. Such leave may be used for personal reasons.

Personal Leave shall be cumulative to a maximum of eight (8) days.

Each July, NNRAP employees may elect to receive monetary compensation for unused accumulated personal leave provided that the employee has at least two (2) days of accumulated leave on record as of June 30<sup>th</sup> and that the employee provides written notice to the payroll office by June 30<sup>th</sup> of his/her intent to convert his/her accumulated personal leave to monetary compensation.

For eligible NNRAP employees electing monetary compensation, the personal leave balance of June 30<sup>th</sup>, or a lesser amount of the balance, if indicated by the employee, shall be converted to monetary compensation at the amount of twenty-five percent (25%) of the employee's current per diem rate of pay.

The state of an eligible deceased employee shall receive monetary compensation for unused personal leave at the rate of twenty-five percent (25%) of the deceased employee's current per diem rate of pay.

### 3. EMPLOYMENT CONTRACTS

Appropriate employment contracts shall be issued annually to NNRAP Administrators.

### 4. VACATION LEAVE

A. NNRAP members shall be granted twenty-five (25) vacation days. Vacation days will be front loaded as of July 1 each year and will not be deemed to be "accrued" during the year in which they were granted. NNRAP members must use fifteen (15) designated vacation days per year. NNRAP members will submit a copy of these vacation days to their supervisor.

B. Vacation shall be prorated for those NNRAP members who do not work a full year, such as those who are hired after July 1 or leave before June 30. Any prorated adjustment necessitated by an early employment departure shall be made in the final pay warrant owed to the individual. For those administrators who are hired after the year commences, the prorated adjustment shall be made at the start of the individual's work year.

C. Vacation leave may be accumulated to a maximum of forty-six (46) days. No more than forty-six (46) accrued days may be carried over from July 31 to August 1. Any vacation in excess of the year-end limit will be reduced from the employee's balance. Current employees having more than forty-six (46) accrued days of accumulated vacation shall not be allowed to accumulate more than their leave balance as of June 30, 1994, or any subsequent balance as of July 31 of any year, whichever is less. Exceptions to this maximum may be made only by the Superintendent or the Board, based upon extenuating circumstances.

Upon termination of employment, compensation for unused vacation is restricted to a maximum of thirty (30) days. This limit shall not apply in the case of death. Such compensation for each full-time, non-represented, employee shall be paid at per diem pay. Any additional balance of accumulated vacation time should be scheduled for use prior to the last day of employment.

D. Consistent with administrative procedures regarding annual vacation and sick leave, vacation or sick leave may be shared on a voluntary basis with other employees.

5. RETIREMENT/RESIGNATION EARLY NOTIFICATION INCENTIVE

During the term of this agreement, NNRAP administrators who provide to the district early notification of their retirement or resignation decision will be eligible to benefit from an incentive program. The incentive program benefits the administrator by providing additional compensation opportunities in exchange for the information regarding retirement/resignation, provided they share their decisions early in the district's staffing process.

To be eligible for the program, the administrator must provide early notification as described below:

**TRS Certificated Administrators:**

1. If written notice to retire or resign at the conclusion of the contract year is given to the Human Resources Department by the administrator on or before January 15, then the administrator shall be afforded the opportunity to work five (5) extra days and be paid at the true per diem rate for each day worked. These incentive days are in addition to the regular contract and any supplemental days of the administrator.
2. If the notification is received after January 15 but before March 1, the incentive benefit will be three (3) days of extra work paid at the true per diem rate.

**PERS/SERS Classified Administrators:**

1. The classified administrator is eligible for five (5) extra days of work if notification to retire/resign is given to the Human Resources Department at least one hundred sixty (160) calendar days before the date of retirement or resignation.
2. The administrator is eligible for three additional days of work paid at the true per diem rate if notification is given after the 160th but before the 120th calendar day preceding the date of resignation/retirement.

Administrators will receive a time report for completion that identifies completion of the requisite number of extra days. The Executive Director of the administrator's department shall review the completed form and verify that the work has been completed.

6. NNRAP STAFF RETENTION

A. Guidelines for Reduction of Services:

1. Consistent with the NASA Agreement, NNRAP certificated members shall be included within the reduction-in-force pool pursuant to the NASA Agreement if his or her position has been eliminated. Their experience shall include District level administrative experience. Guidelines described under the NASA Certificated Administrator Retention section of the Agreement will be followed for placement of these District level administrators.

2. NNRAP classified members shall likewise be included within similar reduction-in-force pools most closely appropriate to their knowledge, skills, abilities, and/or work experience.


7. TERM OF AGREEMENT


This Agreement shall become effective on July 1, 2021 and continue in effect until June 30, 2024. This agreement will be reopened and modified at any time during its term upon the mutual consent of both parties.

Dated and signed this <sup>Aug 24, 2021</sup> \_\_\_\_\_ day of August, 2021


NORTHSHORE NON-REPRESENTED  
ADMINISTRATIVE PERSONNEL

NORTHSHORE SCHOOL DISTRICT  
NO. 417

By   
Ayva Thomas (Aug 24, 2021 10:02 PDT)  
Ayva Thomas  
Association Representative

By   
Michelle C Reid (Aug 24, 2021 10:07 PDT)  
Dr. Michelle Reid, Superintendent  
on behalf of the Board of Directors

I certify that this agreement was approved by the District's Board of Directors at its meeting on August 23, 2021.

By   
Jefery Miller (Aug 24, 2021 10:05 PDT)  
Jef Miller  
Association Representative

**ADMINISTRATOR SALARY SCHEDULE (NNRAPAD)**

**Northshore School District No. 417**

**2021-2022 (Initial Schedule)**

**SCHEDULE 11**

Effective July 1, 2021

	<b>0 Years</b>	<b>1 Years</b>	<b>2 or more Years</b>
<b>Level A</b>	<b>179,438</b>	<b>183,924</b>	<b>188,522</b>
<b>Level B</b>	<b>170,082</b>	<b>174,334</b>	<b>178,692</b>
<b>Level C</b>	<b>160,733</b>	<b>164,751</b>	<b>168,870</b>
<b>Level D</b>	<b>151,381</b>	<b>155,166</b>	<b>159,045</b>
<b>Level E</b>	<b>142,030</b>	<b>145,581</b>	<b>149,221</b>
<b>Level F</b>	<b>132,861</b>	<b>136,183</b>	<b>139,588</b>
<b>Level G</b>	<b>123,330</b>	<b>126,413</b>	<b>129,573</b>

**If MA/CPA degree/cert  
has been attained 3,388**

**If Phd/EdD degree has  
been attained 6,466**

Approved by the Board  
on: May 24, 2021.

**PROFESSIONAL /TECHNICAL SALARY SCHEDULE (NNRAP)**

**Northshore School District No. 417**

**2021-2022 (Initial Schedule)**

**SCHEDULE 14**

Effective July 1, 2021

	<b>0 Years</b>	<b>1 Years</b>	<b>2 or more Years</b>
<b>Level I</b>	<b>126,112</b>	<b>129,265</b>	<b>132,497</b>
<b>Level II</b>	<b>114,806</b>	<b>117,676</b>	<b>120,618</b>
<b>Level III</b>	<b>105,387</b>	<b>108,022</b>	<b>110,723</b>
<b>Level IV</b>	<b>97,416</b>	<b>99,851</b>	<b>102,347</b>
<b>Level V</b>	<b>90,584</b>	<b>92,849</b>	<b>95,170</b>
<b>Level VI</b>	<b>84,266</b>	<b>86,373</b>	<b>88,532</b>

**If MA/CPA degree/cert  
has been attained 3,388**

**If Phd/EdD degree has  
been attained 6,466**

Approved by the Board of Directors on: 5/24/2021



**GUIDELINES FOR  
NNRAP POSITION REVIEWS AND RECLASSIFICATIONS  
Appendix C**

1. Each year by March 31, a decision will be made on the parameters for funding NNRAP salary increases for potential upward movement on salary schedules based upon both the District's financial situation, and equity between bargaining groups.
2. For an NNRAP employee to be eligible to apply for upward movement on the salary schedule, the employee must have been in their current position for twelve months.
3. An employee may only apply to move to the next upward salary lane, for example, Level IV to Level III, Level III to Level II, etc.
4. Each year, by the end of April, any employee requesting a review must submit a review request on the prescribed forms, which shall include the following:
  - a. The rationale for the reclassification based upon how the job responsibilities have increased or changed since the job was last classified to the extent the changes affect the position in complexity, decision-making, consequence of error, and qualifications required.
  - b. Supervisor's approval of reclassification, which includes verification of work performance and agreement of rationale submitted by the employee for the review.
  - c. Applicable Cabinet-Level Administrator approval of the reclassification.
5. A committee, made up of the Executive Director of Human Resources, an additional Executive Director representative, two NNRAP Administrator representatives, and two Professional-Technical representatives will review all reclassification requests and interview employees requesting a review. If more than ten individual employee review requests are submitted to the committee, the committee will meet, screen requests, and determine which requests will be given further consideration.
6. The committee will interview up to ten individual employees submitting review requests.
7. Salary comparison information of similar positions in comparison districts (see NNRAP Agreement, Section 1. A) will be obtained and evaluated as part of the review process.
8. Based upon the financial parameters given to the committee and the evaluation of each request, the committee shall submit its recommendations to the Superintendent for approval prior to contacting employees regarding the committee's decisions.
9. Because it is understood that the committee has financial restrictions and that it is a very difficult process to review positions for reclassification, the committee's recommendations, with the Superintendent's approval, are final and no appeal procedure will be provided.
10. It is understood that the Superintendent has the authority to determine the placement and salary of NNRAP positions outside of the process outlined above. For example, if there is a retirement or resignation and the position is not replaced, the Superintendent may reorganize duties and responsibilities and adjust individual's salary and placement.