

**COMPENSATION BULLETIN  
FOR NON-REPRESENTED STAFF EXECUTIVE LEVEL (NEL)**

Northshore School District  
2024-2025

The Board of Directors of Northshore School District shall provide executive level, non-represented staff, which includes chief officers, and executive director staff (administrators) Salary Schedule(s) with the salary, health and fringe benefits as set forth in this Compensation Bulletin For Non-Represented Staff (hereinafter, "Compensation Bulletin"). Non-represented staff for purposes of this bulletin does not refer to any other non-represented staff.

**COMPENSATION**

The Board acknowledges the necessity to comply with applicable laws concerning compensation.

- A. The salary schedules for non-represented staff positions covered by the Compensation Bulletin are available on the district's [website](#).
- B. The salary schedules may be modified with Board approval. Experience credit (step adjustments) shall be granted as appropriate to the circumstances.
- C. The list of position titles appropriate to this policy, which are paid according to the non-represented staff Salary Schedule, shall be maintained by the Human Resources Department.
- D. The district's contribution for staff who participate in the district's group health benefits is governed by the School Employees Benefits Board (SEBB) and administered by the Health Care Authority of the State of Washington. For more information on SEBB, go to <http://hca.wa.gov/employee-retiree-benefits/school-employees>.
- E. The administrator's per diem rate of pay for the purposes of vacation, sick leave, and personal leave buy-back, will be calculated by dividing the administrator'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.
- F. The district will maintain a personal property insurance pool to assist administrators in covering the deductible portion of their personal insurance when they need to make a claim for damages to personal property at work.
- G. The district will reimburse administrators at the prevailing district rate for all job-related travel other than their basic trip to work and return home.
- H. 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.

## **EMPLOYEE BENEFITS**

As of January 1, 2020, all Washington State K-12 school districts, including Northshore School District, offer benefits through the state's School Employee Benefits Board (SEBB) program for all staff who are anticipated to work 630 hours during the school year. Eligible employees must make new elections directly through "[SEBB My Account](#)." More information is available on the Health Care Authority's web site referenced above.

### **A. Medical, Dental, Vision, Life/AD&D, LTD Benefits**

Eligible staff may elect medical, dental, vision, basic life, accidental death and dismemberment (AD&D), and long-term disability (LTD) coverage for self and family. Eligible family members include:

- Your spouse or state-registered domestic partner.
- Your children up to age 26, or children of any age with a disability who meet specified eligibility criteria.
- Your extended dependents (children up to age 26 in your legal custody or guardianship).
- You can also buy supplemental life and accidental death and dismemberment insurance, and long-term disability insurance, for your dependents.

You can waive your enrollment in SEBB medical coverage, if you are enrolled in other employer-based group medical insurance, a TRICARE plan, or Medicare.

If you waive medical coverage, you must still enroll in dental, vision, basic life, basic accidental death and dismemberment (AD&D), and basic long-term disability (LTD) insurance. If you do not enroll in these coverages, you will be automatically enrolled.

### **B. Flexible Spending Arrangement (FSA) and Dependent Care Assistance Plan (DCAP)**

Through SEBB, the district offers a Flexible Spending Arrangement (FSA) or Section 125 Plan and a Dependent Care Assistance Plan (DCAP) to any employee who is eligible to participate in group insurance plans.

#### **Medical Flexible Spending Arrangement (FSA)**

The FSA is a SEBB-sponsored benefit that allows you to redirect a portion of your salary on a pre-tax basis to pay for your out-of-pocket health care expenses. The funds are deducted from your pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.

#### **Dependent Care Assistance Plan (DCAP)**

The DCAP allows you to redirect a portion of your salary on a pre-tax basis to pay for your qualified day care costs for your dependents (e.g., preschool, babysitting, before/after school care, in-home care for a disabled dependent). The funds are deducted from your pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.

You are eligible if you meet criteria listed in Washington Administrative Code ([WAC](#)) [182-31-040](#). Generally, these plans are available to SEBB employees who are expected to work at least 630 hours during the school year.

School employees hired mid-year may also be eligible if they are expected to work at least 17.5 hours a week for six of the last eight weeks of the school year and are expected to work 630 hours the next school year.

More information is available at <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>.

### C. Sick Leave

Each regular full-year employee will be entitled to up to twelve (12) working days of sick leave for the work year (see separate section on sick leave for alternative work years), to be used for illness, injury, or illness-emergencies, as follows:

1. *Sick Leave Application:* Sick leave days are to be used for absences caused by personal illness, injury, medical disability (including childbearing), poor health, or an emergency caused by family illness where no reasonable alternative is available to the employee. An employee who meets eligibility requirements may also use sick leave for qualifying family health or parental leave reasons.
2. *Sick Leave Accumulation:* Each employee's portion of unused sick leave allowance shall accumulate from year-to-year as provided by state law and the rules and regulations of the Superintendent of Public Instruction under that law [see [RCW 28A.400.300\(1\) \(b\) \(iii-v\)](#); [WAC 392-136-075](#)].
3. *Sick Leave Cash Out:* Under specific circumstances, employees may be eligible to receive a cash out payment of part of their accumulated sick leave days.
  - a. On or before January 15 of each year, employees with a sick leave accumulation may elect to be compensated at the ratio of 1:4 at their per diem rate for sick leave accumulated in excess of sixty (60) days, which were earned but unused during the previous calendar year. ([See WAC 392-136-015.](#))
  - b. Employees who leave the district (terminate employment) and then subsequently return to employment with the district at a later date, or when transferring from another Washington State public school district or educational service district, may upon written request to Human Resources have their previously unused sick leave balance reinstated [See [RCW 28A.400.300\(2\)](#)]; unless there was a cash out that went to a VEBA Plan.
  - c. Per section 4.9 of the VEBA Employer Handbook, the district established a policy electing non-represented staff participation in VEBA. With participation, any employee group to which this policy pertains shall have their sick leave cash out go to a VEBA medical expense plan at a ratio of 1:4, not to exceed 180 days, versus being paid out as cash. Individual choice is not permissible and all those defined as eligible must participate per IRS rules. (See [WAC 392-136-020](#) and [www.veba.org](http://www.veba.org) for more information.)

A VEBA hold harmless agreement must be submitted by the employee or the "excess" sick leave days earned during the year, typically 12 days, will be subtracted from the employee's sick leave balance that is available for cash out. The district will then cash out the employee's remaining sick leave days and provide payment as taxable wages.

- d. In the event of the death of an employee, the estate representative may apply for payment of accumulated sick leave for the deceased employee by contacting the Payroll Department. If the employee group has elected for such sick leave cash out to go to a medical expense plan, the plan coverage transfers to the spouse, dependents, and non-dependent beneficiaries.

#### **D. Annual Vacation Leave**

1. Administrators 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. Administrators must use fifteen (15) designated vacation days per year. Administrators will submit a copy of these vacation days to their supervisor.
2. Each July, administrators may elect to receive monetary compensation for up to five (5) unused vacation days provided the employee has a minimum of fifteen (15) accumulated vacation days on June 30. For eligible employees electing monetary compensation for unused vacation days, the monetary compensation will be at the rate of the employee’s current per diem rate of pay.
3. Vacation shall be prorated for those administrators 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.
4. 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 administrator’s balance. Current administrators 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.
5. 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 administrator 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.
6. Consistent with administrative procedures regarding annual vacation and sick leave, vacation or sick leave may be shared on a voluntary basis with other employees.

#### **E. Employment Contracts**

Appropriate employment contracts shall be issued annually to Administrators.

#### **F. Personal Leave**

At the beginning of each work year, the district shall grant each regularly employed administrator two (2) days of personal leave, prorated on the administrator’s workday, with pay. Personal leave days shall be allotted on a pro-rata basis for administrators entering service during the year. Such leave may be used for personal reasons.

The estate of an eligible deceased administrator shall receive monetary compensation for unused personal leave at the rate the deceased administrator’s current per diem rate of pay.

## **G. Worker's Compensation**

Non-represented employees are eligible for workers' compensation time loss benefits as provided by law. Employees may supplement their time loss benefits with previously accrued sick leave and/or annual leave. However, the total of time loss benefits and sick leave and/or annual leave may not exceed the employees' normal net pay. Net pay equals gross pay less statutory deductions.

## **H. Bereavement Leave**

Up to three (3) consecutive days of bereavement leave will be granted for each occurrence of death in the employee's immediate family. In cases where funeral services are located more than two hundred (200) miles from the employee's home, two (2) additional days for up to a total of five (5) may be granted upon application to and approval by the immediate supervisor. Such leave shall be without loss of pay and must be applied for and used consistent with established District policies and procedures.

Immediate family is defined to include mother, father, sister, brother, husband, wife, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, grandparent, aunt and uncle.

Additional leave may be granted with the employee's use of personal or vacation leave accruals, at the immediate supervisor's discretion.

## **I. Professional Leave**

Professional leave will be provided as an approved absence without loss of pay from an employee's regularly assigned duties so that the employee may participate in activities directly related to the profession or professional growth, such as workshops, seminars and conferences. Such leaves will be available on a limited basis to management staff consistent with district guidelines and procedures.

## **J. Jury Duty**

Employees may serve as jurors in accordance with School Board Policy [5408](#), as well as State and Federal laws. Arrangements for the necessary temporary leave shall be made in writing to the immediate supervisor. Employees who serve as jurors during the work year shall receive full pay. Any additional monies received by the district from the court system for employees serving on jury duty will be returned to the employee. In addition, any transportation, meal, or lodging expense reimbursement from the court system shall be retained by the employee.

## **EFFECTIVE DATE**

The terms and conditions of this Compensation Bulletin shall be applicable when approved and continue, until superseded, replaced, or modified.