STANWOOD-CAMANO
SCHOOL DISTRICT

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TO: Stanwood-Camano Board of Directors

FROM: Christine Del Pozo, Executive Director of Human Resources

SUBJECT: Non-Represented Contract for 2024-2027

DATE: July 2, 2024

TYPE: Action Required

I have attached the revised 2024-2027 contract for non-represented employees for your review. Changes are tracked in the attached document and outlined below:

- Adjustment in the voluntary employees' beneficiary association (VEBA) plan amount
- Juneteenth holiday language
- Personal leave adjusted from three (3) to four (4) days
- Ability to accumulate up to eight (8) days of personal leave

These adjustments are based on changes in the Public School Employees (PSE) of Stanwood-Camano School District agreement dated 2023-2026.

Recommendations: We recommend you approve the non-represented contract for the 2024-2027 school years.

Non-Represented Employee Benefits

1. **Work Year:** The full-time work year shall consist of twelve (12) months, September 1 through August 31, each year. The work year will consist of all weekdays exclusive of holidays, as set forth in Section 4 of this memorandum, and vacation days.

   Due to the nature of the workload of non-represented employees, flextime may be used. With prior supervisor approval, overtime or compensatory time will be awarded for hours worked over 40 hours in one week.

2. **Salary*:** The **2024-25** ~~**2021-22**~~ Non-Represented Employees Salary Schedule is attached to this memorandum. Salaries for less than 1.0 FTE employees will be pro-rated.

   Effective September 1 of each year, the salary matrix shall be increased by the percentage authorized by the legislature and at least equal to or greater than SCSD Public School Employee Collective Bargaining Agreement inclusive of IPD.

   The categories Fiscal Technician, Support Services Technician, and Payroll Technician will be identified as one category titled Office Technician. The Office Technician pay rate will be determined by using the benchmark districts' payroll technician rate of pay.

   A. Longevity Steps: Employees shall be placed or moved on longevity steps on the salary schedule based on overall years of continuous District service. Movement from one step to the next shall be effective September 1 following the 1st, 7th, 14th, 19, and 24th year of employment if hired prior to June 1
   B. Initial Placement: The following criteria are used for determining initial seniority placement on the salary matrixes:

Years Experience Conversion	**Previous Years**	**Stanwood Equivalent**
• Same job in ours or another school district	1.0	1.0
• Same job in another industry	1.5	1.0
• Experience in our district but different job	1.5	1.0
• Experience in another district but similar or different job	1.5	1.0
• Experience in another industry, similar job	2.0	1.0

If an employee in an existing position chooses to apply for and is awarded a position with less compensation, they knowingly choose to accept the reduced salary rate. If an existing employee applies for and is awarded a position with a higher rate of pay, and their initial placement on the schedule would result in a reduction in salary, the district will honor their existing rate of pay.

3. **Insurance:** The District shall pay the full portion of the employer contribution to the School Employees Benefits Board (SEBB) for insurance programs as adopted in the statewide collective bargaining agreement for all employees who meet the eligibility requirements outlined in state law and described below.

   Benefits presently provided by the SEBB include but may not be limited to:
   - Basic Life and accidental death and dismemberment insurance (AD&D)
   - Basic Long-term Disability
   - Vision
   - Dental which may include orthodontia
   - Medical

   Beginning September 1, 2024, the District will deposit sixty dollars ($60) per month into individual VEBA accounts for every employee who is eligible for insurance benefits through SEBB.

   Beginning September 1, 2025, the District will deposit seventy dollars ($70) per month into individual VEBA accounts for every employee who is eligible for insurance benefits through SEBB.

   ~~The District will deposit forty-five dollars ($45) per month into individual VEBA accounts for every employee who is eligible for insurance benefits through SEBB.~~

   The District will pay for the entire costs of the amount funded/required by the State-for retired employees (HCA) subsidy payments for all non-represented employees.

4. **Holidays:** The District will provide the following paid Holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	The Day After Thanksgiving
Memorial Day	The Day Before or After Christmas Day
Independence Day	Christmas Day
Labor Day	The Day Before or After New Year's Day

   A holiday falling on Saturday shall be taken on the preceding Friday. A holiday falling on Sunday shall be taken on the succeeding Monday.

   Staff will be paid for Juneteenth if as of September 1, the holiday falls within their work year.

5. **Vacation*:** All non-represented employees shall be credited with hours of vacation credit, based on hours worked during the period September 1 to August 31. Such vacation credit shall be earned, vested and used as designated below.

Vacation hours will be credited to the employee and available for use after September 1 of each year. Employees who leave the district during a fiscal year are entitled to a pro-rated portion of the annual allotment according to the date of separation. If they have used more than their allotment, an amount equal to the number of hours used over their allotment will be deducted from the final salary payment. Employees who join the district during the fiscal year will be credited with a pro-rated number of vacation hours according to the number of workdays left in the fiscal year.

2024-25 ~~2021-22~~ Completed Years Of Service Credit

0 - 5	One (1) hour of vacation for every 23.6 hours worked
6 - 10	One (1) hour of vacation for each 16.25 hours worked
11 - 15	One (1) hour of vacation for each 13.86 hours worked
16 – 20	One (1) hour of vacation for every 12.09 hours worked
20 Plus*	One (1) hour of vacation for each 11.31 hours worked

Vacation credit for hourly employees who work less than 260 days shall be computed in accordance with the following rules.

2024-25 ~~2021-22~~ Completed Years Of Service Credit

0 - 5	One (1) hour of vacation for every 25.0 hours worked
6 - 14	One (1) hour of vacation for each 16.7 hours worked
15 - 20	One (1) hour of vacation for each 13.15 hours worked
20 Plus	One (1) hour of vacation for every 11.8 hours worked

Vacation Use: Vacation shall be used at the employee's request with prior approval from the supervisor.

Vacation Cash Out: Upon termination of employment the District shall allow the employee or, in the case of the employee's death, his/her estate, to elect to be paid for accumulated vacation in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any attendant financial penalty or legal constraints. Cash out of accumulated annual leave will be at the employee's per diem rate of pay. Every employee should make arrangements to use excess accumulated leave before the employee's termination date.

6. Leaves:

A, **Sick Leave:**

(1) **Allotment/Accrual.** Employees shall earn sick leave at the rate of one (1) day per month worked to a maximum of twelve (12) days per year. For the purposes of accrual and use, one (1) day will be comprised of eight (8) hours. Sick leave shall be pro-rated for less than full-time employees. Employees may accrue sick leave up to the number of

contracted days during the work year. The annual allocation of twelve (12) days may be used without reducing the maximum allowable accumulation.

An employee new to the Stanwood-Camano School District may transfer uncompensated accumulated sick leave when such sick leave was accrued from employment in another Washington public school district, educational service district, Office of the Superintendent of Public Instruction or Washington Community College.

(2) **Sick Leave Use.** Employees may use sick leave for illness, injury, emergency or doctor and dental appointments. An employee may also use sick leave to care for an immediate family member with a health condition that requires treatment or supervision.

(3) **Documentation.** Supporting statements from the attending physician or licensed practitioner may be required for each absence of five (5) or more consecutive days where sick leave is utilized. In the case of an employee's illness or injury and return to duty following an absence of five (5) or more consecutive days where sick leave is used, a statement from a physician or licensed practitioner certifying ability to return to work may be required. Such employee may also be required to submit to an examination by a physician acceptable to the District. In such cases the District may refuse to reinstate the employee based on the physician's recommendations.

(4) **Attendance Incentive Program.**

Annual Conversion: Provided that RCW 28A.400.210 is valid and in effect, any employee who at the end of the calendar year shall have accumulated in excess of sixty (60) days of unused sick leave may elect to convert unused sick leave earned the previous year in excess of sixty (60) days to monetary compensation at the rate of 25% of the employee's per diem salary rate for each full day of eligible sick leave. Any such election shall be made by written notice to the District payroll department during the month of January. Any such annual conversion of sick leave shall be subject to the terms and limitations of applicable regulations.

Separation from District Employment: Provided that RCW 28A.400.210 is valid and in effect, any employee who separates from District employment and who is an "eligible employee" as defined by RCW 28A.400.210 (2) and state regulations may elect (personally or by his/her personal representative, as appropriate) to convert accumulated unused sick leave days to monetary compensation at the rate of one (1) day's current compensation of the employee for each four (4) full days

of accrued sick leave. For the purposes of attendance incentive program use, pursuant to WAC 392-136-075, leave shall accrue to a maximum of one hundred eighty (180) days, and no more than one hundred eighty (180) accrued sick leave days shall be eligible for conversion. Any such conversion shall be subject to the terms and conditions of applicable regulations.

B. **Short-Term Leaves Not Deducted From Sick Leave:**

Personal Leave. An employee shall be granted four (4) ~~three (3)~~ days of personal leave with pay per contract year to conduct personal business which cannot be scheduled at another time. An employee may accumulate up to a maximum of eight (8) days of leave beginning in the 2024-25 school year. ~~An employee may accumulate up to a maximum of six (6) days of leave at any given time.~~

If not used, the less than twelve (12) month employee may receive remuneration for such time in the July pay period; the twelve (12) month employee may receive compensation for three (3) unused personal leave in the August pay period. Employees shall receive remuneration for three (3) unused personal leave at their normal rate of pay.

~~If not used, the employee may elect to receive remuneration for the unused portion of Personal Leave at their normal rate of pay.~~

Bereavement Leave. Up to five (5) days of bereavement leave with pay may be used in the event of the death of a member of the immediate family. Immediate family consists of spouse, domestic partner, children, parents, grandparents, grandchildren, in-laws, step-family members, and siblings of the employee or spouse. Up to two (2) additional days of leave with pay may be allowed for travel when such travel is outside the state of Washington.

One (1) day of bereavement leave with pay may be used for attendance at the funeral or memorial service of another relative (non-immediate family) or close personal friend.

Judicial Leave. In the event an employee is summoned to serve as a juror, or required to appear as a witness in court for the District, or is named as a co-defendant with the District, the employee will be granted leave with pay for each day of required presence in court.

Military Training/Duty Leave. Up to fifteen (15) annual days of military/duty leave will be granted when an employee who is a member of the National Guard or any Reserve Branch of the Armed Forces of the United States is ordered to active duty. This military leave will be granted without loss of pay or other benefit. Military leave will not be granted when the employee has

choices of time for training/duty and one of the times is not in conflict with his/her normal workdays.

Leave for Family Illness. Each employee shall be entitled to a maximum of one (1) ~~two (2)~~ day~~s~~ leave with pay to enable the employee to care for a member of the employee's immediate family. Leave for family illness shall be used only in the event the family member is unable to care for himself or herself and that there is no other family member available to provide care.

C. In the event that increases in salary, insurance contributions, personal leave or vacation accrual rates are granted to PSE-represented employees, non-represented employees shall be granted the same compensation and benefits at least equal to or greater than those allotted to PSE-represented employees.