

***Administrative Support Group Agreement***  
***September 1, 2024 to August 31, 2027***

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**I. SALARY, EMPLOYEE COMPENSATION, AND CONTRACT MANAGEMENT**

- A. Salaries for employees subject to this Agreement are contained in Schedule A.
- B. Should the date this Agreement is executed be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.
- C. Step placement for newly hired employees, and employees promoted from within the Richland School District, may be determined by the Superintendent or his/her designee by considering the employee's past work experience and salary history.
- D. Employees will move one (1) step per year based on the anniversary date of their "new" position.
- E. The Group President will be included on the distribution of the District's Personnel Action Form after each Board Meeting where the Board takes action. Requests about information specific to the group will be honored but must be in writing. Group leadership involved in District business (i.e., negotiations or personnel issues) will not have time deducted from their timecard.

**II. LONGEVITY**

- A. An employee's hourly rate will increase by 3.0% per five (5) year increment after 5, 10, 15, 20 and 25 years of services.
- B. Years of service will be determined by using the employee's *original* "hire date" with the Richland School District. (Hire date shall be established as the date on which the employee began continuous contracted employment with the Richland School District.) Employees who transfer from another Washington State School District to RSD shall receive longevity credit for their prior full years of service within a school district upon hire as provided in RCW 28A400.300. Subsequent longevity credits will be awarded upon the employee's anniversary with RSD.

**III. EDUCATIONAL CREDITS**

- A. An employee who has completed work on an Associate's or Bachelor's, or Master's Degree or has earned enough credits to qualify for educational credit incentive pay, must provide official transcripts to the Human Resources Office on or before September 15 to receive the pay increase for the current year.
- B. The following schedule will be used to determine educational credit pay increases:

1. 15 quarter hours or equivalent	\$0.30
2. 30 quarter hours or equivalent	\$0.35

49	3. 45 quarter hours or equivalent	\$0.45
50	4. Associate Arts Degree	\$0.75
51	5. Bachelor's Degree	\$1.00
52	6. Master's Degree	\$1.25
53	7. 10 clock hours = one (1) quarter credit	
54	8. 15 clock hours = one (1) semester credit	

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**IV. HOLIDAYS**

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A. All employees shall receive the following paid holidays that fall within their work year:

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1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Day before or day after Christmas
12. Christmas Day or first working day before or after Christmas

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B. In addition, all employees working 260 days per year shall receive New Year's Eve Day as a paid holiday.

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**V. VACATIONS**

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A. All 12-month employees are entitled to twelve (12) paid vacation days per year during the first three (3) years of employment.

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B. Less than 12-month employees shall receive one (1) paid vacation day for each month worked during the first three (3) years of employment

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C. After the first three (3) years of employment, employees will receive one (1) additional paid vacation day for each year worked, to a maximum of twenty-five (25) days paid vacation days annually.

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D. Twelve (12) month employees may take vacation at any time mutually agreed upon by supervisor and employee. Less than twelve-month employees will receive pay in lieu of time off.

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E. Vacation leave is front loaded in September of each year. If an employee starts employment by the end of January the leave date for accrual will be September 1<sup>st</sup> of the current school year, if an employee starts after January the leave date for accrual will start the next September 1<sup>st</sup>.

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F. Five (5) days of vacation may be cashed out annually.

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99 G. Upon termination of employment for any reason, an employee shall receive payment for all  
100 accrued vacation to a maximum of 30 days as governed by State Law.  
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103 **VI. LEAVES**

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105 **A. Sick leave**

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107 1. Each employee shall accumulate one (1) day of sick leave for each calendar month  
108 worked. Newly hired employees will receive a prorated amount of sick time for the  
109 month hired based on the number of days worked and hours per day.  
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111 2. The district shall project the number of days of sick leave at the beginning of the school  
112 year. In the event than an employee terminates employment or takes a leave of absence  
113 the number of sick leave hours will be prorated based on the actual number of days  
114 worked and hours per day.  
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116 3. In the event that an employee terminates employment with the district while having taken  
117 sick leave days projected, but not earned, a deduction shall be made from the last  
118 paycheck in the amount of the cost of salary and benefits for those days (or fraction  
119 thereof). All sick leave will be granted in accordance with State law.  
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121 4. Sick leave may be used for personal illness or medical appointments, illness or medical  
122 appointments of children under the age of eighteen (18), illness of other immediate family  
123 members or other medical emergencies.  
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125 5. State Law will guide sick leave accumulations and sick leave cash-out.  
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127 **B. Family Illness** – three (3) non-accumulative days per year, separate from sick leave.  
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129 **C. Bereavement** – five (5) days for immediate family or spouse’s immediate family (each  
130 occurrence). One day (1) for non-family members.  
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- 132 1. Immediate Family shall be defined as any relative residing in the household of the  
133 employee  
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135 2. The spouse, domestic partner, parents, step-parents, guardian, grandparents, brothers,  
136 sisters, children, grandchildren, aunts, uncles, nieces, nephews, mother-in-law, father-in-  
137 law, sisters-in-law, brothers-in-law, or fiancé(e) not residing in the home of the employee.  
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139 **D. Personal Leave** – Three (3) days unrestricted for personal business. Three (3) days may be  
140 cashed out at per diem at the end of the fiscal year. A maximum of seven (7) days’ accumulation  
141 may be banked at the end of the fiscal year to have a maximum of ten (10) days available during  
142 the following fiscal year.  
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144 **E. Emergency Leave** – The District shall grant emergency leave for the following reasons:

- 145 1. Illness or hospitalization of a member of the employee’s immediate family.  
146 2. Serious damage to personal property.

- 147 3. Legal proceedings in which the court mandates attendance by the employee unless the  
148 case involves the District as a defendant and the employee as a petitioner.  
149 4. Other emergencies which are defined as circumstances that are suddenly precipitated;  
150 must be of such nature that planning is not possible; and planning would not relieve the  
151 necessity for the employee's absence.  
152 5. In all instances described above, emergency leave shall be deducted from accumulated  
153 sick leave in the same manner as deducted for illness or injury.  
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## 156 VII. HOURS OF WORK

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- 158 A. All employees will be released two and a half (2.5) hours prior to the end of their regular shift on  
159 the Wednesday before Thanksgiving. Employees who choose to take leave for their full shift on  
160 the Wednesday before Thanksgiving will have their designated leave banks, including comp  
161 time, charged their normal daily hours.  
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- 163 B. All employees will be released one and a half (1.5) hours prior to the end of their regular shift  
164 before the weekend or a break of the following paid district holidays:  
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- 166 ● MLK
  - 167 ● President's Day
  - 168 ● Memorial Day
  - 169 ● Juneteenth (If it falls on a Monday)
  - 170 ● Independence Day (If it falls on a Monday or in conjunction with a weekend including  
171 unpaid days as described in paragraph C below)
  - 172 ● Labor Day
  - 173 ● Veterans Day (If it falls on a Monday)
  - 174 ● Christmas Break
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- 176 C. In years containing more than two hundred sixty (260) workdays (2080 hours), full time (260  
177 day) employees shall be granted one (1) additional day off for each day in excess. This time will  
178 be taken in conjunction with the July 4<sup>th</sup> Holiday as determined by the District's Department of  
179 Human Resources.  
180
- 181 D. Employees requested to work a shift filled by a higher classification employee shall receive  
182 compensation equal to that normally received by the employee in the higher classification,  
183 beginning on the first day. This applies only to job titles within the Group and must be approved  
184 by the supervisor prior to the commencement of work. (For example, an IT Tech filling in for the  
185 Network Engineer will be paid a differential between the wages at the same step).  
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- 187 E. Delayed Start - In the event that the opening of school is delayed, employees shall be granted the  
188 same number of delayed hours from the start of their normal shift (i.e. for a two (2) hour delay  
189 an employee who is required to report at 7:30 shall report to work at 9:30 am). Employees will  
190 be allowed to leave work at the end of their regularly scheduled day shall not be required to make  
191 up the rest of their workday without loss of pay. If, however, an employee feels they cannot  
192 report to work; personal leave, vacation or comp time can be used at the employee's discretion  
193 and will be designated on the monthly timecard by the employee.  
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195 F. School/Building Closure:

196 In the event school (or a building) is closed or closes after a two (2) hour delayed start the  
197 following will apply:

198 ● Employees may choose to:

- 199 1. Report to work as soon as capable,
- 200 2. Work from home with supervisory approval
- 201 3. Work with their supervisors to make up the time resulting from missed hours or  
202 use comp time, vacation or personal leave.

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204 **VIII. EVALUATIONS**

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206 A. Annual evaluations will be completed for each employee by August 31<sup>st</sup> of each year (unless the  
207 employee is a building level administrative assistant; see Article IX below).

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210 **IX. BUILDING LEVEL ADMINISTRATIVE ASSISTANTS**

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212 A. Annual evaluations for building level administrative assistants will be completed by the last day  
213 of student attendance.
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215 B. The “hire date” as defined in Article II of this agreement shall be used should the District choose  
216 to involuntarily reduce the number of Administrative Assistants. Involuntarily reduced  
217 Administrative Assistants will be guaranteed a paraeducator position in the District once the  
218 annual Paraeducator Bid Fair process is complete.

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221 **X. INSURANCE**

- 222  
223 A. The District will make the standard monthly employer contribution to the School Employees  
224 Benefit Board (SEBB), pro-rated by FTE, for medical benefits.
- 225  
226 B. *VEBA III Sick Leave Conversion Medical Reimbursement Plan* pursuant to RCW  
227 28A.400.210. A letter of agreement between the Administrative Support Group and the District  
228 must be approved annually to implement participation in VEBA III.

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230 **XI. MEMBERSHIP DUES**

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232 A. The District shall pay the annual membership dues in two (2) professional organizations for  
233 Administrative Support Group employees.

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235 **XII. STATE FLOW-THROUGH MONIES**

- 236  
237 A. Schedule A is the sole salary schedule for the duration of this Agreement.

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239 B. Salaries will be defined as follows:

- 240 ● 2024-25
- 241 ○ 4% Increase to Base Rates plus 1.4% adjustment as a flat amount (= \$.49) to  
242 base rate (to maintain differential between OP and ASG bargaining units)
  - 243 ○ New Wage Structure

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- 2025/26 IPD and add Step V at 102% of Step IV
- 2026-27IPD (calculated across unit and converted to a flat amount = \$ for all

**XIII AGREEMENT REOPENING**

- A. The parties acknowledge that legislative changes during the term of this agreement may trigger mandatory subjects of bargaining and agree to reopen such sections of agreement as indicated to negotiate these impacts as they present.
- B. The parties may agree to reopen Schedule A during the term of the agreement to discuss significant changes to job description(s) and responsibilities and potential compensation changes that may be appropriate within RSD’s ASG budget. The review will include a market analysis which will include the following: Tri-Cities market School Districts -Kennewick, & Pasco, and will also include agreed upon districts of similar size, taking into account market differences in cost of living for those districts

**Richland School District**

**Administrative Support Group**

**Tim Praino**  
**Executive Director, Human Resources**

**Alison Goodman**  
**President, ASG**

Date: 7/18/24

Date: 18 July 24

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2024-25 Admin Support Group				
Proposal = 4% + \$.49	Step 1 0.80	Step 2 0.90	Step 3 0.95	Step 4 1.00
<b>Group A</b>	\$ 24.65	\$ 27.73	\$ 29.28	\$30.82
IT Tech 1				
<b>Group B</b>	\$ 25.69	\$ 28.90	\$ 30.51	\$32.12
Facilities Technician				
<b>Group C</b>	\$ 26.81	\$ 30.16	\$ 31.83	\$33.51
IT Analyst I				
<b>Group D</b>	\$ 27.32	\$ 30.73	\$ 32.44	\$34.14
IT Tech 2				
<b>Group E</b>	\$ 27.88	\$ 31.37	\$ 33.11	\$34.85
Building Admin Assistant				
<b>Group F</b>	\$ 28.07	\$ 31.58	\$ 33.34	\$35.09
Exec. Asst. to the Asst. Supt				
<b>Group G</b>	\$ 28.48	\$ 32.04	\$ 33.82	\$35.60
Facilities Manager				
<b>Group H</b>	\$ 29.81	\$ 33.53	\$ 35.39	\$37.26
Benefits Specialist, Communication Specialist				
Human Resources Specialist				
Payroll Specialist; Record Specialist				
Fiscal Analyst				
<b>Group I</b>	\$ 31.99	\$ 35.99	\$ 37.99	\$39.99
Print Shop Manager				
<b>Group J</b>	\$ 32.17	\$ 36.19	\$ 38.20	\$40.21
Assessment Coordinator				
<b>Group K</b>	\$ 33.21	\$ 37.36	\$ 39.43	\$41.51
IT Analyst II				
<b>Group L</b>	\$ 36.73	\$ 41.33	\$ 43.62	\$45.92
A/P / Purchasing Supervisor				
IT Team Lead				
Payroll Manager				
<b>Group M</b>	\$ 40.10	\$ 45.11	\$ 47.61	\$50.12
Network Engineer				
<b>Group N</b>	\$ 47.67	\$ 53.63	\$ 56.61	\$59.59
Database Analyst	7			