COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE
ELMA ADMINISTRATORS ASSOCIATION

AND THE
ELMA SCHOOL DISTRICT

2024-2026

ARTICLE I: RECOGNITION AND ROLE OF THE SCHOOL ADMINISTRATOR

Section 1.1: Recognition of Association

Elma School District Board of Directors recognizes Elma Administrators Association (**E.A.A.)** as the exclusive representative of all school site administrators and certificated directors listed in Section 1.2 below.

This agreement and any subsequent amendment to it shall become effective upon ratification first by the Association and then by the District. It shall thereafter be executed by the authorized representatives thereof.

Section 1.2: Administrators Represented

E.A.A. represents the following "Administrators":

- Building/Site Principals
- Building/Site Assistant Principals
- Directors: May include Special Services, Career & Technical Education, Technology, Assessment, & Student Data, and/or Instruction

Only administrators holding an active Washington State Principal, Administrator or Director certification, which grants the rights to perform administrative responsibilities, will be represented under the E.A.A. contract. Administrators with a certified education contract, but without an administrator contract, will serve under the E.T.O. contract. Administrators without any certification will be classified as exempt employees.

ARTICLE II: CONDITIONS OF WORK

Section 2.1: Work Year/Contracted Days

The following is the annual work year for each administrative position for 2024-2026:

- EHS Principal 220 days
- Elementary & EMS Principal 215 days
- EGHHS Principal & All Assistant Principals 210 days
- All Directors 210 days

When schools are under construction, the administrator may request workload support, which may include: a stipend, release time, extra support on high impact days, etc.

Any Administrator who is working with a staff member on a plan of improvement will receive up to 2 release days to develop related documents and/or work with District-selected consultants, Human Resources, or other appropriate support staff.

Administrators are to be on campus and available 7:30 AM to 4 PM with the expectation that a minimum of a 40-hour week is completed. A day worked is counted as a day. The supervisor must be notified at least 48 hours prior if the day is less than 8 hours or if a day is a weekend. At least 15 days must be made available in August prior to the start of school directed by the supervisor.

The 2022-24 contract included 2 optional days for administrators. For the 2024-26 contract, these 2 optional days will be eliminated, and their value will be redistributed to increase the per diem rate of the total contract. This adjustment ensures that the compensation for the regular

contract reflects the incorporation of the eliminated optional days into the base salary structure.

Section 2.2: Sick Leave
Accrual of Sick Leave – Administrators shall receive 12 days of temporary disability leave (sick leave) annually. Temporary disability leave shall be accumulative within limits of state law.

Conversion of Accumulated Sick Leave – In accordance with and subject to the requirements of RCW 28A.400.210 and Chapter 392-136 WAC, employees may annually cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one full day's monetary compensation for four (4) accumulated sick leave days. In January of the year following any year in which a minimum of sixty days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four full days of accrued leave for illness or injury in excess of sixty days.

In accordance with and subject to the requirements of RCW 28A.400.210 and Chapter 392-136 WAC, at the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued sick leave for illness or injury.

Section 2.3: Other Leaves
All administrators shall be afforded the same types of leaves as granted to all certificated staff.

Specific to EAA: Unused administrator personal days will be redeemed at the administrator's daily per diem rate at the end of June. The administrator can determine how many hours they want redeemed in accordance to the contract guidelines for personal days. Administrators can only carry maximum of four personal leave days.

Section 2.4: Administrator Evaluation
EAA members will be able to review their evaluations at least 24 hours prior to their evaluation conference.

Section 2.5: Reduction of Force
EAA members affected by a Reduction in Force will have the option to transition to a teaching position if a position they are qualified for is available the following school year.

ARTICLE III: SALARY AND BENEFITS

Section 3.1: Benefits
General Benefits:
Effective January 1, 2020, the School Employee Benefits Board (SEBB) will be responsible for the administration of the health benefits as it pertains to employees covered under this agreement, and previous insurance contribution and paragraphs will be null and void. The District will comply with State Law regarding the implementation of SEBB. If SEBB benefits change during the duration of this contract, this contract will be re-opened.

Administrators may access WEA SEBB information at www.washingtonea.org.

Cell Phone Stipends:
If an administrator provides the District with written permission to publish his/her cell phone number to District employees for the transaction of District business, the administrator will be eligible for a stipend of $100.00 per month, paid on a monthly basis from district funds. EAA members will provide their own Smart phone devices purchased with personal funds. The Information Technology Center will support Administrator SMART Phones including syncing e-mail and calendar functions with District systems. The District and the Association share an interest in administrators having cell or smart phone technology that interfaces easily with the District's Outlook e-mail and electronic calendar system.

Use of Automobiles:
Administrators will be reimbursed at the District reimbursement rate for the use of their automobiles for District business travel outside the district. Such reimbursement forms shall be submitted to the appropriate immediate supervisor for approval. Each EEA member will receive a stipend of $150.00 per month for travel up to a 30 mile radius from Elma.

Tax-Deferred Annuity:
Administrators shall have the option to participate in the Washington State 457(b) Deferred Compensation Plan. At the request of any administrator and in accordance with applicable state statutes and regulations, the District shall periodically withhold and transfer an amount of salary determined by the administrator to the Washington State 457(b) Deferred Compensation Plan.

AWSP or WASA Dues:
Each administrator has the option to join AWSP or WASA and the District will pay the entire AWSP or WASA dues.

Professional Tools:
The Association may discuss technology concerns and make recommendations for improvement to the District at any time.

VEBA - The District has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Benefit Association Trust for Public Employees in the State of Washington (collectively the "Plans"): the Standard HRA Plan, which shall be integrated with the Employer's or another qualified group health plan and to which the Employer shall remit contributions only on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the Post-separation HRA Plan to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans.

The E.A.A. annually votes prior to November 1st to determine the percentage the eligible administrators represented under this Agreement will contribute for their employee portion. The agreed percentage will be applied to all eligible administrators. The percentage cannot exceed 2.5%.

Section 3.2: Salary
EAA members with receive an increase:

2024-25 – 5% Inclusive of IPD
2025-26 – IPD + 1%

Placement on the administrative salary schedule, similar to teachers, shall be based on administrative experience calculated on an FTE basis in the same position within a Washington State school district.

In addition, certificated education experience will be honored for administrators who hold an active administrative certificate. Certified educator experience will be credited at a ratio of 2 years of certificated education experience to 1 year of administrative experience for placement on the administrative salary schedule.

ARTICLE IV: AGREEMENT

Section 4.1: Understanding
This Agreement is made and entered into between Elma School District No. 68 and the Elma Administrators Association (E.A.A.).

The terms and conditions of this Agreement apply to the members of the Elma Administrators Association of the Elma School District.

Section 4.2: Duration
The duration of this Agreement is for two years: July 1, 2024, through June 30, 2026.

Elma School District No. 68	Elma Administrators Association
_____	_____
Christopher Nesmith, Superintendent Negotiation Team	Kathleen Gallagher, E.A.A.
Date:	Date:
_____	_____
_____, School Board Chairman	Heather Moore, E.A.A. Negotiation Team
Date:	Date:

2024-2025					
Increase	**5%**				
Days	**220**	**210**	**215**	**215**	**210**
Years in Contract	**HS Principal**	**HS/MS VP Principal**	**MS Principal**	**Elem Principal**	**Elem VP Prin & Directors**
1-2	158,734.70	139,170.61	145,679.70	144,908.99	137,104.23
3-4	162,759.83	143,200.04	149,709.14	148,937.11	141,133.67
5-7	166,784.97	147,229.48	153,767.20	152,965.23	145,163.11
8-15	171,429.34	151,878.84	158,387.93	157,613.05	149,812.45
16+	174,525.59	154,978.41	161,487.49	160,711.61	152,912.03

2025-2026 Salary Schedule – IPD + 1%