

**PRINCIPALS' AGREEMENT  
PASCO SCHOOL DISTRICT  
2024-2026**

**GENERAL PROVISIONS**

**Recognition**

The following Agreement applies to all principals beginning July 1, 2024, through June 30, 2026, and all provisions included in this agreement apply unless specifically noted.

**Conformity to Law**

If any provision included in this Agreement, or any application of this Agreement to a principal, should be found to be contrary to law by a tribunal of final jurisdiction, then such provision or application shall have effect only to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

**BUSINESS**

**Direct Deposit**

Deposits of salary warrants will be made in banking institutions through direct deposit provided that procedures adopted for such action by the Business Office are followed.

**Basis for Payment**

Salary payments shall be paid on the basis of twelve (12) monthly installments. Modifications to the adopted salary schedule shall be commensurate with salary action authorized through legislative action for regular certificated employees. Eligibility for insurance benefits is determined according to the rules of the School Employees Benefits Board (SEBB). All other contractual benefits will be pro-rated for less than full-time employees.

**Mileage**

Mileage shall be paid at the prevailing district rate.

**Personal Property**

The district agrees to provide reimbursement to administrators for loss of personal property, or damage thereto, when damage or loss occurs when the property is located on school district grounds for purposes related directly to job responsibilities. Such obligations shall be limited to a maximum of \$1,500 per employee in any school year or \$1,000 per incident. Losses to personal vehicles under the deductible clause of the employee's personal vehicle insurance will be reimbursed up to \$1,000 per incident if the personal vehicle is used by the employee while participating in authorized district travel.

## **PERSONNEL**

### **Rights**

Principals shall be entitled to full rights of citizenship. There shall not be, under the provisions of applicable state and federal law, any discrimination against any employee on the basis of race, creed, color, national origin, sex, age, marital status, veteran status, or the presence of any sensory, mental or physical handicap unless based upon a bona fide occupational qualification provided that prohibition against discrimination because of such handicap shall not apply if the particular disability prevents the proper performance of the particular work involved.

### **Due Process**

All principals shall be guaranteed the right of due process within the provisions of applicable state and federal laws.

### **Safety**

Both the school district and its individual employees shall abide by applicable safety standards set forth in the Washington Industrial Safety and Health Act and district policy.

### **Evaluation**

All principals working within the Pasco School District shall be provided with an annual evaluation based on his or her job description, accomplishment of annual goals and performance objectives, and established Washington State Principal Evaluation Criteria.

All certificated principals new to the Pasco School District shall be evaluated within the first sixty (60) school days of their employment. Evaluation shall be done by the superintendent or his/her designee.

### **Work Year**

Principals oversee everything that happens in their buildings and should plan their time and make themselves available to that end. In that regard, principals will make individual determinations as to when their presence is required – particularly during times when school is not in session. The district will seek to avoid scheduling events which would require the presence of the principal during the month of July. This does not preclude individual principals from performing a part of their duties during that time period. The basic number of days of full and regular service required by the district shall be determined according to each specific position covered by this agreement. This figure shall be included as a part of each principal's contract agreement with the school district. Accountability for time management and attention to duties shall be assessed as a part of the regular evaluation process.

A Principal's designated working days are based around the 180-day school calendar. During a snow day or other emergency school closure day, if a Principal is required to work, they will take off the last contracted day in June as a flexible workday.

The principal work calendar will include the Trimester/Semester break days and the end date of the work calendar will be adjusted.

### **Flexible Calendars**

From time to time principals are required to perform days of regular service on a weekend, holiday, or vacation period which would not otherwise be considered a regular workday. In recognition of this, the parties agree to implement the following program for utilization of flexible calendars.

All Principals and Assistant Principals will be allowed to work a flexible calendar. If a principal is required to work one or more days outside of their regular work calendar, they may take off the equivalent number of days during non-school days. For example, if a principal is required to conduct interviews for three days during July, and that time is not part of their regular work calendar, they may take off three non-school days during August or June in the same work year. There is no limit to the number of flexible days taken during non-school days, except flexible days may not be used during the following times: Leadership Academy (June and August dates); the week prior to the first week of school; professional development days. For positions with a calendar of 218 or more contract days, up to five (5) flexible days may be taken during the school year, and for positions with a calendar of less than 218 days, up to three (3) flexible days may be taken during the school year. Flexible calendar days must be earned before they are used and must have prior approval of the supervisor before they are used.

Portions of nonwork days may be combined on an hourly basis to trade for a flexible day (full or half day).

The District will pay per diem for days that require work outside of the contracted work year, such as hiring in July, master scheduling delayed due to hiring, and other similar activities if flexible days are not used.

### **Insurance Benefits**

Insurance benefits shall be provided through the School Employee Benefits Board (SEBB) according to state law and applicable rules and regulations.

The District will make one annual contribution of \$5,000 per employee into a VEBA account in the November payroll.

## **LEAVES**

All leaves shall be accounted for monthly through the district's designated absence reporting system.

### **Sick Leave**

Sick leave can be accumulated at twelve (12) days per year without limit.

### **Annual Sick Leave Buy-Back**

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued and each January thereafter, any eligible principal 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 principal for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days' leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one day's monetary compensation: Provided that no principal may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.

The District has adopted the VEBA Sick Leave Conversion Medical Reimbursement Plan (the "Plan") pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees in the Principals' Association who are eligible to participate in the Plan by reason of having excess sick leave conversion rights. Contributions on behalf of each eligible employee shall be based on the conversion value of sick leave credits to the account of such employee available for contribution on an annual basis and at retirement in accordance with the statute. It is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with the statute.

If an eligible employee fails to sign and submit such agreement to the District, he/she will not be permitted to participate in the Plan at any time during the term of this agreement, and any and all excess sick leave which, in the absence of this agreement, would accrue to such employee during the term hereof, shall be forfeited together with all cash-conversion rights that pertain to such excess sick leave.

For the purposes of retirement contributions to the Plan, all employees covered by this agreement who retire during the term hereof shall be eligible, and excess sick leave shall be defined as the unused sick leave days accruing to the credit of such employee during the term of this agreement.

For the purposes of annual contributions to the Plan, all employees covered by this agreement who have accumulated over 180 days of unused sick leave as of the date of conversion, and also had accumulated 180 days as of the effective date of this agreement, shall be eligible. Excess sick leave shall be defined as the unused sick leave days that have accrued to the credit of the employee that are in excess of 180 days, and the conversion value of these days shall be contributed to the Plan.

### **Retirement Sick Leave Compensation**

At the time of separation from Pasco School District employment due to retirement or death, an eligible principal, or the principal's estate, shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the principal for each four (4) full day's accrued leave for illness or injury.

The administration of this program shall be in accordance with WAC 392-136 as amended.

**Maternity Leave**

A certificated principal shall be entitled to take a leave of absence for childbirth and, upon their return, will be reinstated in the position last held, or in a similar position to that held when the leave was granted.

The principal is expected to give notification of an impending request for maternity leave to the administration in a reasonable and timely manner. A principal requesting maternity leave shall give written notice to the District at least thirty (30) days prior to commencement of said leave. The principal shall also notify the superintendent's office of the approximate time they expect to return to work and, within thirty (30) days after childbirth, shall inform the District of the specific day when they will return. The principal is entitled to use accrued sick leave as provided for herein above.

Principals will be granted family leave, paternity leave, and adoption leave according to applicable District policies and state law.

**Family Leave**

The district will provide up to twelve (12) weeks of unpaid leave to care for a newborn or newly-adopted child, to take care of a sick child, spouse, or parent, or because of an employee's own serious health condition. Eligible employees must have been employed by Pasco School District for at least twelve (12) months and have worked at least 1250 hours during the previous twelve (12) months. During the leave, the district will maintain the employee's health insurance benefits on the same basis as they were receiving while actively employed. All family leave will be granted in accordance with the Family and Medical Leave Act of 1993.

**Bereavement Leave**

Bereavement leave not to exceed five (5) days will be allowed with pay to all principals for each death in the family. A total of two (2) additional days per year will be allowed with pay to all principals for non-family members.

**Subpoena Leave**

A leave of absence with pay will be granted when a principal is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment, other employment or employer, and does not concern the principal's own personal affairs or the affairs of his/her immediate family. Compensation received for honoring a subpoena will be deducted from his/her regular salary if it is determined that he/she is entitled to a leave of absence.

**Emergency Leave**

- A. The District shall grant emergency leave for the following reasons:
  - 1) illness or hospitalization of a member of the employee's family;

- 2) serious damage to personal property;
- 3) bereavements not covered by the bereavement leave;
- 4) legal proceedings in which the court mandates attendance by the certificated staff member unless the case involved the District as a defendant and the employee as a petitioner.

A maximum of five (5) days emergency leave shall be available for each incident. Illnesses for children under 18 years of age, or if disabled, are not subject to the 5-day limit.

Emergency leave shall be charged to the principals' sick leave balance.

- B. The District may grant leave in other emergencies which make it impossible for the employee to work. General conditions under which emergency leave may be granted in "other emergencies" are as follows:
- 1) The problem must have been suddenly precipitated; must be of such nature that planning is not possible, or that planning could not relieve the necessity for the employee's absence.
  - 2) The problem cannot be one of minor importance or mere inconvenience, but must be serious.
  - 3) Emergency leave granted for "other emergencies" shall be limited to a maximum of five (5) days for each incident.

The five (5) day limit shall apply to emergency leave but shall not apply to personal injury or illness.

### **Military Leave**

If a member of the staff who is in the Armed Forces Reserve is called for reserve duty (not to exceed fifteen (15) days) during the school year, and such duty cannot be scheduled during the summer, such service shall be allowed in addition to any vacation or sick leave and shall not involve any loss of efficiency rating, privileges or pay. During the period of military leave, the principal shall receive his/her normal pay.

### **Personal Leave**

All principals will be allowed three (3) days of personal leave with pay to be used at the principal's discretion.

### **Incentive Day**

After ten (10) years of service to the district as a teacher or administrator an individual would qualify for an incentive day. This would be allocated at the start of the year following completion of the ten (10) years of service. A second day will be granted at the start of the

contract year following completion of the twenty-fifth year of service. A third day will be granted at the start of the contract year following completion of the thirtieth year of service.

### **Personal Leave Buy-Back**

In the event that an employee has not utilized their personal leave allotment, unused days may be cashed out at a rate of 100% of the employee's per diem. Cash-out of unused personal leave will be paid automatically. Payment will be made prior to the end of the fiscal year.

### **Personal Leave Banking**

Principals may elect to bank two (2) personal leave days to carry over into the next school year. Accumulation of personal leave is limited to five (5) days total (6 for those who qualify for incentive leave). Requests for banking will be accepted between the first and last work days in March. Banked days may not be cashed out.

### **Vacation for Full-Year Principals**

Accumulation and cash-out of vacation days for full-year principals (Chiawana High School, Pasco High School, and Sageview High School) shall be governed by Board of Directors policy and procedure, including the annual cash-out opportunity and limitations on vacation cash-out due to retirement. Contracts for full-year principals shall include twenty-two (22 paid) vacation days. Vacation days shall be front-loaded on July 1<sup>st</sup> of each year. Vacation days may not be used during Leadership Academy (June and August dates); the week prior to the first week of school; and professional development days.

### **Other Leaves**

Leaves of absence up to one (1) year without pay may be granted principals for the purpose of study, travel, or working in a professionally related field.

A leave of absence without pay for one (1) year for professional advancement beyond certification requirements entitles a principal to a normal salary increment. Upon return from leave, the principal shall be placed in the position last held or in a similar position in the District.

## **PROFESSIONAL GROWTH**

### **Professional Growth**

Professional growth funds will be frozen in 2024-2025 and the district will not allocate funds. For principals who used the funds in 2024-2025, the suspension of funds will apply proportionate to the amount used in 2024-2025 when funds are reinstated to the budget.

Principals will be provided with one thousand four hundred dollars (\$1,400) per FTE for professional growth purposes. This includes purchase of technology to assist in the completion

of work activities. In addition, the District will pay the annual AWSP dues for each principal and ASCD dues at the group rate. Carry-over of professional funds shall be accommodated only by special permission and in special cases; e.g.: as a result of cancellation of a summer workshop, or for the purpose of accumulating sufficient resources to attend a major national convention. Professional growth funds may only be used for professional growth purposes or to purchase equipment such as a laptop, iPad, or phone, and may not be used for the purchase of other expenditures.

Requests for carry-over of professional growth funds must be submitted to the budget supervisor by May 15 of each year. Assistant principals must first submit the request for carry-over to their supervising principal, who will then submit the request to the budget supervisor.

Principals may claim up to two (2) Professional Leave days annually for purposes of certification renewal or completion of advanced coursework.

### **Reimburse Clock Hours**

The district waives the clock hour fee for district workshops and in-services.

### **Schedule for National Workshops/District Support**

The rotation for national workshops will be frozen in 2024-2025. The Association will be notified when the budgeted funds are reinstated.

The district will allocate \$21,000.00 each year for principals to attend workshops. The principals and assistant principals will develop a six-year rotating schedule for participants and will determine a principal's place in the rotation if an individual transfers from one work location to another. Selection of the conference and plans to attend must be submitted to the budget supervisor by April 30. There will be no carry-over of funds from year to year.

### **Compensation**

The district will pass-through the rate of increase established by the state for certificated employees in each year of this agreement. For 2024-2025 the rate is 3.7%.

The district will maintain, at a minimum, a 2.7% differential between the base per diem rate for principals at Level 1, Step 1 on the salary schedule and the highest teacher base per diem (MA+90/16+ years). Therefore, the base per diem rate on the salary schedule for all positions will be adjusted accordingly to maintain the rates of increase between the levels.

## Salary Schedules

Longevity:

2% beginning in year 10-14 for PSD administrator experience

4% beginning in year 15+ for PSD administrator experience

Stipends:

\$1,500 annually for a Doctorate degree. Principals who have earned their doctorate degree shall notify Employee Services by September 1 and payment will be made to those employees in the November payroll.

Salary Placement:

Comparable administrative experience will be credited for initial salary placement. Pasco teaching and leadership experience will also be considered for placement. Principals moving to a higher pay grade (different level and/or salary schedule) will be placed at the first step that provides a per-diem increase from the former position at the time of placement. Principals moving to a lower pay grade (lower level on the salary schedule) will be placed at the step that provides no decrease or the least amount of decrease.

2024-2025 Pasco School District Principal's Salary Schedule						
					<i>Longevity</i>	<i>Longevity</i>
	Step 1	Step 2	Step 3	Step 4	<u>10-14 yrs</u>	<u>15+ yrs</u>
<b>Level 1</b>	132,405	137,039	141,836	146,800	149,736	152,672
Elementary Asst. Principal (211 days)						
<b>Level 2</b>	136,106	140,870	145,800	150,903	153,921	156,939
Middle School Asst. Principal (213 days)						
<b>Level 3</b>	142,046	147,018	152,163	157,489	160,639	163,789
High School Asst. Principal (218 days)						
High School Athletic Director (218 days)						
<b>Level 4a</b>	141,979	146,948	152,091	157,415	160,563	163,711
Elementary Principal (213 days)						
<b>Level 4b</b>	145,028	150,104	155,358	160,795	164,011	167,227
New Horizons Principal (218 days)						
Delta Principal (218 days)						
<b>Level 5</b>	148,992	154,206	159,604	165,190	168,494	171,797
Middle School Principal (220 days)						
<b>Level 6</b>	160,688	166,312	172,133	178,158	181,721	185,284
High School Principal (222 days)						

Approved 9/10/2024

# PASCO SCHOOL DISTRICT ADMINISTRATOR FLEXIBLE CALENDAR FORM

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Name \_\_\_\_\_ Position \_\_\_\_\_  
Contract Days \_\_\_\_\_ Building: \_\_\_\_\_

## Flex Days

Flex \_\_\_\_\_ / \_\_\_\_\_ for \_\_\_\_\_ / \_\_\_\_\_  
Mo. Day Mo. Day

Activity: \_\_\_\_\_

Building Administrator to cover: \_\_\_\_\_

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## Supervisor Approval:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Copies of flexible day requests from assistant principals which are approved by the building principal must be submitted to the District Office.

*Flexible days may not be used during the following: Leadership Academy; week prior to the first week of school; professional development days; during state assessments. For positions with a calendar of 218 or more contract days, up to five flexible days may be taken during the school year, and for positions with a calendar of less than 218 days, up to three flexible days may be taken during the school year. Flexible calendar days must be earned before they are used, and must have prior approval of the supervisor before they are used.*