

CLOVER PARK

SCHOOL DISTRICT

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**Non-Bargained
Employee Handbook**

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The Non-Bargained Employee Handbook outlines salary, benefit, and working conditions for specialists, supervisors, managers and other employees from level A-F on the Non-Represented Staff Salary Schedule.

1. Salaries

Non-bargaining employees receive an annual salary as determined by the board of directors.

- a. Certificated staff shall be employed on an annual basis, July 1 through June 30.
- b. Classified non-bargained employees shall be employed on an annual basis, September 1 through August 31.

Direct deposit is mandatory and the District shall make payroll deductions for staff as required by law.

NOTE: The number of work days for non-bargained staff is noted on the job description.

2. Tax-Sheltered Annuities & Deferred Compensation

An eligible employee may contract with the District to defer any portion of his/her compensation at his/her direction in tax sheltered annuity programs, as defined in Section 403b and Section 457 of the Internal Revenue Code of 1986 and in compliance with all state and federal laws and regulations in force or as hereafter amended.

3. Additional Compensation

The work year for exempt non-bargained employees may include up to six (6) days pay at per diem [forty-eight (48) hours] per year that may be claimed as approved by employee’s supervisor (e.g., either for work on evenings, weekends or holidays and documented on the Extra Day Documentation form). This time must be requested in writing, in advance, and approved by the appropriate supervisor.

4. Vacation—(Board Policy 5411)

Non-bargained staff are given twenty-five (25) days annually. Vacation must be approved in advance by the appropriate supervisor. Vacation during the time school is in session shall be limited to no more than five (5) consecutive days. Exceptions to this rule may be considered on a case by case basis. A maximum of forty-five (45) days may be carried over to the following year. Non-bargained staff may cash out five (5) days of vacation at their rate of per diem.

- a. Certificated staff will be allocated vacation at the start of their contract/work year, July 1. Should an employee begin after July 1, vacation time will be prorated according to the amount of vacation time remaining in the contract/work year. Should employment end prior to June 30, the vacation allocation will be reduced in proportion to the amount of the contract/work year completed. Upon termination an employee may cash out any unused vacation, up to two hundred forty (240) hours.
- b. Classified non-bargained staff will be allocated vacation at the start of the fiscal year, September 1. Should an employee start employment after September 1 date, he/she will be allocated a prorated amount of vacation corresponding to the amount of time remaining in the fiscal year. Should employment end prior to August 31, the vacation

allocation will be reduced in proportion to the amount of work year completed. Upon termination an employee may cash out any unused vacation, up to two hundred forty (240) hours.

5. **Holidays**

Non-bargained staff shall receive twelve (12) paid holidays annually. During orientation, employees should receive a work calendar indicating the paid holidays.

6. **Personal Days—(Board Policy 5400)**

Employees receive two (2) personal days per year for a personal emergency, religious Sabbath, legal or business obligations that cannot be completed outside of the regular work day. These days can be taken in hourly increments. Additionally, personal leave must be approved in advance by the appropriate supervisor. These days cannot be used to extend a holiday or vacation. However, under certain circumstances, the supervisor may waive that stipulation.

7. **Sick Leave—(Board Policy 5401)**

Non-bargained 260-day employees receive twelve (12) sick leave days frontloaded annually. Certificated staff receive their sick leave July 1 and classified staff on September 1. The amount of sick leave is prorated, if the employee is hired after the start of the year. The unused balance is carried over each year, accumulative to a maximum of two hundred sixty (260) days. Sick leave may be cashed out annually and upon termination up to a maximum of one hundred eighty (180) days per WAC 392-136. Note: Sick leave is granted in hours.

Non-bargained employees who work less than 260 days receive a prorated amount of sick leave proportionate to the number of months in their work year, either ten (10), eleven (11) or twelve (12).

Employees entering employment with Clover Park School District shall receive credit for sick leave accumulated in other public school districts in the State of Washington.

An absence of five (5) days or more must be substantiated in writing by a physician. In addition, a doctor's release must be required to return to work.

An employee is granted sick leave for absences relating to illness, injury or medical appointments.

Employees may also use sick leave to care for a "child" of the employee with a health condition that requires treatment or supervision. A "child" is defined as a biological, adopted or foster child, stepchild, or a legal ward and must be under the age of eighteen (18) unless disabled.

Additionally, staff may use sick leave to care for a spouse, parent, parent-in-law or a grandparent of the employee who has a serious health condition or a medical emergency condition. A "parent" is defined as a biological parent or someone who stood in loco parentis to the employee when the employee was a child.

8. Family & Medical Leave Act (FMLA)–(Board Policy 5404)

Eligible staff may access twelve (12) weeks of unpaid family medical leave due to:

- a. The birth of a child or placement of a child with the employee via adoption or foster care;
- b. A serious health condition of employee; or
- c. A serious health condition affecting the employee's spouse, child or parent for whom the employee is providing care.

The District will maintain existing health benefits for the employee during FMLA leave.

9. Pregnancy Disability Leave–(Board Policy 5404)

Eligible female employees may take six weeks of Pregnancy Disability Leave for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth. Please contact the Human Resources-Payroll Office for additional information regarding this leave.

10. Bereavement Leave–(Board Policy 5403)

Employees may be granted up to five (5) days for a death in their family. If extended travel or a second leave is necessary in order to attend a funeral, memorial service or business relating to the death, two (2) additional days will be allowed. Family is defined as child (biological, adopted, foster, stepchild or legal ward), spouse, sibling, grandparent, parent/parent-in-law, or person who stood in loco parentis to the employee when the employee was a child, or anyone residing as a member of the employee's household.

11. Military Leave–(Board Policy 5407)

Military leave will be granted as provided by law to each staff member who is a member of a United States Military Reserve Unit or the Washington National Guard. The military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating, privileges, pay or benefits. The staff member shall receive his/her normal pay from the District for the first fifteen (15) days of military leave within the employees work year. The employee must provide a copy of their military orders.

12. Jury Duty & Subpoena Leave–(Board Policy 5408)

Employees may be granted paid leave for days required to serve on a jury. Additionally, leave may be granted to an employee who has been subpoenaed as a witness in court or other legal proceedings, except in cases where the staff member has a direct or indirect interest in the proceedings.

13. VEBA III Sick Leave Conversion Medical Reimbursement Plan

This plan allows converted sick leave benefits, from eligible employees, to be contributed to medical expense reimbursement accounts held in trust by a third party administrator. These contributions will be available to employees to pay for any pre-retirement and post-retirement medical, dental or vision out-of-pocket expenses, plus pre- and post-retirement medical, dental

or vision insurance premiums. To be eligible, the VEBA III agreement (Memorandum of Understanding) must be adopted by the non-bargained group annually.

14. Leave Sharing--(Board Policy 5406)

Eligible employees may donate excess leave for use by a staff member who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition. Employees may apply for shared leave and, once approved, they may receive shared leave donations.

15. Staff Development

Staff development funds are available (depending upon budget approval) for employees to attend workshops, seminars, training, etc. relating to their job. The funds may cover memberships, registrations, travel, etc. The amount varies from year to year. If interested in utilizing staff development funds, see your site administrative secretary.

16. Probation/Evaluation--(Board Policy 5254)

Non-bargained employees are on probation for the first ninety (90) calendar days. During the first year of employment, the employee will receive two evaluations: (1) one within the probationary period (90-day evaluation), and (2) one by June 1. Thereafter, an evaluation will be completed by June 1 annually. Additionally the employee has the right to attach a written response to the evaluation.

In accordance with Board Policy 5254, "Probation, Non-Renewal or Termination, non-classified employees, upon satisfactory completion of ninety (90) days of consecutive service, may be granted regular status. Regular status non-contracted staff are employed on a month-to-month basis and shall be provided at least fourteen (14) days notice before termination. Such staff members shall be entitled to an informal pre-termination hearing with the Administrator for Human Resources prior to any action taken by the Board of Directors.

17. Personnel Files--(Board Policy 5260)

The only official personnel files for the District are located in Human Resources. The employee may review his/her file during regular work hours (7:30 AM – 4:30 PM), and may have copies of the documents contained therein (a copying fee may be assessed).

18. Resignation

Two (2) weeks written notice is requested. Any accrued, unused vacation will be paid up to 240 hours when two weeks' notice is provided. If a two (2) week notice is not provided, any unused accrued vacation will be forfeited. Non-bargained employees under contract requesting to resign prior to the end of their contract must receive approval to be released from their contract.

19. Employee Benefit Plan

The District provides an employee benefit plan in accordance with state law. The plan will include basic fringe benefits, medical, dental, vision, group term life, and group long term disability insurance.

20. Retirement Programs (PERS/SERS/TRS)

Employees will become members of the Federal Income Contribution Act (Social Security System) and the applicable Department of Retirement System plan (PERS/SERS/TRS), as required by law.

This handbook is intended to be a living document that is periodically revised to reflect changes that occur in the work environment, the availability of qualified employees, and organizational needs. This handbook is not to be construed as an employment contract or binding legal agreement.