

**COMPENSATION & BENEFITS BULLETIN
for
NON-REPRESENTED STAFF**

**Arlington Public Schools
Effective September 1, 2022**

The Board of Directors of Arlington Public Schools shall provide non-represented staff, which includes supervisors, professional/technical, support staff and office/clerical employees compensated on the Non-Represented Staff Salary Schedule with the salary and fringe benefits as set forth in this Compensation Bulletin for Non-Represented Staff (hereinafter, "Compensation Bulletin"). Non-represented staff for purposes of this bulletin does not refer to non-represented hourly employees or to staff paid a stipend (example: athletic coaches).

COMPENSATION

The Board acknowledges the necessity to comply with applicable laws concerning compensation.

- A. The salary schedules for non-represented staff positions covered by the Compensation Bulletin are available on the District's web site: [ASD Salary Schedules](#).
- B. The salary schedules may be modified with Board approval. Step adjustments shall be granted as appropriate to the circumstances.
- C. Each employee will be placed on the appropriate step of the "Non-Represented and Exempt Classified Wage Schedule." Final determination of placement will be made by the superintendent.
- D. The list of position titles appropriate to this policy, which are paid according to the Non-Represented Staff Salary Schedule, shall be maintained by the Human Resources Department.
- E. The District's contribution for staff who participate in the district's group health benefits is governed by the School Employees Benefits Board (SEBB); for more information, go to <https://www.hca.wa.gov/employee-retiree-benefits/school-employees/medical-plans-and-benefits>.

EMPLOYEE BENEFITS

As of January 1, 2020, all Washington State K-12 school districts, including Arlington Public Schools, offer benefits through the state's SEBB program for all staff who are anticipated to work 630 hours during the school year. Eligible employees must make new elections directly through "SEBB My Account." More information is available at <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>.

A. Medical, Dental, Vision, Life/AD&D, LTD Benefits

- 1. Eligible staff may elect medical, dental, vision, basic life, accidental death and

dismemberment (AD&D), and long-term disability (LTD) coverage for self and family. Eligible family members include:

- A spouse or state-registered domestic partner.
 - Children up to age 26, or children of any age with a disability who meet specified eligibility criteria.
 - Extended dependents (children up to age 26 in the employee's legal custody or guardianship).
 - Supplemental life, accidental death and dismemberment insurance, and long-term disability insurance may be purchased for dependents.
2. Employees can waive enrollment in SEBB medical coverage if enrolled in other employer-based group medical insurance, a TRICARE plan, or Medicare.
 3. If medical coverage is waived, employees must still enroll in dental, vision, basic life, basic accidental death and dismemberment (AD&D), and basic long-term disability (LTD) insurance. Employees who do not enroll in these coverages will be automatically enrolled.

B. Flexible Spending Arrangement (FSA) and Dependent Care Assistance Plan (DCAP)

1. Through SEBB, the District offers a Flexible Spending Arrangement (FSA) or Section 125 Plan and a Dependent Care Assistance Plan (DCAP) to any employee who is eligible to participate in group insurance plans.
 - a. **Medical Flexible Spending Arrangement (FSA)**
The FSA is a SEBB-sponsored benefit that allows employees to redirect a portion of their salary on a pre-tax basis to pay for out-of-pocket health care expenses. The funds are deducted from an employee's pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.
 - b. **Dependent Care Assistance Plan (DCAP)**
The DCAP allows employees to redirect a portion of their salary on a pre-tax basis to pay for qualified day care costs for dependents (e.g. preschool, babysitting, before/after school care, in-home care for a disabled dependent). The funds are deducted from an employee's pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.
2. Employees are eligible if they meet criteria listed in Washington Administrative Code (WAC) 182-31-040. Generally, these plans are available to SEBB employees who are expected to work at least 630 hours during the school year.
3. School employees hired mid-year may also be eligible if they are expected to work at least 17.5 hours a week for six of the last eight weeks of the school year, and are expected to work 630 hours the next school year.
4. More information is available at <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>.

C. Voluntary Employees' Benefit Association (VEBA)

1. The District shall contribute \$100 per month to each non-represented classified staff

member's VEBA account. This amount may be pro-rated by FTE.

2. Non-represented employees shall be afforded the opportunity to participate in the VEBA III Benefit Plan for the conversion of sick leave to medical expenditures according to the terms outlined by District Policy and/or State and Federal regulation.
3. If approved annually by members of the group, non-represented employees may participate in the VEBA Group Compensation Exchange.

D. Sick Leave

1. Each employee who works a minimum of 180 days will be entitled to up to twelve (12) working days of sick leave for the work year, to be used for illness, injury or illness-emergencies, as follows:
2. *Sick Leave Application:* Sick leave days are to be used for absences caused by personal illness, injury, medical disability (including childbearing), poor health, or an emergency caused by family illness where no reasonable alternative is available to the employee. An employee who meets eligibility requirements may also use sick leave for qualifying family health or parental leave reasons.
3. *Sick Leave Accumulation:* Each employee's portion of unused sick leave allowance shall accumulate from year-to-year as provided by state law and the rules and regulations of the Superintendent of Public Instruction under that law. (See RCW 28A.400.300(1)(b)(iii-v); WAC 392-136-075.)
4. *Sick Leave Cash out:* Under specific circumstances, employees may be eligible to receive a cash out payment of part of their accumulated sick leave days.
 - a. On or before January 15 of each year, employees with a sick leave accumulation may elect to be compensated at the ratio of 1:4 at their per diem rate for sick leave accumulated in excess of sixty (60) days, which were earned but unused during the previous calendar year. (See WAC 392-136-015.)
 - b. Employees who leave the District (terminate employment) and then subsequently return to employment with the District at a later date, or when transferring from another Washington State public school district or educational service district, may upon written request to Human Resources have their previously unused sick leave balance reinstated (see RCW 28A.400.300(2)); unless there was a cash out that went to a VEBA Plan.
 - c. Employees who retire or separate from service and meet state sick leave cash out eligibility shall be entitled, upon written request to Human Resources, to compensation for all unused Sick Leave up to the one hundred eighty (180) days maximum at the ratio of 1:4, at their per diem rate. If any employee group has elected for such sick leave cash out to go to a medical expense plan, then the value of the sick leave cash out at a ratio of 1:4, not to exceed 180 days, will go to the VEBA Plan versus being paid out as cash. Individual choice is not permissible and all those defined as eligible must participate per IRS rules. (See WAC 392-136-020 and www.veba.org for more information.)
A VEBA hold harmless agreement must be submitted by the employee or the "excess"

sick leave days earned during the year, typically 12 days, will be subtracted from the employee's sick leave balance that is available for cash out. The District will then cash out the employee's remaining sick leave days and provided payment as taxable wages.

- d. In the event of the death of an employee, the estate representative may apply for payment of accumulated sick leave for the deceased employee by contacting Payroll Services. If the employee group has elected for such sick leave cash out to go to a medical expense plan, the plan coverage transfers to the spouse, dependents, and non-dependent beneficiaries.

E. Annual Vacation Leave

1. All regular employees will be granted annual vacation leave according to their scheduled work year as set forth on the following table. Employees will take vacation in lieu of regular workdays and must have prior approval of their supervisor or designee.

Longevity (years)	Vacation (annual)
1—4	15
5—9	20
10—14	25
15-19	26
20-24	27
25+	28

2. *Annual Vacation Leave Accumulation:* Employees who work a full year may accumulate annual vacation leave days from year-to-year as described below. Employees who work less than a twelve (12) month year do not accrue annual leave days and will be paid for their vacation.
3. No employee may carry over more than two hundred forty (240) hours of vacation leave from one school year to the next. Employees must reduce their leave balance to no more than two hundred forty (240) hours by the end of August of each year, or forfeit hours in excess of two hundred forty (240).
4. *Separation Leave Cash Out:* At time of separation from the district (i.e., resignation, termination, death, layoff, etc.) the employee may elect to have their balance of vacation leave cashed out in full. As noted in (2) above, the annual carryover limit of 240 hours does not change, it is ONLY upon separation that an employee may cash out their balance of vacation leave, which could exceed 240 hours. For example, an employee carries over the maximum 240 hours to end the school year. The employee accrues 10 hours for the month of September, and then separates. The amount of leave that could be cashed out would be 250 hours, the total amount of their vacation leave balance as of the date of separation.
5. *Annual Leave Cash Out:* With supervisor approval, employees may choose to be paid for up to five (5) days of unused vacation days annually at their hourly rate to be paid on the September paycheck.
6. *Change in Work Year:* Employees who change from a full work year to a work year that is less than 12 months will be entitled to cash out all of the previously accrued annual vacation leave days, not to exceed a maximum of thirty (30) days.

F. Personal Leave

Eligible employees shall be entitled to two (2) days of personal leave per year with pay, frontloaded and pro-rated per FTE, to deal with personal business of an emergency nature. The District will allow two (2) days of personal leave per year for business of a personal or emergency nature that cannot be accomplished on a weekend or non-work day. Up to three (3) days may be carried over to the following contract year for a maximum total accumulation of five (5) personal days. Up to three (3) unused days will automatically be rolled over unless the employee notifies the District by August 31 that they would like to cash days out. The District will automatically cash out an employee's personal leave accumulation in excess of three (3) days at the end of August. Reimbursement will be on the September paycheck at their current hourly rate.

G. Holidays

1. Employees shall be paid for two hundred sixty (260) days. They shall be entitled to the following thirteen (13) paid holidays. If one of the designated holidays falls on a Saturday or Sunday, or if school is in session on any of these holidays, the employee will receive pay for that day or an additional day off.

New Year's Eve Day	New Year's Day
Martin Luther King Day	Presidents Day
Memorial Day	Juneteenth
Independence Day	Labor Day
Veterans Day	Thanksgiving
Day after Thanksgiving	Christmas Eve Day
Christmas Day	
2. Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one extra day of vacation with pay in lieu of the holiday as such.
3. Employees who are required to work on the holidays as identified above shall receive one and one-half times their base rate for all hours worked on such holiday.

H. Worker's Compensation

Non-represented employees are eligible for workers' compensation time loss benefits as provided by law. Employees may supplement their time loss benefits with previously accrued sick leave and/or annual leave.

I. Bereavement Leave

1. Up to five (5) days per occurrence shall be granted with pay for bereavement of a member of the immediate family. The immediate family consists of grandparents, grandchildren, parents, step parents, spouse, registered domestic partners, siblings, step siblings, children, step children, in-laws, and legal wards of the employee. Such leave is non-cumulative.
2. Up to three (3) days per occurrence with pay for all other family members. Other family members consist of great-grandparents, great-grandchildren, aunts, uncles, nephews, nieces and cousins. Two (2) additional days, with pay, will be extended by the Superintendent or his/her designee for travel outside the state; or two (2) additional days with pay may be extended by the Superintendent or

his/her designee for extenuating circumstances.

3. An employee may request use of personal leave or emergency leave for bereavement of a close friend from his/her immediate supervisor. If denied, the employee may appeal to the Superintendent.
4. The total number of days for bereavement with pay shall not exceed five (5) days per occurrence.

J. Professional Leave

Professional leave will be provided as an approved absence without loss of pay from an employee's regularly assigned duties so that the employee may participate in activities directly related to the profession or professional growth, such as workshops, seminars and conferences. Such leaves will be available on a limited basis to management staff consistent with District guidelines and procedures.

K. Inclement Weather Leave

In the event that schools are closed due to inclement weather and employees are unable to work on-site, the employee will make arrangements with their supervisor to make up the time, use appropriate leave, use accrued compensatory time, or work remotely. Employees working remotely will report activities to their supervisor daily.

L. Overtime & Compensatory Time

1. An employee may request compensatory time off or monetary compensation for all authorized hours worked beyond the regularly scheduled workweek. Part time employees earn compensatory time at a rate of one hour for each additional hour actually worked beyond their normal workweek to 40 hours per week. Time and one half will be paid for hours actually worked over 40 hours in one workweek. The District will not solicit employees to accept compensatory time off in lieu of monetary compensation.
2. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of overtime actually worked at the time and one-half premium rate. Once an employee reaches the limit of accrued time, the employee must either receive cash for additional hours of overtime worked or use some compensatory time off before accruing further overtime. Employees must be allowed to use accrued compensatory time off within 12 months of earning, unless to do so would unduly disrupt the District's operation.
3. An employee who has accrued compensatory time off must be paid for any unused time upon termination/separation of employment at the employee's regular rate existing at the time of payment.

M. Remote Work

In rare situations, employees may request to work remotely (e.g. District Snow days). Remote work is subject to supervisor approval.

N. Other

Other employee benefits related to leaves of absence will be provided by Board policy, administrative regulations, or District personnel procedures

WORK HOURS

Typical work hours will be determined by the employee's supervisor according to the needs of the position.

PRORATION

All compensation, leaves and other benefits will be prorated to the employee's FTE except where otherwise specified by law.

WORK YEAR THAT EXCEEDS 260 DAYS

If the work year exceeds two hundred sixty (260) days including paid holidays, the days in excess of two hundred sixty (260), if required to work, will be compensated at the regular daily rate of pay, otherwise employees may use that day as a non-work day (provided that the non-work day is during the contract year).

PROFESSIONAL DEVELOPMENT

Employees are encouraged to take part in professional development. Each employee will work with their supervisor to determine appropriate opportunities and membership in professional organizations.

Department budgets will cover approved professional development activities.

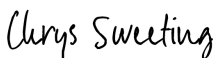
EVALUATION

All Non-Represented employees will be evaluated no less than annually by their supervisor or designee.

EFFECTIVE DATE

The terms and conditions of this Compensation Bulletin shall be applicable when approved and continue, until superseded, replaced, or modified.

For the Arlington School District:

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Dr. Chrys Sweeting, Superintendent

9/14/2022
Date