

PERSONNEL**General Provisions for Unrepresented Classified Staff**

The Pullman School District Board of Directors recognizes that these provisions apply to all unrepresented classified and supervisory positions covered by this policy.

I. Hiring

Hiring of all full-time, eleven-month, ten-month part-time, and hourly staff members will be accomplished in accordance with the Recruiting and Hiring Manual, Board Policy 5000, and Administrative Procedure 5000P. Upon the recommendation of the superintendent and approval by the Board of Directors, the contract for selected classified staff may be in writing and/or for a specified period of time not to exceed one (1) year. Otherwise, the employment will be on a month-to-month basis commencing from the first day of work.

Nondiscrimination

Pullman School District shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, training, and discipline. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

II. New Hire Probationary Period

The purpose of the probationary employment period is to provide a period during which a new staff member's ability to function in a position effectively is evaluated. This probationary period applies to all new staff members. The probationary employment period will begin with the date of employment and will continue for ninety (90) calendar days. One-half of the probationary period (45 calendar days) must occur during the school year.

A staff member may resign or be discharged without notice at any time during the probationary period.

At the culmination of the probationary period, a staff member will be evaluated on their job performance by their supervisor. The supervisor will review the written evaluation with the probationary staff member who will be:

1. Removed from probationary status and issued a contract for the remainder of the year;
2. Terminated from employment; or
3. Given an additional ninety (90) calendar days probationary period, not to exceed one hundred eighty (180) calendar days to improve job performance.

The head of each department is authorized to approve any adjustments to the probationary period. Upon satisfactory completion of the probation period, a staff member may be granted regular status. Regular status classified staff are employed on a month-to-month basis.

A. Conditional Employment

Employment with the District is conditioned upon board approval and the district's review of a criminal conviction history that includes review of any convictions, adjudications, protective orders, final decisions, or criminal charges listed in Chapter 43.43 RCW, as amended.

B. Leave Accrual and Use

During the probationary period, staff members may be granted sick leave at the rate of one (1) day per month. If eligible, probationary staff members will earn one (1) vacation day per month. If a staff member has used more sick leave upon termination than the number of days accumulated, a deduction will be taken from the last paycheck.

III. Staff Member Evaluations

Per District Policy 5240 and Procedure 5240P, every staff member will receive an annual written evaluation conducted by their supervisor. The supervisor will review the written evaluation with the staff member. The staff member, if they chooses to do so, may offer a written response or comments to the evaluation. A copy of the evaluation and the staff member's comments (if applicable) will be furnished to the staff member and another copy will be placed in the staff member's personnel file.

No staff member shall be required to sign a blank or incomplete evaluation form.

Staff members receiving an "unsatisfactory" evaluation will be given a written schedule and tasks to assist in work performance and a reasonable amount of time to implement specific suggestions for improvement. A reevaluation schedule will be established at the time of the initial evaluation, not to exceed thirty (30) calendar days, but may be extended up to ninety (90) calendar days with the superintendent's approval. The supervisor of any staff member whose performance does not meet minimum requirements based on the performance criteria shall recommend to the superintendent on the continued employment of said staff member. The superintendent shall recommend to the Board of Directors any action to be taken.

IV. Reassignments

Involuntary reassignment will only occur when necessary after seeking volunteers and exploring other reasonable remedies. Involuntary reassignment may be due, but not limited to, a legitimate organizational reason for the reassignment. A vacant position is at the same grade or rate of pay as the staff member's present position, overstaffing, or reorganization.

Notice of any modifications to the staff member's assignment shall be given to the staff member in writing, at least three (3) business days before such reassignment. When a position has been eliminated, the district will attempt to reassign the staff member into a comparable vacant position without a formal interview process.

V. Vacancy, Transfer and Promotions

A. Vacancy

A "vacancy" is defined as a newly created or open position.

Job openings or vacancies for all unrepresented classified positions shall be posted electronically on the District Job Listings website for at least five (5) business days. Applicants will be required to apply online through the district's electronic application process.

B. Transfer

Any unrepresented classified district staff member may apply for an open position.

The hiring administrator shall make the final determination for potential transfer placement based on staff member relevant qualifications/experience, seniority, and the district's needs. Staff members who are not selected shall receive written notice.

When additional temporary time is needed due to student enrollment or an increase in programs, staff members in the same or similar positions may be asked to increase their contracted time for up to the remainder of the school year. The staff member will be compensated for additional time with pay at their regular rate. Any hours worked in excess of forty (40) hours will be compensated

with overtime or compensatory time, as described below in sections 13.F and 13.G.

C. Promotions

Staff members who meet the minimum qualifications for a position and are in good standing are eligible for promotion consideration. The superintendent shall have the authority, subject to the Board of Directors' approval, to promote qualified staff members. The superintendent shall base the decision on whether to promote a staff member based on expectations for the position, the staff member's background and preparation, the staff member's past performance evaluations, and any other legitimate reason that may impact the district's operations.

VI. Personnel File

The district will organize, compile, and maintain personnel records and files for each staff member of the district, which will be kept secure under the authority of the superintendent or designee. The contents of the personnel files will be available to the superintendent or designee and to those staff authorized by the superintendent or designee to organize, compile and maintain the files.

An unrepresented classified staff member will be permitted, during regular district business hours, to review the contents of their personnel file in the presence of an authorized staff member. Review of a personnel file does not apply to other District records, which may relate to investigating a possible criminal offense, records compiled in anticipation of litigation, or which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts. Personnel files may be maintained by the district in hard copy or an electronic format.

A staff member may annually request that the superintendent or designee review all information in the staff member's personnel file to determine whether any information is irrelevant or erroneous. Staff members are not permitted to remove any documents from their personnel file but may provide a written statement containing a rebuttal or correction to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

VII. Certification Requirements

A. Food Service

Staff members who work in food services or nutrition and handle unwrapped or unpackaged foods must hold and maintain a valid Washington State Food Worker Card (also called a Food Handler Permit). Staff members must obtain their food worker card within their first fourteen (14) days of employment. Staff members shall provide a copy of their valid food worker card to their supervisor.

Students who periodically assist with school meal service are exempt from obtaining a food worker card.

B. Transportation

Bus drivers shall possess and maintain a valid state driver's license with a Class B Commercial Driver's License (CDL) with a passenger endorsement and airbrake restriction removed; first-aid and CPR certificates; and physical examinations as required by the state. The cost of the required physical examination for regular and substitute drivers will be reimbursed at the district's current rate.

Requests for reimbursement for physical examinations shall be submitted to the transportation supervisor. If a driver is terminated within ninety (90) calendar days of a physical exam reimbursement, the reimbursed amount shall be withheld from the final check.

C. School-Based Healthcare Workers

School nurses shall maintain a valid Licensed Practical Nurse ("LPN") or registered nurse ("RN") license.

Mental health therapists shall maintain a valid mental health provider (LICSW) license.

VIII. Site Emergency /Medical Responsibility

Building administrators and RN or RN's designee will determine the procedure for dispensing student medication and delivering health services to students within each building.

Before starting a new school year, district administration or building principals, in consultation with the RN, must identify at least two (2) staff persons per building to administer medications for the upcoming school year.

The delegating RN is responsible for ongoing training, competency, evaluations, and supervising staff members (also referred to as "unlicensed assistive personnel") assigned to dispense medications and/or provide health services.

Staff members providing medication or health services to students, in compliance with state law, shall not be liable in any criminal action or for civil damages in their individual, marital, governmental, corporate, or another capacity as a result of providing medication or health services to students pursuant to RCW 28A.210.275.

IX. Discipline

In accordance with District Policy and Procedure 5281 and 5281P, no staff member shall be disciplined without a written explanation of the reason for the disciplinary action. Disciplinary or other adverse actions taken against a staff member will be appropriate to the behavior or situation that precipitates the action.

X. Reduction in Force

Reduction in Force ("RIF") is an action by Board of Directors' Resolution which reduces the number of employment positions. Program and staff reductions may be required as a result of many factors, including but not limited to enrollment decline, programmatic needs or interests, a change in staffing needs, failure of a special levy election or other events resulting in a reduction in revenue, increase in costs, and/or termination or reduction of funding of categorically funded projects.

If it is necessary to reduce unrepresented classified staff, the superintendent will determine which staff categories (i.e., office staff, maintenance, food service, etc.) will be affected.

In determining which positions are eliminated, the superintendent and appropriate administrator may consider a staff member's seniority, evaluations, work performance, and skillset. The superintendent and appropriate administrator will evaluate the qualifications of staff members whose positions have been eliminated and will examine other options for the affected staff members.

If a staff member's position is dependent on grant money, the position is terminated when the grant expires. However, if possible, the district will make a reasonable effort to find another position for that staff member within the district.

XI. Residency

Supervisory staff members may be required to reside within the boundaries of the Pullman School District.

Residency is to be established as soon as reasonably possible after commencing job responsibilities. Current staff members who assume a supervisory position may be exempt from this requirement if the staff member can show that relocating within the District boundaries would create a hardship for the staff member. The superintendent is authorized to consider and grant such exemptions for current staff members. Any other exemptions from this policy will be granted by the Board of Directors.

The district and superintendent retain discretion whether non-supervisory positions require staff members to reside within District boundaries, provided the job description justifies such residency.

XII. Staff Development and Training

The district shall determine and provide staff development/training for staff members related to their job assignment. If training is held outside of the normal workday, staff members will be compensated at their hourly pay rate or the overtime rate if applicable.

XIII. Salary and Benefits**A. Salary Schedule Placement**

Staff members shall be paid in accordance with the Unrepresented Classified and Exempt Supervisor Salary Schedules. Staff members will be paid at the appropriate level for hours worked.

B. Previous Experience for New Staff Members

At the time of hire, and subject to approval by the Board of Directors, a staff member's verified experience will be considered for the placement on the wage schedule. If approved, the new staff member's salary placement for previous experience may be credited on a one-for-one basis up to the maximum step for wage schedule purposes. Previous experience must be verified by the staff member's former employer under whom the experience was earned.

Anyone employed after March 1 shall remain at the same step for the next full fiscal contract year.

C. Assignment Change

If an staff member's assignment advances to a different category for any reason other than RIF, the staff member shall be placed on a ninety (90) calendar day probationary period. The staff member's position on the salary schedule will be at the first step of the range for the new category position or at the step nearest their closest to the staff member's current salary, but not less than the salary they he/she were was receiving in the previous position.

After completing the ninety (90) calendar day probationary period, the staff member will receive a written evaluation by their supervisor. The superintendent will review the staff member's evaluation if unsatisfactory.

If the staff member receives an unsatisfactory review, at the superintendent's discretion, the staff member may be terminated, or their probationary period may be extended for another ninety (90) calendar days. The staff member's probationary period may not exceed a total of one hundred eighty (180) calendar days.

D. Temporary Staff Members

A temporary or regular staff member assigned to work in a higher classification for more than twenty (20) or more consecutive days shall receive the higher pay rate for the entire period of such assigned higher classification work. This section applies to absentee fill-in situations only.

E. Pay

Full-time, eleven-month, and ten-month staff members are paid in twelve equal installments on the last working day of each month.

F. Overtime

Unrepresented, non-exempt staff members shall be compensated for extra hours of services performed in accordance with District Policy and Procedure 5231 and 5231P and state and federal laws, regulations, and guidelines.

All overtime work must be requested in an email and pre-approved by the superintendent or administrative supervisor. The written pre-approved email must be attached to the timesheet requesting overtime pay. Failure to receive pre-approval for overtime may result in disciplinary action.

Administrative supervisors shall monitor overtime use each month. Overtime in excess of 40 hours will be reported to the superintendent. Administrative supervisors shall monitor staff members' work, ensure that overtime provisions of this policy are followed, and that staff members are compensated for any overtime worked. The workweek is defined as Monday through Sunday.

Unrepresented, non-exempt staff members shall receive time and one-half pay for all work beyond forty (40) hours per week. In lieu of overtime pay, staff members may elect to take compensatory time (see section 13.G) at a rate of one-and-a-half hours for each hour worked. Accurate and complete timesheets of actual hours worked during the workweek must be signed by each staff member and their administrative supervisor.

Overtime includes, but is not limited to, **required** attendance at school-related activities, programs, projects, building maintenance, and supervision before or after the scheduled workday.

Food service personnel shall receive time and one-half (1.5) pay for working at activities different from the regular food service program schedule.

Staff members will be provided a copy of the Overtime and Compensatory Time Guidelines and Attendance Expectations Form and are required to sign the document, acknowledging their understanding of overtime and compensatory time provisions. The signed form will constitute the written agreement required of this section. Staff members may be subject to disciplinary action for violation of these overtime requirements.

G. Compensatory Time

Non-exempt staff are allowed to work extra hours on a compensatory basis, but only if an email validating the need and prior approval is reached between the employee and the administrative supervisor. A staff member who elects compensatory time shall receive not less than one and one-half (1.5) hours for each one hour of overtime worked over the forty-hour (40) workweeks. An email validating the pre-approval of overtime will be submitted with the attendance roster when compensatory time is used in lieu of overtime pay. Compensatory time will need to be entered in the absence management system and approved by the administrative supervisor prior to its use.

Except in emergencies, compensatory time must be requested with at least 24 hours' notice to ensure that the operation of the school or department can continue. Compensatory time cannot be taken if it would cause an undue disruption to school or department operations.

Due to scheduling restraints, staff members may accrue a maximum of 40 compensatory time hours before they must be provided overtime pay at the appropriate rate. No supervisor shall allow a staff member to accumulate more than 40 hours of compensatory time without prior approval of the superintendent or designee. Staff members moving to new positions will be paid out for unused compensatory time. Compensatory time must be used within 45 days in which it was authorized.

Upon termination of employment, a staff member will be paid for any unused compensatory time at their regular rate of pay earned by the staff member at the time of the payout.

Non-exempt staff members whose workweek is less than 40 hours will be paid at the regular pay rate for time worked up to 40 hours. Such staff members will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

H. Travel

The district will pay a mileage reimbursement based on the district rate if a staff member is required to travel between job sites during their shift in their private vehicle. The travel time will be considered part of the regular work shift.

XIV. Insurance Benefits

The district agrees to administer the state's benefit contributions and will implement any state increases for insurance benefits. The benefit amount shall be administered in accordance with the state laws relating to school district staff member benefits.

The district will administer benefit insurance for all staff members who work or are expected to work more than 630 hours in a school year. Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits. For purposes of benefits provided under the School Employee Benefits Board ("SEBB"), a school year shall mean September 1 through August 31.

A. Enrollment

Enrollment shall be completed by the end of the open enrollment period to select basic and optional benefits. Staff members hired before or after the enrollment period may elect insurance coverage from the plans available during their first thirty-one (31) calendar days of employment.

B. Benefits

Basic benefits include medical, dental, vision, long-term disability, and group life insurance. Employees may select optional benefits at their own expense. Optional benefit plans may not include employee beneficiary accounts that the employee on termination of employment can liquidate.

Staff members are also able to participate in the SEBB offered Medical Flexible Spending Arrangement ("FSA") and Dependent Care Assistance Program ("DCAP").

C. Default Enrollment

If no plan is chosen, the staff member will be enrolled in medical, dental, vision, life and accidental death and dismemberment, and long-term disability as a single subscriber in the School Employees Benefit Board (SEBB) default plan. The staff member will also be charged the tobacco use premium surcharge. A staff member's dependents will not be enrolled. In addition, they won't be able to change plans or enroll eligible dependents until the next SEBB Program annual open enrollment unless they have a special open enrollment event that allows the change, such as a marriage, birth, or adoption.

D. Benefit Termination

Any staff member terminating employment shall be entitled to receive the District insurance contribution for the remainder of the calendar month in which the contribution is effective. The district will follow SEBB guidelines regarding termination of benefits based upon the employee's official termination date requested in their resignation letter.

If the Office of Superintendent of Public Instruction or court of competent jurisdiction notifies the district that it violates the state statute, as a result of over expending funds for staff member benefits, such excess shall be reduced on a pro-rata basis among all district staff members only if a penalty is pending which will result in a decrease of State funds or a penalty against the Board of Directors or its officers.

E. Annual Sick Leave Conversion

Each January, sick leave days that are eligible for conversion may be converted to monetary compensation at the rate of twenty-five percent of an employee's full-time daily rate of compensation for each full day of eligible sick leave. Partial days of eligible sick leave shall be converted on a pro-rata basis. Compensation of sick leave conversion shall not be included for the purposes of computing a retirement allowance.

F. Sick Leave Buyback at Retirement or Death Conversion

In lieu of remuneration for unused sick leave, the district will provide eligible employees a benefit

plan that provides reimbursement for medical expenses.

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

The administration of this section shall be in accordance with RCW 28A.400.210 – Staff member attendance incentive program – Remuneration or benefit plan for unused sick leave and WAC 392-136 Finance – Conversion of Accumulated Sick Leave.

G. On-the-Job Injuries

Whenever a staff member is absent from employment and unable to perform duties as a result of bodily injury sustained in the course of employment, the staff member will be paid a combination of unused sick leave and worker's compensation in accordance with the District Worker's Compensation Cooperative, which is governed by the State Department of Labor and Industries. Staff members are entitled to apply for workers' compensation if they have sought medical attention and are not cleared by a physician to return to work within three (3) calendar days following an on-the-job injury or illness. Such incidents will be handled according to procedures set forth by the industrial insurance laws of the State of Washington.

The district shall reimburse staff members for replacing clothing or other personal property damaged or destroyed in a disturbance as provided by RCW 28A.400.370.

XV. Retirement

Classified staff members working in eligible positions are required to become members of the School Employees Retirement System (SERS).

An eligible position is defined as any position which normally requires at least five (5) months each school year in which regular compensation is earned for at least seventy (70) hours per month.

XVI. Voluntary Employees' Beneficiary Association ("VEBA")

Staff members eligible to retire at the end of a school year will vote in August to determine participation in the plan. A majority vote will determine the participation of all eligible staff members.

A. Funding Amount

The district will deposit in a VEBA expense trust account one hundred percent (100%) of the value of the staff member's retirement sick leave buyout conversion. Annual sick leave buyback of the current year are not eligible for the plan.

Deposits will be made within sixty (60) days after the staff member's retirement sick leave buyout conversion to the VEBA Trust for Washington State School Employees. Qualifying medical benefits will be paid to the participating staff member and/or their spouse and/or dependents according to the VEBA III plan.

In the event, this plan is affected by any local, state, or federal legal changes, the plan will be suspended until the district implements a new policy.

XVII. Work Schedule

Unless otherwise designated, the work year for full-time staff members begins September 1 and ends August 31.

If a position requires additional hours, and funding is available, the staff member currently working

in that position will be offered the additional hours. If the staff member declines the additional hours, the position will then be opened to all classified staff members to help fill the additional hours required.

A. Ten-Month Staff Member Work Schedules (September through June)

Work days for 180 day staff members will follow the student school calendar. For ten-month staff members working more than 180 days, their start date will be determined by the number of workdays in the tenth (10th) month and divided in half. Half of the tenth (10th) month workdays will be worked in August, and the other half will be worked in June. If a ten-month staff member and the building administrator determine that the workload is better served by changing the work schedule for any given year, the building administrator may modify the schedule. Additional days may be authorized by the building administrator, pending final approval of the superintendent.

B. Part-Time Staff Members

Unless the superintendent authorizes additional days, the work year for part-time staff members will coincide with the school calendar. Work schedules for part-time, hourly, and temporary staff members will vary depending upon assignment.

C. D. Emergency Closing/Late Start Days –Staff Members working 180 days

Emergency closing days are considered regular workdays for 180 day staff members. If school starts late, staff members are expected to be at school as soon as is reasonably possible.

Staff members who are unable to work during emergency closing days may:

1. Request emergency leave,
2. Make up the missed day, or
3. Request a personal day

If conditions make it necessary for the district to declare school closed for one (1) or more days, staff members shall not be required to report to work. Staff members shall make up the day(s) when school is rescheduled. Staff members shall be compensated for a minimum of two (2) hours of work, to be paid at their regular rate of pay if schools are closed after the staff members' workday begins.

Should the district receive a waiver for loss of student days, staff members shall be allowed to use accumulated leave, or work additional hours to make up for lost wages.

If conditions make it necessary for the district to delay the opening of school or close school before the end of the student day, staff members may, at their discretion, work the regularly scheduled shift or use accumulated emergency or personal leave.

If a staff member is unable to report to work due to inclement weather and the schools are open, the staff member may use emergency leave, personal leave, or may take leave without pay.

E. Emergency Closing/Late Start Days – Staff Members working 184 days or more

Emergency closing days are considered to be regular workdays. Staff members who are unable to work during emergency closing days may:

1. Request emergency leave,
2. Request vacation;
3. Request personal leave (if available),; or.
4. Request leave without pay.

If conditions make it necessary for the district to delay the opening of school, staff members may, at their discretion, work the regularly scheduled shift or use accumulated emergency or personal leave. Staff members are required to arrive as soon as reasonably possible.

XVIII. Leaves

All absences from work must be entered and reported in the district electronic absence tracking and substitute placement system.

A. Attendance Expectations

All staff members are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness, or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to, and including, dismissal.

B. Sick Leave

Consistent with Washington State Law, each eligible staff member shall be entitled to up to twelve (12) days of sick leave each year without loss of pay. Guidelines for the implementation of this policy are as follows:

1. Sick leave will be awarded at the rate of one (1) day per month, not to exceed twelve (12) days for twelve-month (12) staff members, eleven (11) days for eleven-month (11) staff members, and ten (10) days for ten-month (10) staff members. This leave is awarded each September or upon employment with the district. A full day will be granted to a staff member hired on or before the 15th of the month for that month.

Such leave will be used in accordance with RCW 49.46.210. Unused sick hours may be accumulated up to one hundred eighty (180) days or to the maximum allowable by state law.

Employees who are hired after the beginning of the school year shall receive a pro rata amount of leave based on the number of months remaining in the contracted year.

2. Substitute staff members shall accrue one (1) hour of sick leave for every forty (40) hours worked. This leave may be taken in half or full-day increments when the substitute works in a long-term position.
3. Staff members who have accrued sick leave while employed by another public school district in the State of Washington shall be given credit for such accrued sick leave upon employment by the Pullman School District. The staff member is responsible to ensure leave is transferred from the other school district to Pullman School District.
4. Sick leave shall be granted to part-time staff members based on actual hours worked, not to exceed eight (8) hours per month.
5. If a staff member has used more sick leave upon termination than the number of days accumulated, a deduction will be taken from the last paycheck.
6. For planned leaves for health reasons, staff members shall notify their supervisor of the dates involved at least five (5) days in advance. Absences of this nature will not exceed five (5) days without the attending physician's supportive statement.
7. Unanticipated sick leave, family leave, or emergency leave must be documented in the electronic substitute and leave tracking system on the first day of return from leave.

C. Sick Leave Sharing

Leave sharing will be in accordance with District policy and Procedure 5406 and 5406P. The district has established a leave sharing plan in which eligible staff members may donate excess leave for use by a staff member suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment of physical or mental condition.

This program is intended to extend leave benefits to staff members who otherwise would have to take leave without pay or terminate employment with the district.

D. Vacation Leave

A request for leave must be submitted for approval before taking vacation days.

A staff member must be an eleven (11) or twelve-month (12) staff member eligible for vacation. A vacation request must be submitted for approval prior to taking vacation days in the absence management system.

Paid vacation for eligible staff members will accumulate as follows:

1. If a staff member's first day of work is on or before the 15th day of the month, vacation time will accumulate for that month.
2. If the first day of work is after the 15th day of the month, no vacation time will be accumulated that month.
3. If a staff member terminates on or before the 15th of the month, no vacation time will be accumulated for that month.
4. If termination is after the 15th of the month, vacation time will be accumulated for that month.

a. Eleven-Month (11) Staff Members

During the first year of employment, eleven-month (11) staff members will be granted one (1) day of vacation for each month worked. For each succeeding full year of employment, one (1) additional day of vacation will be granted up to a maximum of 19 days per year.

Eleven-month (11) staff members are encouraged to take a vacation that coincides with school vacation.

b. Twelve-Month (12) Staff Members

During the first year of employment, twelve-month (12) staff members will be granted one (1) day of vacation for each month worked. For each succeeding full year of employment, one additional day of vacation will be granted up to a maximum of twenty (20) days per year.

Twelve-month (12) staff members may take a vacation at any time during the year with the approval of their administrative supervisor.

For purposes of accumulating vacation, a full year of experience will be granted if employment began on or before March 1. If employment began after March 1, no movement would be made on the vacation schedule for that year.

Staff members may not accumulate more than two years of allotted vacation days.

Upon termination or retirement from the district, staff members may cash out unused vacation days up to thirty (30) days. The pay rate will be calculated as follows: normal work year, less annual allowable vacation days, less applicable holidays to equal number of work days. The annual salary will be divided by the number of workdays to determine the daily rate for this purpose.

E. Bereavement Leave

In the event of death of a staff member's family or a close friend, the staff member shall be allowed leave under the following guidelines:

1. Up to five (5) days shall be granted with pay per occurrence for bereavement of a relative in the immediate family; or
2. Up to three (3) days for extended family or close friend.

Such leave shall be non-cumulative and shall not be deducted from the staff member's accumulated sick leave.

Staff members shall notify their administrative supervisor when taking bereavement leave. Leave shall be recorded in the absence management system, along with the family member or close friend and the date and location of the service. If bereavement exceeds the allocated time, the staff member may use accumulated sick leave or personal leave.

F. Professional Leave

Staff members may attend professional meetings if approved by the supervisor. The use of professional leave shall not be deducted from the staff member's accumulated sick leave.

The district shall pay for authorized travel expenses and (if applicable) the cost of a substitute. The staff member will use the staff vehicle for travel to professional meetings. If the staff car is not available, staff members shall be reimbursed for the use of their vehicles at the district reimbursement rate. The administrative supervisor must authorize the use of a personal vehicle prior to travel.

If several staff members attend the same professional meeting, they are encouraged to make reasonable efforts to minimize travel costs by sharing vehicles and accommodations.

G. Leave of Absence

A leave of absence up to one (1) year without pay may be granted to staff members by the Board of Directors for personal or professional reasons such as, but not limited to, recovery, child-rearing, business related to a death in the family, working in a related professional field, study, or travel, with the exception of working in another position within the district or to work with another employer in Washington state. Staff members will be offered health insurance through the Consolidated Omnibus Budget Reconciliation Act ("COBRA") during their leave of absence. At the staff member's request, the Board of Directors, at its discretion, may extend the leave of absence for up to one (1) additional year.

Staff members shall notify the district in writing on or before March 15 of their intent to return from their leave of absence for the following school year. Upon return from leave, the staff member shall be placed in the last held position or a similar position in the district.

H. Emergency Leave

The following conditions constitute an emergency leave:

1. The situation must be serious, unavoidable, and of significant importance, not one of mere convenience.
2. The situation must be suddenly precipitated or must be of such a nature that planning is not possible or such that planning could not have eliminated the need for the leave.
3. Absence from work due to serious illness in the staff member's immediate family

(spouse, child, parent, brother, sister, or other dependents) shall be considered emergency leave.

4. A statement of the emergency is required to support emergency leave in excess of two (2) days. This statement shall be entered in the absence management system.
5. Emergency leave will be deducted from sick leave.

I. Military Leave

Staff members shall be granted military leaves of absence without pay, when required by law, to serve in a military force. Years of military leave shall be counted as years of experience for salary and seniority purposes. Upon return from leave, the staff member shall be placed in the last held position or a similar position in the district.

Military leave of absence is construed as regular service regarding salary increments. Members of the Washington National Guard, the Army, Navy, Air Force, Coast Guard, or Marine Reserve of the United States shall be granted a military leave of absence from staff member's assignment for a period not exceeding twenty-one (21) calendar days beginning October 1 and ending the following September 30. However, the staff member shall receive normal District pay, and there shall be no loss of privileges, vacations, or sick leave to which the staff member might otherwise be entitled, according to RCW 38.40.060.

J. Family and Medical Leave Act ("FMLA")

Per District Policy 5329 and applicable state and federal law, any eligible staff member is entitled to family medical leave during any fiscal year in accordance with FMLA. The district shall post information on FMLA at each staff member's worksite.

Upon return from leave, the staff member shall be placed in the last held position or a similar position in the district.

K. State Paid Family and Medical Leave

The district recognizes paid family and medical leave are benefits administered by the Washington State Employment Security Department. Staff members interested in applying for these benefits must follow the process described in Chapter 192-610 WAC. Staff members who have questions regarding the application process may refer to District Policy 5404, contact the Employment Security Department, or visit its website at www.paidleave.wa.gov. The district will post notices made available by the Employment Security Department that provide pertinent information regarding paid family and medical leave benefits.

L. Parental Leave

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.

The district will grant leave upon the same terms to male staff members as is available to female staff members upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to staff members who become adoptive parents or stepparents at the time of birth or initial placement for adoption of a child under six years old, as is available to staff members who become biological parents. Such leave is available only when the child lives in the staff member's household at birth or initial placement.

Staff member requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent or designee not less than thirty (30) days before the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

If the school district employs both parents of a newborn or newly adopted child, they will be entitled to a total of twelve workweeks of family leave during any twelve-month (12) period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition. Upon return from leave, the staff member shall be placed in the last held position or a similar position in the district.

Up to ten (10) days of accumulated sick leave may be used for any required court appearances regarding adoption.

M. Personal Leave (10-month Staff Members)

Each staff member shall be entitled to three (3) paid days of personal leave per year. If possible, a notice of intent to use this leave shall be given within a minimum of forty-eight (48) hours through the absence management system.

This leave is presumed to be granted upon request. Such leave shall be non-cumulative.

N. Personal Leave (232 and 260-Day Staff Members)

Each staff member shall be entitled to one (1) paid day of personal leave per year. If possible, a notice of intent to use this leave shall be given within a minimum of forty-eight (48) hours through the absence management system.

This leave is presumed to be granted upon request. Such leave shall be non-cumulative.

XIX. Floating Holidays

If the work year calendar for a full-time staff member is at least 260 days, a floating day is available for use for each day over 260 days during the contract year. Staff members will be notified at the beginning of the new contract year if excess days exist. The floating holiday may be taken at any time with advanced approval and entered in the absence management system. Floating holidays are not cumulative.

XX. Jury Duty and Court Appearances

When a staff member of the district is absent from their position because of a mandatory court appearance, they shall suffer no loss of income because of this service.

A copy of the subpoena or certificate of the clerk of the court shall be filed with the payroll office.

The absence of a staff member for legal action in which they are a litigant shall be classified as "personal business," and a pay deduction will be made or the staff member may use leave as appropriate for such absence. The leave will need to be entered in the absence management system.

XXI. Fiscal Workday and Work Year

A. Workday

Each staff member shall be assigned to a definite shift with designated starting and ending times. Work schedules showing the staff member's initial shift, workdays, and hours shall be given to the staff member before the first day of work.

Schedule adjustments will be regularly updated. Notice of any modifications of the staff member's assigned shift, workdays, and/or hours shall be given to the staff member within three (3) business days before such reassignment.

B. Work Year

The work year for ten-month staff members shall be one hundred and eighty (180) days to two hundred seventeen (217) days. Staff members are not eligible for vacation days.

The work year for eleven-month (11) staff members shall be two hundred and thirty-two (232) days, including paid holidays, and paid vacation, and shall begin fifteen (15) days before the first student day of the year.

The work year for twelve-month (12) staff members shall be two hundred and sixty (260) days beginning September 1 and ending August 31, including paid holidays and paid vacation.

XXII. Break, Lunch, and Lactation Periods

A. Break Periods

Staff members shall receive a fifteen (15) minute break for each four (4) hours of work, scheduled as near as possible to the mid-point of the work period.

Staff members who work eight (8) or more hours per day shall receive two (2) fifteen (15) minute breaks within the workday. One (1) of the two (2) breaks shall be within the first four (4) hours of the staff member's workday.

B. Lunch Period

Each staff member, working more than five (5) hours per day, shall be entitled to a minimum one-half (1/2) hour duty-free lunch period without pay.

Staff members shall be free to leave their worksite during the duty-free lunch period, provided the staff member notifies the office they are leaving.

Staff members required to work through their scheduled meal period will be given time to eat as soon as possible at a time agreed upon by the staff member and supervisor.

In the event, the district requires and authorizes a staff member to forego a lunch period, and the staff member works the entire shift, including the lunch period, the staff member shall be compensated for the foregone meal period at overtime rates if such work causes the staff member to work more than forty (40) hours during the workweek.

C. Lactation Period

Per federal and state laws, the district shall provide standard breaks and meals for staff members to express breast milk for a period not to exceed one (1) year following the child's birth. The district will provide a private location, other than a bathroom, for the staff member. If no private space is available, the administrative supervisor will work with the staff member to find a convenient location and work schedule to accommodate their needs. If extra time is needed to pump, the extra time will be unpaid.

XXIII. Holidays

The district shall provide holidays for unrepresented personnel according to the District's Policies and Procedures and applicable law, rules, and regulations.

Twelve-month employees shall have the following thirteen (13) paid holidays:

Labor Day
Veterans' Day
Thanksgiving
Day After Thanksgiving
Christmas Eve
Christmas
New Years' Eve

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day

Eleven-month (11) staff members shall have twelve (12) paid holidays – those listed previously except for Independence Day.

These holidays will be observed as they appear on the approved district calendar. If a holiday falls on Saturday, it will be observed the previous Friday. If a holiday falls on Sunday, it will be observed the following Monday.

A. Worked Holidays

Staff members required to work on the above-described holidays shall receive the pay due them for a holiday, plus time and one-half for all hours worked on such holidays.

XXIV. Summer Hours

The entire week following the last day of school, staff members may, in consultation and agreement with their supervisor, select one of the following schedules:

1. A regular work week consisting of working eight (8) hours for five (5) days;
2. A modified workweek consisting of working nine (9) hours for four (4) days, and four (4) hours for one (1) day; or
3. A shortened workweek consisting of working ten (10) hours for four (4) workdays.

The entire week before the first day of school shall be a regular workweek consisting of five (5), eight (8) hour workdays.

The rest, lunch, and lactation periods described above in Section 22 will apply to summer hours.

Cross References:

Board Policy, 5000	Recruitment and Selection of Staff
Board Policy, 5222	Classified Performance Appraisal
Board Policy, 5322	Maternity Leave
Board Policy, 5329	Family and Medical Leave
Board Policy, 5240	Evaluation of Staff

Legal References:

RCW 18.71	Physicians
RCW 28A.400	Staff members
RCW 49.12.240-260	Staff member inspection of personnel file
RCW 49.12	Industrial Welfare
RCW 49.12.270	Sick leave to care for child
RCW 49.12.360	Parental leave--discrimination prohibited
RCW 49.78	Family Leave
WAC 296-134	Family Leave
WAC 2946-217	Food Worker Cards
WAC 392-136-020	conversion of sick leave upon separation from district employment
P.L. 103-3	Family Leave
Fair Labor Standards Act	
WAC 296-128-550	Regular Rate of Pay
WAC 296-128-560	Compensating Time-off in lieu of overtime pay

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