



Administrative Leadership Team Employee Handbook



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The ALT Employee Handbook outlines the salaries, benefits and working conditions for members of the Superintendent’s Council and Directors employed by the District.

1. Salaries

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

- a. Council members and directors shall be employed on an annual basis, July 1 through June 30.
- b. Employees will be placed on the Non-Represented Staff Salary Schedule as determined by the Human Resources Department.
- c. Council members and directors will work a 260 day work year. The per diem rate will be calculated as the total year minus annual vacation days and holidays.

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

2. Tax-Sheltered Annuities & Deferred Compensation

The district will provide for eligible employees to 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. Vacation—(Board Policy 5411)

Non-bargaining ALT employees are advanced twenty-five (25) days of vacation at the beginning of their fiscal year. Should an employee terminate for any reason prior to the completion of the contract year, vacation days accrued will be prorated in accordance with the portion of the year worked. 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. Non-bargaining ALT employees may annually cash out six (6) days of vacation at their rate of per diem. Vacation days are normally used each year; however, a maximum of forty-five (45) vacation days can be carried over from one contract/fiscal year to the next, making forty-five (45) carryover days, plus twenty-five (25) respectively, advanced vacation days the maximum that may be carried as the employees balance in any one year. Any vacation days in excess of forty-five (45) days will not be carried over and therefore will be forfeited at the end of each contract/fiscal year.

Council members and directors will be allocated vacation at the start of their contract/work year, July 1. Should an employee begin work after July 1, vacation time will be prorated according to the amount of time the employee has remaining in the contract/work year. Should their 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.

4. **Holidays**

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

5. **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.

6. **Sick Leave—(Board Policy 5401)**

Employees receive twelve (12) sick leave days frontloaded annually. Council members and directors receive their sick leave July 1. The amount of sick leave is prorated if an employee is hired after July 1. 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.

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.

7. **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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Staff Development

All council members, and directors, will have \$2,000 available to attend workshops, seminars, training, etc. relating to their position. This \$2,000 per year can be carried over to the next year and accumulated up to \$4,000. These funds will be available for professional growth activities, which may include tuition, registration fees, attendance at conferences and workshops, periodicals and other resources, and activities that will enhance the individual's professional competencies.

Up to one half of the individual funds allocated to each administrator may be utilized for technology purposes to assist the administrator in their job role. An administrator's carryover from the prior year may only be used for technology when a written plan for this use has been submitted to their supervisor and approved. All District technology standards must be followed and technology will be owned by the District.

15. Professional Dues

The District will provide the equivalent of current WASA dues to each member of the group for dues to professional organizations. Each administrator must notify the superintendent, or designee, of the professional organization to which the administrator wants the district to pay the dues.

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

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 30. Thereafter, an evaluation will be completed by June 30 annually. Additionally, the employee has the right to attach a written response to the evaluation.

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

Employees under contract requesting to resign prior to the end of their contract must receive approval to be released from their contract.

For non-bargained employees not under contract, 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.

19. Term Life Insurance

The District shall provide a \$250,000 term life insurance policy for each member of council and directors.

20. 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. Non-bargained ALT members shall receive benefits in accordance with those provided to the Clover Park Association of School Principals. For benefit pooling purposes, non-bargained certificated employees will be pooled with certificated staff and non-bargained classified employees will be pooled with classified staff.

21. 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.