

TUMWATER SCHOOL DISTRICT NO. 33

BENEFITS

DISTRICT OFFICE YEAR-ROUND NON-REPRESENTED ADMINISTRATIVE SUPPORT STAFF 2023-2024

a. Emergency, Illness and Injury Leave

Twelve days per year with compensation for illness, family illness, injuries and emergencies with unused leave treated as per district policy. Days credited in advance for the year each July.

For use of emergency (sick leave) on scheduled work days when the District Office is closed due to severe weather conditions, no services, such as heat/lights, etc. see (n) below.

b. Bereavement Leave

Five days per occurrence, non-cumulative, non-transferable with compensation for death of the following relatives: mother, father, sister, brother, daughter, son, and in-laws; uncle, aunt, niece, nephew, grandparent, grandchild; or household member.

c. Health Insurance Benefits

School Employees Benefit Board (SEBB) Program – The District shall pay the full portion of the employer contribution to the School Employees Benefit Board (SEBB) for insurance program as adopted in the School Employees Health Care Coalition agreement for all employees who meet the eligibility requirements outlined below. The employer contribution will be equal to the state funded allocation rate and will be paid throughout the school year. For purposes of benefits provided under the SEBB, school year shall mean September through August.

Benefits provided by SEBB will include but not limited to:

- Basic Life and accidental death and dismemberment insurance (AD&D)
- Basic Long-term Disability
- Vision
- Dental including orthodontia
- Medial Plan

Employees are eligible to participate in the SEBB offered Medical Flexible Spending Arrangement (FSA) Dependent Care Assistant Program (DCAP). Employees will also have the option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Health Plan (HDHP) is selected for their medical insurance. In addition, employees will be able to utilize payroll deduction for any supplemental insurance that they choose to enroll through SEBB (e.g. increased AD&D, Long-term disability, etc.)

Dependent Coverage for the Purpose of SEBB – Legal spouses, state-registered partners, children up to age 26 (biological and adopted children, children of the employee’s spouse or state-registered

domestic partner, children for which a court order of divorce decree created a legal obligation to provide support or health care coverage) and children of any age with a developmental or physical handicap who are not capable of self-support.

Upon moving to the new plan, should an employee have dependents that were covered as of December 31, 2019 but who no longer qualify for coverage under SEBB, the employee will have the opportunity to enroll these dependents at the employee's cost for a period of up to 36 months. Such payments will be made through payroll deduction by the District and paid to the HCA for this purpose.

Eligibility – All employees, including substitute employees, shall be eligible for full insurance coverage under the SEBB program if they work or are anticipated to work, 630 hours or more in a school year. All hours worked during the school year shall count for purposes of establishing eligibility. Employees who are hired late in the year but are anticipated to work 630 hours or more the following year are eligible for coverage based on the HCA rules for mid-year hires.

Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits under this section. Employees on unpaid leave will be considered in an employment status for the provisions of this section. An employee on approved leave under the federal Family and Medical Leave Act (FMLA) or the Washington State paid Family Medical Leave Program may continue to receive the employer contribution towards school employees benefits board (SEBB) insurance coverage in accordance with the federal FMLA or RCW 50A.04.245.

For an employee on leave without pay who is no longer anticipated to meet the eligibility standard for employer paid insurance benefits by the end of the school year, the employee will have the option of self-paying the premium to HCA.

Benefit Enrollment/Start – Benefit coverage for new employees will begin the first day of the month following the first day of work when it is expected that the employee will work 630 hours, except during the month of September when the employee's benefit coverage will begin in September if the employee is expected to work 630 hours or more during the school year and that employee begins on or before the first day of school in September.

Should an employee who previously was not expected to be eligible for benefits under SEBB works 630 hours in one year, the employee will become eligible for benefits to begin the month after attaining 630 hours. Should the employee meet the 630 hour eligibility mid-year for two consecutive years, the employee will be anticipated to work 630 hours going forward and therefore be eligible for benefits under SEBB.

Continuity of Coverage – When a new employee to the District was previously employed by a SEBB employer and was eligible for SEBB coverage, that employee will have uninterrupted benefit coverage if they are anticipated to work 630 hours or more in the school year. If an employee was not anticipated to work 630 hours in a school year but meets that eligibility criteria during the school year, the employee will become eligible for SEBB benefits and will begin coverage in the month following this establishment of eligibility.

Benefit Termination/End – Any employee terminating employment shall be entitled to continue receiving the District insurance contribution for the remainder of the calendar month in which the contribution is effective. In cases where separation occurs after completion of full contract obligation (i.e. the end of the student school year in June) resignations will not be effective and benefit coverage will continue until August 31.

FAMILY AND MEDICAL LEAVE ACT

- A. In accordance with the Family and Medical Leave Act, and in addition to any other leave provisions in the Agreement, every eligible employee shall have the right to take up to a combined total of twelve (12) weeks of leave without pay during any twelve (12) month period in connection with: (1) the birth and first year of care of a child; (2) the adoption or foster parent placement of a child; (3) the serious health condition of an employee's spouse, child, or parent; and (4) the employee's own serious health condition. When medically necessary, leave may be taken intermittently or on a reduced leave schedule (a leave schedule which reduces the number of hours per workday). The taking of leave, intermittently or on a reduced leave schedule shall not reduce the total amount of leave to which the employee is entitled.
- B. An employee shall be eligible to use the provision of this section if the employee was employed 1250 hours or more during the immediately previous twelve (12) month period.
- C. A "serious health condition" means an illness, injury, impairment, or physical condition that involves continuing treatment by a health care provider or inpatient care in a hospital, hospice, or residential medical care facility. A "parent" means a biological parent or de facto parent. A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is (1) under 18 years of age; or (2) 18 years of age or older and incapable of self-care because of a mental or physical disability.
- D. While an employee is on Family and Medical Leave the District and the employee shall continue to make their respective contributions to the employer's benefit so that the employee shall continue to receive benefits just as if the employee were not on leave.
- E. When foreseeable, the employee must provide 30 days' notice of the date when the leave is to begin, unless circumstances dictate otherwise, in which case the employee shall provide such notice as is practicable.
- F. The District may require the employee to provide certification from employee's health care provider, or a family members health care provider as to: (1) the date that the condition commenced, (2) the duration, (3) the necessity for the employee's leave, and (4) the employee's inability to perform his/her job functions. Upon return to work, the District may require the employee provide certification from his/her health care provider that the employee is able to resume work.

WASHINGTON STATE PAID FAMILY AND MEDICAL LEAVE ACT

Commencing January 1, 2020, employees shall be eligible to receive Paid Family Medical Leave under the Washington State Family and Medical Leave and Insurance Act. To be eligible, employees must have worked a minimum of 820 hours within the previous calendar year. Such leave shall be used consecutively with the employee's other leave entitlements unless the employee elects otherwise. The District shall use the state insurance as the carrier to ensure on going compliance with the law. When such leave is used for_pregnancy/maternity disability, the District shall maintain health insurance benefits during the periods of approved leave.

Such leave shall be used consecutively with the employee's other leave entitlements at the employee's election.

The twelve-week benefit period shall be defined as sixty (60) workdays (exclusive of weekends, holidays and school breaks)

Employee may elect not to access leave entitlements (FMLA, PFMLA) beyond accumulated sick leave.

The District will notify all employees about the premium and benefits available under PFML. The District will also notify employees who have a qualifying event and facilitate their claim to ESD, upon request.

When accessing PFML insurance, an employee may supplement from accumulated illness, injury and emergency leave an allowance up to the difference between the PFML benefit and the employee's regular compensation.

When an employee anticipates needing to utilize both PFML and sick leave, they shall have the option of using PFML prior to utilizing sick leave. An employee cannot be compelled to exhaust or use sick leave prior to accessing PFML.

d. Paid Holidays

New Year's Day and the day before or after; Martin Luther King Day; Presidents' Day; Friday of Spring Vacation; Memorial Day; Independence Day; Labor Day; Veterans' Day; Thanksgiving Day and day after; Christmas Day plus one day; Juneteenth

e. Vacation

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|---------------------------|-----------------------------|
| 1. 1 – 3 years: 10 days | 2. 4 – 6 years: 12 days |
| 3. 7 – 9 years: 15 days | 4. 10 - 14 + years: 20 days |
| 5. 15-20 years: 20.5 days | 6. 20-24 years: 21 days |
| 7. 25 + years: 22 days | |

Maximum accumulation on June 30 is 32 days. Maximum cash out is 30 days upon separation.

e. Personal Leave

Leave will be granted at five (5) days per work year. Such leave shall be cumulative to ten (10) days and shall be nontransferable. Employees, at their option, will be able to cash out accumulated non-scheduled leave at the employees' regular rate of pay for up to five (5) days annually. Requests shall be made by June 30 of each year using District form, payable in the July paycheck.

f. Longevity Day

Each employee who has worked as a permanent employee for five (5) years in the District shall receive one (1) leave day per year.

Each employee who has worked as a permanent employee for ten (10) years in the District shall receive one (1) additional leave day per year. Total of two (2).

Each employee who has worked as a permanent employee for fifteen (15) years in the District shall receive one (1) additional leave day per year. Total of three (3).

Each employee who has worked as a permanent employee for twenty (20) years in the District shall receive one (1) additional leave day per year. Total of four (4).

Such leave shall be cumulative to six (6) days and shall be non-transferable. The leave days shall be scheduled at the employee's discretion with the supervisor's approval. Leave may be used in ½ day increments.

Employees, at their option, will be able to cash out any accumulated Longevity Leave at the employee's regular rate of pay. Such requests shall be made in writing by June 1 of each year, payable in the July paycheck.

g. Work Schedule

The District Office will be open from 8:00 a.m. - 4:30 p.m. Monday – Friday excluding paid holidays in (d) above. A modified schedule may be implemented during school breaks.

Overtime (except for FLSA exempt employees):

All supervisor-authorized hours worked beyond forty (40) hours per week shall be compensated one of the following ways:

- Overtime pay at time and one half; or
- Compensatory time at time and one half (comp time needs to be taken within 30 days); or
- Exchange time at one hour for every additional hour worked. Exchange time must be taken during the same 40-hour work period.
- Overtime pay, compensatory time and exchange time must be pre-approved by the employee's immediate supervisor. All time must be documented.

For the purpose of overtime computation paid holidays will count towards the 40 hours/week. Time worked on a paid holiday will be paid at 1.5 times above holiday pay.

4/10 Schedules:

The following guidelines apply:

- Department supervisors may approve 4/10 or other flexible schedules.
- Coverage will be maintained while the District Office is open to the public.
- If working 4/10s and using sick leave or vacation leave during one of the assigned four workdays, the leave day will be deducted as 10 hours.
- There will be no change in the breaks or lunch schedule.

h. Evaluations

Employees will be evaluated annually by their supervisor by June 1 each year. A goal setting meeting will be scheduled at the beginning of the year and completion of goals will be reviewed during, and included in, the final evaluation.

i. Conferences/Workshops

Expenses for attending/participating in meetings, conferences, workshops, etc. on behalf of the school district when prior approval has been obtained from the department supervisor.

j. Professional Reimbursement

A pool of \$ 4,000 will be allocated each year, July-June. To qualify, an employee must apply for and receive approval by their supervisor and the Director of Human Resources before any course work is begun. To be considered for approval, the proposed course work must enhance the employee's professional growth, relate to the employee's work assignment, and be consistent with the District's strategic plan. Prior to taking a class for reimbursement, a Classified Workshop/Class Request Form must be completed and receive approval. Employees must complete the approved course work on their own time.

In order to receive reimbursement from the pool, the Credit Reimbursement Application with a copy of the employee's receipt and a copy of the employee's grade slip or transcript or signed written verification from the instructor needs to be submitted. The reimbursement will be paid once each July following the designated year (July-June). Reimbursement is limited to tuition only. If total requests for reimbursement are greater than the amount in the pool, then only a percentage of each request will be reimbursed.

k. Membership Dues

Payment of membership dues for one professional organization per employee per year by the school district. Additional membership may be approved by the supervisor.

i. WASBO Certification Program

The District will honor the Washington Association of School Business Officials (WASBO) Professional Certification Program for school business personnel achievement recognition schedule:

CSBS (Certified School Business Specialist) - \$400 per year
CSBO (Certified School Business Official) - \$450 per year
CSBA (Certified School Business Administrator) - \$500 per year

Payment for the appropriate certificate will be provided annually at the end of the work year. An employee shall be reimbursed only for the highest certificate that they have earned.

m. Career Counseling

The district will support employees who are interested in exploring career enhancements in education by providing access to career counseling services through the Washington School Personnel Association. The following guidelines apply:

- Interested employees should discuss their interests and desire for career counseling with their supervisors.
- The supervisor and employee will meet with the Director of Human Resources to discuss their career counseling plan.
- It is the employee's responsibility for any meetings, preparation or follow-up regarding their career plan.
- Any adjustment to work hours must have the approval of the supervisor and cannot adversely impact a department.

n. District Office Closures

If the District Office is closed for whole or partial scheduled work day(s) due to emergency conditions such as snow, wind, earthquake or because there are no services, such as heat/lights, etc. employees are legally required to make up the time missed. There are several options available including using vacation or emergency leave (charged to sick leave balance), compensation time, or the employee may make arrangements to work the time missed. A plan should be mutually decided on and approved by the employee's supervisor prior to the end of the pay period.

o. Salary Schedule

The salary schedule consists of five (5) steps. Initial placement is based on equivalent school district or similar industry experience. In order to move a step in July the employee must have been employed at least half a year. New employees not qualifying in July will be moved to the next step the following July.