



UNREPRESENTED ADMINISTRATIVE SUPPORT STAFF HANDBOOK

Revised 02/2023

Introduction

The Unrepresented Administrative Support Staff are essential to the operation of the management functions of the District. Working conditions and benefits for the Unrepresented Administrative Support Staff are set by the Board of Directors and are set forth in the Unrepresented Administrative Support Staff Handbook. This Handbook is subject to revision as conditions and benefits change.

Salary

Unrepresented Administrative Support Staff Salary is individually negotiated and reviewed annually. In the case of any budget cuts during the duration of this agreement, which would result in the possible reduction in hours or furlough days, input from this group will be sought before implementation of such changes.

Work Week

A work week is 12:00 am Monday through 11:59 pm Sunday.

Paid Holidays

Labor Day	New Year's Eve Day
Veterans' Day	New Year's Day
Thanksgiving Day	MLK, Jr. Day
Day after Thanksgiving Day	President's Day
Christmas Eve Day	Memorial Day
Christmas Day	4 th of July
Day after Christmas Day	

Vacations

Vacation benefits shall be based upon years of experience working for the Ridgefield School District. Leave benefits shall be prorated based upon FTE, and accruals shall be front-loaded each September 1st. Accrual increases will be prorated based upon the number of remaining workdays in that year, as of the employee's anniversary date. Full-year (11&12 month) employees shall receive:

1 year	1 week
2 years	2 weeks
5 years	3 weeks
8 years	4 weeks
15 years	5 weeks

Directors will be allocated vacation benefits in accordance with their individual contract agreements.

Travel and Expenses

Employees shall be eligible for reimbursement of out of pocket expenses related to travel while performing their official duties. All travel must be pre-approved by the employee's supervisor, and reimbursement shall follow established District policy and procedures.

Evaluations

Unrepresented Administrative Support Staff will be evaluated by their supervisor annually, by August 31st.

Leaves

Sick Leave

Sick leave is defined as paid leave for illness, injury, disability, emergency and family care. Sick leave may be used for adoption purposes and may be used for birth of child by either parent. Documentation may be required in case of adoption. Each regular full-time employee shall accumulate one (1) day of sick leave for each calendar month worked. Regular part-time employees shall receive a proration of the number of days that their part-time service bears to full-time service (2080) hours. At the beginning of each school year, each employee shall be credited with an advanced sick leave allowance.

The employee may draw from this bank, but if the employee should use the sick leave days and either terminates, or uses a portion of the entire bank in excess of the actual earned days, then the District will deduct from the final paycheck of the employee the number of days (hours) owed to the District.

Sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis.

Any abuse of this sick leave provision shall result in a loss of pay for the days missed and/or disciplinary action.

An employee returning from any illness, whether compensated leave benefits have been paid or not, may be required by the District to submit to a medical examination or other medical evaluation at the expense of the District in order to establish medical fitness for the duties of the position before returning to work.

Annual Conversion of Accumulated Sick Leave

Eligible employee who at the end of the immediately previous calendar year shall have accumulated in excess of sixty (60) days of unused sick leave may elect to receive remuneration for unused sick leave earned the previous year at the rate of twenty-five percent (25%) of the employee's current full-time daily rate of compensation for each full day of eligible sick leave. Any such election shall be made by written notice to the District personnel office during the month of January. All sick leave days converted pursuant to this section shall be deducted from the employee's accumulated sick leave balance. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of Washington Administrative Code.

Conversion of Sick Leave Upon Retirement, Separation, or Death.

Any employee who shall retire or who shall die while employed by the District may elect (personally or by personal representative, as appropriate) to convert accumulated unused sick leave days to monetary compensation at the rate of twenty-five percent (25%) of the employee's full-time daily rate of compensation at the time of termination from employment for each full day of eligible sick leave, up to a maximum of 180 days. An employee separating from employment for purposes of retirement must be eligible to immediately commence receiving retirement benefits from a state retirement system to be eligible for conversion of sick leave for compensation. Any such conversion of sick leave upon retirement or death shall be subject to the terms and limitations of Washington Administrative Code.

Leave for Family Illness

Each employee shall be entitled to accumulated sick leave with pay for absence caused by illness, or injury of a member's immediate family (child, spouse, parent, step-parent, grandparent, grandchild, sibling, parent-in-law) or any person living in the home with the employee. The District may require a statement from a duly licensed medical examiner at any time certifying the illness or injury.

Bereavement Leave

Up to five (5) days bereavement leave with full pay will be granted for each occurrence in the employee's immediate family (child, spouse, parent, step-parent, grandparent, grandchild, sibling, parent-in-law) or any person living in the home with the employee. One (1) day bereavement leave, with full pay, per year, will be granted to each employee to be used at his/her discretion for the death of someone of close personal ties.

Family Leave

In addition to the sick leave provided, employees are entitled to unpaid leave as provided in the federal and state family leave statutes. Employees may also take up to one year of unpaid family leave after the birth or adoption of a child. Employees seeking such leave shall apply to the District and such leave shall be granted.

Personal Leave

Up to three (3) personal leave days per employee for each school year shall be granted. Unused personal leave may be carried over from year to year not to exceed a cumulative total of five days inclusive of up to two days (2) carryover and the current year's three (3) day entitlement. Leave in excess of two (2) days at the end of the leave year will automatically be cashed out at the employee's base hourly rate at the time of the cash out.

Emergency Leave

In the event an employee has exhausted his/her available leaves (including Donated Sick Leave if eligible), two (2) additional paid days of emergency leave may be granted at the discretion of the Superintendent or his/her designee.

Health Leave

An employee whose physician certifies in writing that the employee is unable to perform professional duties because of personal illness, maternity, or disability, shall, upon request, be granted leave of absence without pay for up to one (1) year from the date the leave is granted. Health leaves shall be granted without requiring the employee to use up accumulated sick leave. Leaves for those conditions may be renewed up to one (1) additional year. Renewal of health leave shall be made in writing to the District Office by March 1st. When returning within one year (1) year from the date the health leave was granted, an employee who has been granted health leave shall be allowed to return to the position last held or a similar position.

Military Leave

The District shall grant military leave to any employee who is called into active duty, extended or temporary, as a member of the Armed Forces of the United States in accordance with law as referenced in RCW 38.40.060.

Jury Duty

Leaves of absence with pay shall be granted for jury duty in accordance with Board Policy 5408. . The employee shall notify the District when notification to serve on jury duty is received.

Subpoena Leave

- a. An employee will be granted subpoena leave as may be required by the subpoena, and shall be paid regular salary, up to and including fifteen (15) days, less any compensation received for subpoenaed services, excluding transportation, except when the employee is the plaintiff or the defendant in such action.
- b. This exception shall not apply when the employee is named as plaintiff or defendant for event or action arising out of the performance of duties for the District.
- c. When officially documented written statement(s) are acceptable as testimony by the court, the employee shall make such arrangements.

Insurance

The District shall pay insurance benefits to the limit provided by, and under the guidelines of the Legislature and the School Employees Benefits Board.

Changes in coverage must be made in the online enrollment tool and communicated to the district office on or before the 10th of the month prior to the change.

Eligible persons not enrolled when newly eligible will not be enrolled until the next open enrollment except for acceptable changes that create a Special Open Enrollment event. Acceptable changes after the open enrollment period can be found in Addendum 45-2A of the School Employees Benefits Board (SEBB) Program policies.

While on a leave of absence from the District, the employee will, at the employee's option be continued in any fringe benefit program of the District in accordance with WAC 182-31-110 or COBRA regulations.

Reimbursement for medical premiums and expenses and dependent care expenses are optional benefits provided by the School Employees Benefits Board and shall continue year-to-year as determined by SEBB.

The District and Association shall abide by state laws relating to school district employee benefits and this section shall be construed consistent with such laws.

Employees anticipated to work 630 hours or more in a school year are eligible for the employer contribution towards SEBB benefits per WAC 182-31-040.

VEBA Plan

A VEBA plan will be available to all members per Ridgefield School District policy.

Athletic Pass

An Athletic Pass for high school home games is available to each member. The member will be responsible for signing up with the District Athletic Director before retaining their pass. (This pass will be the member's School District ID with special notarization and members will be expected to wear their ID visibly during the event attended.)

The member will agree to be readily available to support the function of the event and provide supervision based on need.