# Motor Pool Non-Represented Employees
# Benefit Provision Schedule
## Effective September 1, 2020 – August 31, 2021

**Salary Placement:** The individual will be placed on the specific salary range appropriate for the position and approved by the Superintendent.

**Sick Leave:** Employees shall earn one (1) sick leave day per month worked. A month will be deemed worked if employee's contract includes at least half of the work days in the given month. Sick leave days are available in accordance with State statute and to the extent allowed by FMLA regulations. Unused sick leave may be accumulated as allowed by law and policy. Annual sick leave buy back provisions and remuneration upon retirement or death will be provided as permitted by State statute.

Earning of Sick leave mentioned above is based on a pro-rated basis based on the individual employee's FTE.

**Emergency Leave:** Emergency leave taken is charged against the employee's sick leave balance. Two (2) days of the employee's sick leave balance may be used as emergency leave. Emergency leave shall be defined as personal business of a serious nature. The problem must have been suddenly precipitated and/or of such nature that preplanning could not relieve the necessity for the employee's absence. The problem cannot be in lieu of, connected with, or an extension of any other leave provision except for situations beyond the employee's control.

**Personal Leave:** Employees will accrue three (3) personal leave days annually. No statement of explanation shall normally be required by the District. No specific day will be denied except in light of unusual school or District circumstances. Personal Leave absences of more than one (1) consecutive day will need the concurrence of the Supervising Administrator or designee.

**Military Leave:** In accordance with RCW 38.40.060, any employee who is a member of any organized reserve or armed forces of the United States shall be granted military leave of absence with pay for a period not exceeding twenty-one (21) days during each year beginning October 1st and ending the following September 30th. This paid leave shall be in addition to any other paid leave the employee might otherwise be entitled. The leave shall be granted in order that the employee may report for required military duty, training, or drills including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status. Leave in excess of twenty-one (21) days for the purposes stated above shall be granted without pay for the additional duration of their duty. Copies of active duty orders may be required by the District. Military Family Leave is authorized in accordance with the Military Family Leave Act (RCW 49.77).

**Bereavement Leave:** The employee shall be allowed up to five (5) days leave with pay, non-accumulative, for the death of any person that in the employee's judgment necessitates a leave of absence for bereavement purposes. Should travel distances related to leave taken so demand, an additional one (1) day may be allowed for that purpose. The District recognizes the need for additional bereavement leave on occasion. An employee may request one (1) additional non-accumulative bereavement day per year through the Human Resources.

**Judicial Leave:** In the event an employee is summoned to serve as a juror, is named as a codefendant with the District, or is subpoenaed to appear in court on matters relating to Marysville School District school business, the employee shall notify the District as soon as possible. Such employee shall receive a normal day's pay for each day of required presence in court. Employees will be expected to report to work immediately following release from responsibility for appearance under this paragraph on a daily basis, unless the employee will be unable to perform a minimum of two (2) hours work.

**Health Benefits Contribution:** The District shall remit insurance premium payments towards premiums of School Employees Benefits Board and non-medical plans for all employees deemed eligible to the Health Care Authority.

**Holidays:** All employees shall receive the following paid holidays that fall within their work year and the employee is in a paid status the day before and the day after the given holiday:

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| New Year's Day | Independence Day | Day after Thanksgiving Day |
| Martin Luther King Day | Labor Day | Christmas Eve Day |
| President's Day | Veteran's Day | Christmas Day |
| Memorial Day | Thanksgiving Day | New Year's Eve Day |

Time off begins at the close of the employee's workday preceding the holiday and ends with the start of the workday following the holiday. When a holiday falls on a regularly scheduled workday, observe that day as the holiday. If a holiday falls on Sunday and the employee has a regularly scheduled 40-hour basic work-week of Monday through Friday, the employee will observe the following Monday as the holiday. When the holiday falls on Saturday, the employee will observe the holiday on the preceding Friday. When a holiday falls on a Sunday and that Sunday is a non-workday for employees with a regularly scheduled 40-hour basic workweek of other than Monday through Friday, observe the next regularly scheduled workday as the holiday. When a holiday falls on the non-workday designated as the day in-lieu-of Sunday, observe the next regularly scheduled workday as a holiday. When a holiday or a designated observed day falls on an employee's non-workday (Monday through Saturday), the workday immediately preceding the day is observed as the holiday.