

Article 6.0 – Salaries, Stipends, and Benefits

6.1 Employee Salary Schedule

6.1.1 Schedule of Compensation – The salary schedules in effect for the duration of this Agreement will reflect schedules negotiated by the District and Association and attached to this Agreement. During the term of this Agreement those schedules will increase as provided in Appendix 1. For 2021-22, the salary schedule will reflect an increase of two (2) percent plus state-funded IPD. For 2022-23, the salary schedule will reflect an increase of two (2) percent plus state-funded IPD. For 2023-23, the salary schedule will reflect an increase of one (1) percent plus state-funded IPD. Should the State fund a salary increase for teachers using a method fundamentally different than that used in the past, the parties will meet to discuss how such funds shall be applied consistent with state laws.

The District and Association agree that providing a quality education for students requires from employees a commitment to the profession beyond basic education funding, the normal workday hours, and school year. The state allows additional compensation for additional time, additional responsibilities or incentives. The additional commitment required of the District's employees cannot be accurately measured in hours or days. The District recognizes these education enhancements with a 10% enrichment stipend within the compensation formula.

- Preparation of the classroom or workspace before, after and during the school year for quality instruction or support of instruction;
- Building activities outside the workday, such as fall and spring open houses, curriculum nights, parent education nights, school award night, grade level transitions and other school and community functions and concerts;
- Self-reflection, goal setting and related professional growth activities such as workshops, classes, conferences, seminars or research projects;
- Grade level, department, curriculum and faculty meetings;
- Fulfillment of basic contract expectations that may fall outside the regular work day such as planning of instruction and curriculum, the evaluation of student work, the preparation of student assignments, the preparation of summative progress and grade reports for timely distribution, IEP and Section 504 meetings, and communicating with parents and students.
- Other activities that enrich the District's educational program.

6.1.2 Substitutes' Salaries – Represented substitutes shall be paid two hundred-ten dollars (\$210) per day. When a substitute works in the same assignment for ten (10) consecutive days, commencing on the eleventh (11th) day of that assignment, the substitute will be paid consistent with placement on the regular salary schedule for the duration of that assignment.

6.2 Supplemental Contracts

Each employee shall receive a supplemental contract, in addition to their base employment contract, providing compensation for supplemental time, responsibilities, and/or as an incentive consistent with the following subsections.

6.3 Extra Days

In 2021-22, the District will pay the three (3) state-funded professional learning days as a part of the base contract, with 4.5 days paid on a supplemental stipend. In 2022-23, the District will add one (1) additional professional development day to be worked prior to the start of school. In the event the District experiences a loss of funding due to the failure of its enrichment levy, the District may reopen this Agreement to negotiate how much if any of the supplemental days in this section shall be continued.

If the legislature increases the enrichment levy lid or changes the law to allow increased collections, and if the District passes an increased levy, the Agreement may be reopened.

6.3.1 Professional Learning and Staff Start-Up Days –

The first workday of the school year shall be a state-funded professional learning day and shall be a non-student day and shall be used as a “District Start-Up” day. Its use shall be determined by the District and/or individual school buildings or work-sites.

The District will fund one (1) “Staff Start-Up” day to be worked the day immediately preceding the first student day of the school year. This start up day shall be employee controlled. In extenuating circumstances, a staff member may request of their supervisor that they be allowed to work the start-up day on a non-work day between September 1 and September 30.

In 2021-22, two state-funded professional learning days will be worked in June. Beginning in 2022-23, these two professional learning days, as well as the one (1) additional professional learning day added pursuant to Section 6.3 above, will be scheduled in accordance with the parties’ calendar discussions. The second half of this additional professional development day will be teacher directed so long as teachers are working on implementing recently learned skills this may include:

- individual
- small group
- department work time

6.3.2 End of Grading Period Work Days – The District will fund two (2) work days to be scheduled between grading periods. In extenuating circumstances, a staff member may request of their supervisor that they be allowed to work the semester or trimester day on a non-workday within thirty (30) days of the scheduled day. These grading period days will be identified in the school calendar. These days will be employee-controlled.

6.3.3 Each employee shall receive a supplemental contract, in addition to their base employment contract, providing compensation for supplemental time, consistent with the following:

One (1) and one-half (1.5) supplemental days, or an equivalent number of hours, shall be used to attend building meetings beyond the workday or scheduled evening events. The usage of this time will be scheduled and communicated to teachers no later than October 1. Principals will collaborate with building

leadership teams in their respective school buildings or work-sites to establish its usage. No more than four (4) hours of this time may be scheduled discontinuous with the workday. In cases where evening events conflict with personal obligations, one or more alternatives will be provided that avoid the conflict.

- 6.4 Special Education Specialist Provider Stipend and Extra Days –** The District will provide a one-thousand dollar (\$1000) stipend for special education teachers and other special education providers responsible for IEP case management (SLP, OT, PT, School Psychologist). This stipend is in recognition of additional work duties that must be assumed by special education providers in order to ensure compliance with special education laws, including but not limited to activities such as IEP meetings that frequently occur outside the regular work day. If the District requires any employee to obtain Medicare certification, the District will pay the certification fee.

Special education teachers and Educational Staff Associates responsible for the writing of IEP's are specifically recognized as potentially impacted by extraordinary workload due to numbers and/or complexity of IEP's. Special education staff will be granted one (1) day prior to the start of school and up to three (3) days per year by the Director of Special Programs for IEP writing and/or assessment, to be taken as release time or as additional time worked after the regular contract day. Staff may request additional release time with consideration from the Principal and the Director of Special Programs.

The District will pay its current and prospective Occupational Therapists, Physical Therapists, and Speech-Language Pathologists an additional specialist provider stipend of five-hundred dollars (\$500) per year. Provided that those employees are employed by the District to work in those positions and are providing those professional diagnostic, therapeutic, and other services implied by their credentials for the District during the school year in which the stipend is paid them. Further provided that this payment is contingent upon verification and documentation of these employees' credentials as follows:

- 6.4.1 For Occupational Therapists –** The employee must be a registered and licensed Occupational Therapist (OTR/L). That is; be registered as an Occupational Therapist by the National Board for Certification in Occupational Therapy (NBCOT) and shall also be in possession of a current license in good standing to practice as an Occupational Therapist granted by the State of Washington.
- 6.4.2 For Physical Therapists –** The employee must be a licensed Physical Therapist (PT). That is; have graduated from a physical therapy curriculum approved by the American Physical Therapy Association or by the Council on Medical Education and Hospitals of the American Medical Association and the American Physical Therapy Association and also be in possession of a current license in good standing to practice as a Physical Therapist granted by the State of Washington.
- 6.4.3 For Speech-Language Pathologists –** The employee must be a nationally certificated Speech-Language-Pathologist (CCC-SLP). That is; have graduated from a speech-language pathology curriculum culminating in a master's degree in speech-language-pathology, or the equivalent, and also be in possession of a Certificate of Clinical Competence in Speech-Language-Pathology in good standing granted by the American Speech-Language-Hearing Association.

6.5 Payment for Additional Activities

- 6.5.1** The District maintains the right to set payment amounts for voluntary activities

beyond the one-hundred-and-eighty (180) day contract year and in addition to the supplemental days contained in this Agreement.

6.5.2 For all such voluntary activities for which payment is offered, the District will compensate affected employees at their hourly per diem. A flexible payment, i.e., "project payment," may be arranged by mutual agreement with the individual(s) involved for projects or activities which are better defined by the product produced or the responsibilities involved rather than by time in attendance.

6.5.3 The District will pay forty dollars (\$40) per day, and twenty dollars (\$20) for one-half (1/2) day, as a preparation and planning payment (PPP) to employees who, at the District's request, attend an activity during their normal workday through released time provided by a substitute. It is understood and agreed that this payment is for the loss of contractually guaranteed preparation and planning time during such release time. This provision will not apply to activities for which a project payment is provided or to a full-day activity of less than five (5) hours, or for a one-half (1/2) day activity of less than two-and-one-half (2.5) hours.

This payment shall also be paid to any employee for loss of planning and/or lunch at the direction of an administrator due to duties surrounding disruptive students.

6.5.4 The District will pay a preparation and planning payment (PPP) of fifty dollars (\$50) per occurrence, twenty-five dollars (\$25) to represented substitutes, to employees who, at the District's request, provide substitute coverage during contractually guaranteed planning time.

6.5.5 District workshop, training, curriculum, and committee activities scheduled during the regular work day shall not normally exceed seven-and-one-half (7.5) hours total time including a thirty (30) minute lunch break.

6.5.6 Any and all mandatory activities shall be compensated at the employee's daily rate of pay.

6.5.7 Represented substitutes who work an extended day contract shall have their substitute pay increased proportionate to the increase of their assignment.

6.5.8 Extra days for Counselors – Secondary counselors will receive ten (10) extra days of pay for work to be completed before school begins and/or after school ends each year, to be scheduled in collaboration with their administrator.

6.5.9 Extra days for Librarians – Librarians will receive seven (7) extra days of pay for work to be completed before school begins and/or after school ends each year, to be scheduled in collaboration with their administrator.

6.5.10 Extra day for Nurses – Nurses will receive one (1) extra day of pay for 2018-19 and a total of three (3) per diem days of pay beginning in 2019-20 for work to be completed before school begins and/or after school ends each year, to be scheduled in collaboration with their administrator.

6.6 Reimbursement for Personal Car Use – Itinerant employees authorized to drive personal automobiles from one school building and/or work-site to another in the course of their work shall receive a mileage allowance equal to the amount paid by OSPI. The same allowance shall be paid for authorized use of personal cars for out of District travel.

6.7 Out of District Travel for Professional Reasons – Out of District travel for professional

reasons may be allowed as follows:

6.7.1 Prior Approval for Travel – Request for approved travel must be presented to the Principal or immediate supervisor at least one (1) week prior to the date of the requested absence. All travel requests must have the approval of the District Superintendent or his or her designee. Request forms are to be submitted to the District Office. After final action has been taken, copies will be returned to the administrator and employee.

When limitations become necessary, first consideration will be given to faculty members who have had the least number of out of District trips. A rotating system of selection may be set up by the Principals or immediate supervisors.

6.7.2 Reimbursement

6.7.2.1 Mileage – Approved trips by automobile will be paid for at the rate prescribed for other state employees of OSPI.

If authorized to travel by public conveyance, the most economical method is to be used.

6.7.2.2 Miscellaneous Expenses – Registration fees will be allowed but are not to include dues or membership fees. Professional dues and membership fees are individual responsibilities. Banquets and luncheons should be included under itemized per diem expenses if not included in registration fees.

Parking lot and ferryboat charges are allowable expenses.

A taxicab will be allowed if travel is by authorized public carrier.

Reasonable gratuities are an allowable expense item.

6.8 Beginning January 1, 2020, health benefits for members of the bargaining unit will be provided through the School Employees Benefit Board (SEBB). These benefits are bargained with the state and not with the District. The following information is provided to OHEA members for informational purposes and contains a current statement of benefits and rules based on the mutual understanding of the District and Association. This information is subject to change by the state, and this Section will be construed consistently with SEBB rules, guidance and state laws. Any changes made at the state level to add or change benefits provided herein will be automatically applied. The most current information on SEBB offerings may be obtained through SEBB's website or from the District office. Any disputes related to eligibility shall be addressed through the procedures in Chapter 182-32 WAC and not through the grievance procedures of this Agreement.

6.8.1 School Employees Benefit Board (SEBB) Program – The District will pay the full portion of the employer contribution required by the Health Care Authority (HCA) as adopted in the statewide CBA for those employees who meet the eligibility requirements outlined below.

SEBB will implement the Statewide CBA when establishing the employee rates which will be paid to the HCA through payroll deduction for the month in which the employee receives benefits.

Benefits presently provided by the SEBB include, but are not necessarily limited to:

- Basic Life and accidental death and dismemberment insurance (AD&D)
- Basic Long-term Disability
- Vision
- Dental
- Medical

Employees are eligible to participate in SEBB offered Medical Flexible Spending Arrangement (FSA) and the Dependent Care Assistance 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 deductions for any supplemental insurance that they choose through SEBB (increased AD&D, long-term disability, etc.).

6.8.2 Dependent Coverage – 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 healthcare coverage) and children of any age with a developmental or physical handicap who are not capable of self-support are dependents covered within the SEBB programs.

6.8.3 Eligibility – As further provided in WAC 182-31-040, a school employee is eligible for the employer contribution towards school employees benefits board (SEBB) benefits if they are anticipated to work at least six hundred thirty (630) hours per school year. Employees who were not anticipated to work 630 hours, but who in fact work 630 hours become eligible once they reach 630 hours. Paid leave hours may count toward the 630 hours used to determine eligibility for benefits to the extent provided in SEBB/HCA rules.

6.8.4 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 anticipated 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. See WAC 182-31-040 for more rules regarding start of coverage and enrollment.

6.8.5 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, as provided in WAC 181-30-080. If an employee was not anticipated to work 630 hours in a school year but meets 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. When a regularly contracted employee reaches or is anticipated to reach 630 hours in a school contract year, the employee will not be denied insurance for the duration of the contract year, provided the employee remains employed and eligible for coverage under SEBB rules.

6.8.6 Benefit Termination/End – An employee terminating employment is entitled to continuing SEBB benefit coverage for the remainder of the calendar month in which they terminate. In cases where separation occurs after completion of full

contract obligation, (i.e., the end of the student school year in June) SEBB benefit coverage continues until August 31. The District will notify the Association of any exception to this. See WAC 182-31-050.

Upon request, the District will provide information to the Association related to eligible and ineligible employees.

With proof of insurance, an eligible employee may decline coverage through the SEBB and therefore have no payments or premiums deducted from their paychecks for this purpose.

6.8.7 Legislative Changes/Conformity to Law – If the Washington State Legislature or Health Care Authority changes the SEBB provisions to allow for changes in employer contributions toward elective benefits or changes the medical coverage provisions either party can reopen Section 6 for negotiation over the changes to the extent allowed by law. This Section will be construed consistently with state laws and SEBB guidelines.

6.9 Qualification Credits and Experience – Employee placement on the District salary schedule shall be based on a combination of post bachelor's degree college/university academic credits, continuing education clock hours, and previous experience. The intent of credit/experience definitions is to duplicate Washington State's definition regarding placement on the state salary allocation model.

6.9.1 Eligible academic credits must meet the following requirements:

6.9.1.1 Earned on or before October 1 of the school year.

6.9.1.2 Earned after the employee's first bachelor's degree.

6.9.1.3 Earned from an accredited college or university. Community college credits must be applicable to a bachelor's or more advanced degree program.

6.9.1.4 Verification of credits is an employee responsibility and must be submitted to Human Resources on or before October 1 of the applicable school year. Verification must be by official transcript or letter from the institution. Grade cards are not acceptable as permanent verification. Grade cards will be accepted between September 24 and September 30 in order to extend the October 1 deadline to October 15.

6.9.1.5 College and clock hour credits applicable for advancement to the Bachelors+135 column in Appendix 1 must be earned prior to January 1, 1992.

6.9.1.6 Employees hired after September 1 of the school year will have thirty (30) calendar days to submit verification of credits.

6.9.2 Eligible continuing education clock hour credits must qualify as such and are defined in WAC 392-121 and are further defined as follows:

6.9.2.1 Credits earned after August 31, 1987.

- 6.9.2.2 Credits earned on or before October 1 of that school year.
- 6.9.2.3 Credits are not counted as eligible college/university academic credits.
- 6.9.2.4 Verification is the employee responsibility and must be documented in writing via a continuing education clock-hour form signed by the training provider or transcript from the training provider. Verification must be submitted to Human Resources by October 1 of that school year.
- 6.9.2.5 Clock hour credits are applicable when earned after a member earns his or her highest degree.

6.9.3 Previous experience credit shall qualify when work experience is in an educational institution. Educational institutions are defined as public and private schools requiring certification, colleges and universities, educational service Districts, and federal and state offices of education. Educational institutions are not cities, counties, states, or departments of social and health services. Experience is also defined as follows or must meet the following:

- 6.9.3.1 Experience includes contracted and/or substitute employment.
- 6.9.3.2 Experience in Military, Peace Corps, VISTA, Sabbatical Leave which interrupted professional employment.
- 6.9.3.3 Part-time experience (substituting, partial-year employment) will be calculated by counting hours and/or days and converting to full-time equivalency based on a 180 day work year. Fractional years will be calculated to the tenth and rounded up or down to the nearest whole year.
- 6.9.3.4 Credit will not be granted for such experience until verified in writing by the previous employer. It is the employee's responsibility to verify such experience.
- 6.9.3.5 Verified experience must be received by October 1 of that school year to be applicable for credit that school year. New staff hired after August 1 for the ensuing school year will be given sixty (60) days from date of District commitment to hire to furnish verification of experience.

6.9.4 Specialist Provider Clinical Experience – In recognition of an acute shortage of qualified candidates for the District's specialist positions of Occupational Therapist (OT), Physical Therapist (PT), and Speech-Language Pathologist (SLP), and as an incentive to attract and retain qualified staff for those positions, the District will offer its current and prospective OT's, PT's, and SLP's a supplemental incentive payment which will be calculated to compensate the employee for his or her similar work experience in a clinical setting, at a level that, combined with their base contract salary will equate to the salary that they would receive if this clinical experience was recognized by the State of Washington in accordance with *WAC 392-121-264* for placement on Appendix 1. This incentive payment is contingent upon the employee's provision of reasonable documentation of clinical work experience to the District prior to October 1 of that school year. Beginning in 2019-20, in lieu of this stipend, the District will use such similar clinical experience to place OTs, PTs, Nurses, and SLPs on the negotiated salary schedule.

6.10 Early Notification Benefit – Employees who notify the District of their intent to retire or resign at the end of the school year shall receive one (1) day at their per diem rate for every five (5) years of service in the District to a maximum of four (4) days as follows:

6.10.1 By December 1 up to four (4) days per diem;

6.10.2 By January 1 seventy-five-percent (75%) of up to four (4) days per diem;

6.10.3 By February 1 fifty-percent (50%) of up to four (4) days per diem.