

PRINCIPALS' AGREEMENT
PASCO SCHOOL DISTRICT
2017-2019

GENERAL PROVISIONS

Recognition

The following Agreement applies to all principals beginning and retroactive to July 1, 2017 through June 30, 2019, and all provisions included in this agreement apply unless specifically noted.

Conformity to Law

If any provision included in this Agreement, or any application of this Agreement to a principal, should be found to be contrary to law by a tribunal of final jurisdiction, then such provision or application shall have effect only to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

BUSINESS

Direct Deposit

Deposits of salary warrants will be made in banking institutions through direct deposit provided that procedures adopted for such action by the Business Office are followed.

Basis for Payment

Salary payments shall be paid on the basis of twelve monthly installments. Modifications to the adopted salary schedule shall be commensurate with salary action authorized through legislative action for regular certificated employees. All contractual benefits will be pro-rated for less than full-time employees.

Mileage

Mileage shall be paid at the prevailing district rate.

Personal Property

The district agrees to provide reimbursement to administrators for loss of personal property, or damage thereto, when damage or loss occurs when the property is located on school district grounds for purposes related directly to job responsibilities. The maximum claim for such losses to be as follows:

- 1) \$800.00 per incident
- 2) \$500.00 for automobiles

A claim must be first made against the employee's personal insurance and then with the business office for any unpaid amounts. Cash, checks, money orders, and jewelry are covered up to a maximum of five hundred (\$500) dollars.

PERSONNEL

Rights

Principals shall be entitled to full rights of citizenship. There shall not be, under the provisions of applicable state and federal law, any discrimination against any employee on the basis of race, creed, color, national origin, sex, age, marital status, veteran status, or the presence of any sensory, mental or physical handicap unless based upon a bona fide occupational qualification provided that prohibition against discrimination because of such handicap shall not apply if the particular disability prevents the proper performance of the particular work involved.

Due Process

All principals shall be guaranteed the right of due process within the provisions of applicable state and federal laws.

Safety

Both the school district and its individual employees shall abide by applicable safety standards set forth in the Washington Industrial Safety and Health Act and district policy.

Evaluation

All principals working within the Pasco School District shall be provided with an annual evaluation based on his or her job description, accomplishment of annual goals and performance objectives, and established Washington State Principal Evaluation Criteria.

All certificated principals new to the Pasco School District shall be evaluated within the first sixty (60) school days of their employment. Evaluation shall be done by the superintendent or his/her designee.

Work Year

Principals oversee everything that happens in their buildings and should plan their time and make themselves available to that end. In that regard, principals will make individual determinations as to when their presence is required – particularly during times when school is

not in session. The district will seek to avoid scheduling events which would require the presence of the principal during the month of July. This does not preclude individual principals from performing a part of their duties during that time period. The basic number of days of full and regular service required by the district shall be determined according to each specific position covered by this agreement. This figure shall be included as a part of each principal's contract agreement with the school district. Accountability for time management and attention to duties shall be assessed as a part of the regular evaluation process.

Flexible Calendars

From time to time principals are required to perform days of regular service on a weekend, holiday, or vacation period which would not otherwise be considered a regular work day. In recognition of this, the parties agree to implement the following program for utilization of Flexible Calendars.

All Principals and Assistant Principals will be allowed to work a flexible calendar. If a principal is required to work one or more days outside of his/her regular work calendar, he/she may take off the equivalent number of days during non-school days. For example, if a principal is required to conduct interviews for three days during July, and that time is not part of his/her regular work calendar, he/she may take off three non-school days during August or June in the same work year. There is no limit to the number of flexible days taken during non-school days, except flexible days may not be used during the following times: Leadership Academy; week prior to the first week of school; professional development days; during state assessments. For positions with a calendar of 221 or more contract days, up to five flexible days may be taken during the school year, and for positions with a calendar of less than 221 days, up to three flexible days may be taken during the school year. Flexible calendar days must be earned before they are used, and must have prior approval of the supervisor before they are used.

Insurance Benefits

- A. **Medical benefits:** Full medical, dental, long-term disability, and vision insurance for the employee and the employee's family will be paid by the District.
- B. **Life Insurance:** Group term life insurance policy for said employee to be provided by the employer. Term life insurance policy in the amount of \$50,000 will be carried for each administrative employee.

The district and the Association agree to an opener on the topic of insurance benefits during the term of this agreement, based on changes to State and Federal legislation. Unless there are changes to State or Federal laws or regulations, the district shall make the same benefit allocation available to all principals and assistant principals, and the remainder of any unused benefit allocation may be deposited into a VEBA account. Individual employment contracts will reflect the total value of the benefits package each year. This provision is open for negotiation in 2018-2019 due to legislative impact.

LEAVES

Sick Leave

Sick leave can be accumulated at twelve (12) days per year without limit.

Annual Sick Leave Buy-Back

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued and each January thereafter, any eligible principal may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one day's monetary compensation of the principal for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days' leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one day's monetary compensation: Provided that no principal may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.

The District has adopted the VEBA Sick Leave Conversion Medical Reimbursement Plan (the "Plan") pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees in the Principals' Association who are eligible to participate in the Plan by reason of having excess sick leave conversion rights. Contributions on behalf of each eligible employee shall be based on the conversion value of sick leave credits to the account of such employee available for contribution on an annual basis and at retirement in accordance with the statute. It is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with the statute.

If an eligible employee fails to sign and submit such agreement to the District, he/she will not be permitted to participate in the Plan at any time during the term of this agreement, and any and all excess sick leave which, in the absence of this agreement, would accrue to such employee during the term hereof, shall be forfeited together with all cash-conversion rights that pertain to such excess sick leave.

For the purposes of retirement contributions to the Plan, all employees covered by this agreement who retire during the term hereof shall be eligible, and excess sick leave shall be defined as the unused sick leave days accruing to the credit of such employee during the term of this agreement.

For the purposes of annual contributions to the Plan, all employees covered by this agreement who have accumulated over 180 days of unused sick leave as of the date of conversion, and also had accumulated 180 days as of the effective date of this agreement, shall be eligible. Excess sick leave shall be defined as the unused sick leave days that have accrued to the credit of the employee that are in excess of 180 days, and the conversion value of these days shall be contributed to the Plan.

Attendance Incentive Program

The attendance incentive program shall consist of two parts:

- 1) annual sick leave buyback, and
- 2) retirement sick leave compensation.

Retirement Sick Leave Compensation

At the time of separation from Pasco School District employment due to retirement or death, an eligible principal, or the principal's estate, shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the principal for each four (4) full day's accrued leave for illness or injury.

The administration of this program shall be in accordance with WAC 392-136 as amended.

Maternity Leave

A certificated principal shall be entitled to take a leave of absence for childbirth and, upon her return, will be reinstated in the position last held, or in a similar position to that held when the leave was granted.

The principal is expected to give notification of an impending request for maternity leave to the administration in a reasonable and timely manner. A principal requesting maternity leave shall give written notice to the District at least thirty (30) days prior to commencement of said leave. The principal shall also notify the superintendent's office of the approximate time she expects to return to work and, within thirty (30) days after childbirth, shall inform the District of the specific day when she will return. The principal is entitled to use accrued sick leave as provided for herein above.

Principals will be granted paternity leave and adoption leave according to applicable District policies.

Family Leave

The district will provide up to twelve (12) weeks of unpaid leave to care for a newborn or newly-adopted child, to take care of a sick child, spouse, or parent, or because of an employee's own serious health condition. Eligible employees must have been employed by Pasco School District for at least twelve (12) months and have worked at least 1250 hours during the previous twelve (12) months. During the leave, the district will maintain the employee's health insurance benefits on the same basis as they were receiving while actively employed. All family leave will be granted in accordance with the Family and Medical Leave Act of 1993.

Bereavement Leave

Bereavement leave not to exceed five (5) days will be allowed with pay to all principals for each death in the family. A total of two (2) additional days per year will be allowed with pay to all principals for non-family members.

Subpoena Leave

A leave of absence with pay will be granted when a principal is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment, other employment or employer, and does not concern the principal's own personal affairs or the affairs of his/her immediate family. Compensation received for honoring a subpoena will be deducted from his/her regular salary if it is determined that he/she is entitled to a leave of absence.

Emergency Leave

- A. The District shall grant emergency leave for the following reasons:
- 1) illness or hospitalization of a member of the employee's family;
 - 2) serious damage to personal property;
 - 3) bereavements not covered by the bereavement leave;
 - 4) legal proceedings in which the court mandates attendance by the certificated staff member unless the case involved the District as a defendant and the employee as a petitioner.

A maximum of five (5) days emergency leave shall be available for each incident. Illnesses for children under 18 years of age, or if disabled, are not subject to the 5-day limit.

Emergency leave shall be charged to the principals' sick leave balance.

- B. The District may grant leave in other emergencies which make it impossible for the employee to work. General conditions under which emergency leave may be granted in "other emergencies" are as follows:
- 1) The problem must have been suddenly precipitated; must be of such nature that planning is not possible, or that planning could not relieve the necessity for the employee's absence.
 - 2) The problem cannot be one of minor importance or mere inconvenience, but must be serious.
 - 3) Emergency leave granted for "other emergencies" shall be limited to a maximum of five (5) days for each incident.

The five (5) day limit shall apply to emergency leave but shall not apply to personal injury or illness.

Military Leave

If a member of the staff who is in the Armed Forces Reserve is called for reserve duty (not to exceed fifteen (15) days) during the school year, and such duty cannot be scheduled during the summer, such service shall be allowed in addition to any vacation or sick leave and shall not involve any loss of efficiency rating, privileges or pay. During the period of military leave, the principal shall receive his/her normal pay.

Personal Leave

All principals will be allowed three (3) days of personal leave with pay to be used at the principal's discretion.

Incentive Day

After ten (10) years of service to the district as a teacher or administrator an individual would qualify for an incentive day. This would be allocated at the start of the year following completion of the ten (10) years of service.

Personal Leave Buy-Back

In the event that an employee has not utilized their personal leave allotment, unused days may be cashed out at a rate of 100% of the employee's per diem. Cash-out of unused personal leave will be paid automatically. Payment will be made prior to the end of the fiscal year.

Personal Leave Banking

Principals may elect to bank two (2) personal leave days to carry over into the next school year. Accumulation of personal leave is limited to five (5) days total (6 for those who qualify for incentive leave). Requests for banking will be accepted between the first and last work days in March. Banked days may not be cashed out.

Other Leaves

Leaves of absence up to one (1) year without pay may be granted principals for the purpose of study, travel, or working in a professionally related field.

A leave of absence without pay for one (1) year for professional advancement beyond certification requirements entitles a principal to a normal salary increment. Upon return from leave, the principal shall be placed in the position last held or in a similar position in the District.

PROFESSIONAL GROWTH

In-service Days

For 2017-2018 principals will receive ten (10) supplemental days as reimbursement for work outside their regular work week for their attendance at a workshop, work such as weekend or evening activities not compensated through flexible calendars, and for timely completion of certificated and classified staff evaluations at their per diem rate. The ten (10) days will be paid on a supplemental contract over a twelve-month period, and principals will be required to submit verification of work activities performed. This provision is open for negotiation in 2018-2019 due to legislative impact.

Professional Growth

Principals will be provided with one thousand four hundred dollars (\$1,400) per FTE for professional growth purposes. This includes purchase of technology to assist in the completion of work activities. In addition, the District will pay the annual AWSP dues for each principal and ASCD dues at the group rate. Carry-over of professional funds shall be accommodated only by special permission and in special cases; e.g.: as a result of cancellation of a summer workshop, or for the purpose of accumulating sufficient resources to attend a major national convention. Professional growth funds may only be used for professional growth purposes, and may not be used for the purchase of capital equipment or other expenditures.

Requests for carry-over of professional growth funds must be submitted to the budget supervisor by May 15 of each year. Assistant principals must first submit the request for carry-over to their supervising principal, who will then submit the request to the budget supervisor.

Principals may claim up to two (2) Professional Leave days annually for purposes of certification renewal or completion of advanced coursework.

Reimburse Clock Hours

The district waives the clock hour fee for district workshops and in-services.

Schedule for National Workshops/District Support

The district will allocate \$17,000.00 each year for principals to attend workshops. The principals and assistant principals will develop a six-year rotating schedule for participants, and will determine a principal's place in the rotation if an individual transfers from one work location to another. Selection of the conference and plans to attend must be submitted to the budget supervisor by November 30. There will be no carry-over of funds from year to year.

Compensation

The district will pass-through the cost of living increase (COLA) established by the state for certificated employees in each year of this agreement. For 2017-2018 a stipend of 2% of base salary will be paid in acknowledgement of curriculum adoption work. For 2017-2018 a stipend of 2 % of base salary will be paid in acknowledgement of work related to changes in the law regarding student truancy and discipline. These stipends will sunset at the end of the 2017-2018 school year. This provision is open for negotiation in 2018-2019 due to legislative impact.

2017-2018 Salary Schedule

(Insert salary schedule; includes 2.3% pass through increase on the 16-17 salary schedule; moves Delta Principal and NHHS Principal to Level 4b/221 days (pending approval of Superintendent’s Council for DHS).

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|--|---------|---------|---------|---------|---------|---------|
| Level 1 | 87,647 | 90,715 | 93,890 | 97,176 | 100,577 | 104,097 |
| Elementary Asst. Principal (214 days) | | | | | | |
| Level 2 | 91,606 | 94,812 | 98,131 | 101,565 | 105,120 | 108,799 |
| Middle School Asst. Principal (216 days) | | | | | | |
| Level 3 | 96,253 | 99,622 | 103,109 | 106,717 | 110,453 | 114,318 |
| High School Asst. Principal (221 days) | | | | | | |
| High School Athletic Director (221 days) | | | | | | |
| Level 4a | 96,263 | 99,632 | 103,119 | 106,729 | 110,464 | 114,330 |
| Elementary Principal (216 days) | | | | | | |
| Level 4b | | | | | | |
| New Horizons Principal (221 days) | 98,491 | 101,938 | 105,506 | 109,199 | 113,021 | 116,976 |
| Delta Principal (221 days) | | | | | | |
| Level 5 | 101,209 | 104,751 | 108,418 | 112,212 | 116,140 | 120,205 |
| Middle School Principal (223 days) | | | | | | |
| Level 6 | 109,984 | 113,833 | 117,818 | 121,941 | 126,209 | 130,626 |
| High School Principal (226 days) | | | | | | |

PASCO SCHOOL DISTRICT ADMINISTRATOR FLEXIBLE CALENDAR FORM

Name _____ Position _____
Contract Days _____ Building: _____

Flex Days

Flex _____ / _____ for _____ / _____
Mo. Day Mo. Day

Activity: _____

Building Administrator to cover: _____

Supervisor Approval:

SIGNATURE: _____ DATE: _____

Copies of flex/trade day requests from assistant principals which are approved by the building principal must be submitted to the District Office.

Flexible days may not be used during the following: Leadership Academy; week prior to the first week of school; professional development days; during state assessments. For positions with a calendar of 221 or more contract days, up to five flexible days may be taken during the school year, and for positions with a calendar of less than 221 days, up to three flexible days may be taken during the school year. Flexible calendar days must be earned before they are used, and must have prior approval of the supervisor before they are used.