

Agreement Between

ARLINGTON ADMINISTRATORS ASSOCIATION

AND

ARLINGTON SCHOOL DISTRICT NO. 16

**2017—18**

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## Article I Purpose

The purpose of this agreement is to recognize the rights of those administrators who are entitled to bargain collectively under RCW 41.59.090 to negotiate as a group with the Board of Directors for the purpose of establishing equitable compensation, hours of work and number of days of work.

## Article II Recognition

The Board of Directors recognizes Arlington Administrators Association as the legal representative for the following certificated administrators in the District: Building Principals, Building Assistant Principals and Vocational Director.

## Article III Salaries

The Arlington School District agrees to increase the Arlington Administrative Association salary schedule by 4.35% for the 2017-18 school year. (Appendix 1).

The District recognizes that from time to time administrators may be requested to perform duties above and beyond their regular contract. When administrators are required to perform such duties, as approved by the Superintendent, individual stipends will be awarded.

## Article IV Fringe Benefits

### **Insurance**

The District shall provide the maximum state funded amount for insurance benefits for eligible employees. Additional benefit coverage will be made available through pooling. In addition, \$80.00 (eighty) per month will be paid to association members to be applied to coverage of dental, vision, and health coverage.

In addition, the District shall provide term-life insurance for each administrator equal to the individual's annual salary rounded up to the nearest \$1,000.00 (One thousand dollars and zero cents).

The Arlington Administrator's Association will vote annually to select an option of sick leave buy back or contributions to VEBA funds.

### **Tax Deferred Annuities**

The Board of Directors shall provide the opportunity to purchase tax deferred annuities to all school administrators. Annuities available to any other employee shall also be available to members of the Association.

### **Payroll Deductions**

When payroll deduction is established for purchase of other insurance policies, investment programs, or savings institutions, Association members shall be eligible to participate in these programs. This shall include participation in the Voluntary Employee's Benefit Association (VEBA) as approved by the Superintendent.

### **Dues to Professional Associations**

The district shall pay the dues required for membership in two (2) approved professional organizations for each member of the Arlington Administrators Association. One such organization shall be AWSP or WASA. Institutional memberships may be paid for such additional organizations as approved by the Superintendent. The approved list includes, but is not limited to the following:

WASCD  
WVA/WAVA  
CASE

ASCD  
WERA

### **Travel and Expenses**

Upon the approval of the Superintendent or designee, each administrator may be reimbursed for expenses accrued in connection with their employment. These may include, but are not limited to:

- accessibility to patrons, parents, and students;
- participating in local service organizations;
- participating in community activities;
- participating in professional organizations;
- attending meetings, conducting business of the school and/or district;
- other usual and customary expenses.

### **Professional Development**

Administrators are expected to maintain professional skills and knowledge through attendance at local, state and national conferences, seminars and meetings. Costs of registrations, travel, lodging and maintenance to such out-of-district activities will be paid by the district on approval by the Superintendent. Rather than attempt to qualify and quantify each conference, workshop or class attended by each district administrator, the following shall apply:

- To qualify for these funds each administrator shall submit a written professional growth plan to the Superintendent, annually, on or before September 1;
- Each administrator shall be provided a professional growth and development fund of \$1,500 per year.
- Funds shall be used for professional improvement;
- Unspent funds shall accumulate up to a maximum of \$2,500.00 (Two thousand five hundred dollars and zero cents); and
- These funds are in addition to current building and program budgets for professional development.

## Article V Leaves

The administrators within the Association shall earn the same leave benefits as the certificated employees with the Arlington Education Association to include:

### **Illness, Injury and Emergency Leave**

Twelve (12) days of sick leave shall be granted each employee at the beginning of the school year. Unused sick leave shall accumulate to a maximum allowed by law. Sick leave shall be used for personal illness or temporary disability and may be used for necessary medical or dental appointments, which cannot be scheduled outside school hours.

### **Personal Leave**

Up to two (2) days of personal leave with pay for each employee shall be granted for personal or business reasons which require absence during school hours and cannot be reasonably scheduled at another time. Principals may buy back up to two days of unused personal leave per year at per diem.

### **Bereavement Leave**

Up to five (5) days per occurrence shall be granted with pay for bereavement of a member of the immediate family which consists of the grandparents, grandchildren, parents, spouse, brothers, sisters, sons, daughters, great-grandparents, great-grandchildren, aunts, uncles, in-laws or legal wards of the employee.

### **Jury Duty and Subpoena Leave**

Leaves of absence with pay shall be granted for jury duty. Any compensation except expenses received for jury duty performed on contracted days shall be deducted from the employee's salary. The employee shall notify the district when notification to serve on jury duty is received.

### **Military Leave**

Up to fifteen (15) days annually will be allowed for an employee to serve in the Armed Forces Reserves of the United States. If the employee receives pay for these services, then an adjustment will be made in their district pay for these days.

### **Extended Leave**

Leaves for up to one (1) year may be granted when requested by the employee for reasons of health, disability, dependent care, educational pursuits or educational travel. A second extended year of leave is possible if the Board of Directors approves such leave.

### **Sabbatical Leave**

Sabbatical leaves will be in effect for one (1) contract year. Leaves will be awarded by the School Board on merits of the intended use and benefit to the District and employee. An applicant must have at least five (5) years experience with a minimum of three (3) years in Arlington. One-half (1/2) of the current employee's salary and one-half (1/2) of the benefit dollars usually earned will be available for the employee during the sabbatical leave. A promissory note payable to the Arlington School District will be signed by the employee so that any advanced funds will be repaid to the District by the

employee unless the employee returns to the District and is employed for at least two (2) years after the sabbatical leave.

### **Public Office Leave**

The District shall grant leave without pay to any employee who has been elected to a governmental office, which requires full-time participation.

### **Leave Sharing**

This section shall conform to applicable state law and the collective bargaining agreement language for certificated employees.

### **Family Care Leave**

An administrator shall be allowed to use accrued sick leave to care for immediate family members with a health condition that requires treatment or supervision. Immediate family is defined as parent, parent-in-law, brother, sister, husband, wife, son, daughter, grandchild, or person with whom one has had association equivalent to these family ties.

## **Article VI**

### **Length of Individual Contract**

### **Contract Year**

All administrators covered by this agreement will be issued individual employment contracts commencing July 1 to June 30 of each following employment year. Administrators shall account for their workdays each month on a form supplied by the office.

### **Work Day**

Administrative workdays shall be eight (8) hours. Any and all days worked in an official capacity, except as otherwise described in this agreement, shall be counted toward fulfilling the work year requirements of this agreement. Workdays may be worked in 1/4 (2 hour), 1/2 (4 hour) or 3/4 (6 hour) increments when the circumstances of the assignment require less than an eight (8) hour day.

It is recognized that each position carries with it certain responsibilities such as meetings with public groups, supervision of student activities, attendance at conferences and upgrading skills and knowledge through advance study and attendance at workshops.

The number of workdays for administrators is 260 workdays/30 vacation days/12 holidays.

### **Holidays**

All administrators are entitled to twelve (12) paid holidays as follows:

|                        |                                   |
|------------------------|-----------------------------------|
| New Year's Eve Day     | New Year's Day                    |
| Martin Luther King Day | Presidents Day                    |
| Memorial Day           | Independence Day                  |
| Labor Day              | Veterans Day                      |
| Thanksgiving Day       | Friday following Thanksgiving Day |
| Christmas Eve Day      | Christmas Day                     |

Administrators will annually submit to their respective supervisors a yearly work calendar identifying work and vacation days.

Accrued vacation will be paid as salary on retirement of an administrator at the then per diem rate. On termination of employment with the district, unused vacation will be paid at a rate of one (1) day for each one (1) day accrued vacation up to a total of thirty (30) days paid. Payment will be at the then per diem rate.

Vacation may be taken at any time that school is not in session and with the approval of the Superintendent or designee during such time as school is in session. Vacation may be accrued and/or carried over to subsequent years from previous years up to 30 days total. Unused vacation days may be annually reimbursed, upon request, at a rate of one day of pay, at the per diem rate, for each day of unused vacation in November and June. The annual maximum number of vacation days for which an administrator may be reimbursed shall be limited to five (5) days, of which a maximum of two days may be reimbursed in November. However, an administrator whose building is under construction may request that his/her immediate supervisor increase the number of days to a total of ten (10) days. Request for reimbursement shall be made after June 30 and prior to September 1 of each contract year.

#### **Per Diem Rate of Pay**

Per diem pay shall be calculated by dividing the administrator's annual salary by 218 days during the duration of the agreement.

Each administrator who submits his or her written notice of retirement no later than February 15 of the year of retirement, shall receive a supplemental contract for up to ten (10) additional per diem days of District Directed work. Said administrator will work with the District to develop a plan for use of these supplemental contract days.

### **Article VII Experience**

Administrative experience credit shall be granted for administrative experience in a similar position on the salary schedule. Experience as an in-district vice-principal shall be considered as similar experience when an administrator is being promoted to a principalship.

### **Article VIII Evaluation**

Evaluation of administrative personnel is the responsibility of the Superintendent who will direct an evaluation program approved by the Board of Directors.

### **Article IX Applicable State Law**

In the event there is a conflict between a provision of this agreement and applicable state law, valid rule or regulation adopted pursuant thereto, the applicable state law, valid rule or regulations shall prevail as to the provision. All other provisions of this agreement which are not in conflict with any applicable state law, valid rule or regulation adopted pursuant thereto shall continue in full force and effect in accordance with their terms.



Article X  
Duration of Agreement

This agreement shall become effective on July 1, 2017 and shall remain in effect through June 30, 2018. If revision is considered necessary by one of the parties prior to the termination of this agreement, a written communication to the other party may be forwarded delineating the specific areas of concern. Within fifteen (15) days from the date of notification, the parties may agree to meet to discuss these suggestions for agreement, modification or change.


After notification, the parties shall meet within thirty (30) days to discuss the changes or modification in the administrative agreement as specifically designated in the written notification. All other provisions contained in the agreement and not mentioned in the notification will continue to remain in effect.

**For the District**

  
\_\_\_\_\_  
Dr. Chrys Sweeting  
Superintendent

9-26-17  
\_\_\_\_\_  
Date

**For the Association:**

  
\_\_\_\_\_  
Karl Olson  
AAA President

9-26-17  
\_\_\_\_\_  
Date



## Appendix 1

### Arlington Administrators Association Salary Schedule 2017-18

|        | High School Principal | High School Asst. Principal | Middle School Principal | Middle School Asst. Principal | Elementary Principal | Elementary Asst. Principal |               |
|--------|-----------------------|-----------------------------|-------------------------|-------------------------------|----------------------|----------------------------|---------------|
|        |                       |                             | WHS Principal           |                               | SVS Principal        |                            | CTE Director  |
|        | 260 Work Days         | 260 Work Days               | 260 Work Days           | 260 Work Days                 | 260 Work Days        | 260 Work Days              | 260 Work Days |
| Step 1 | \$139,468             | \$122,092                   | \$129,988               | \$115,830                     | \$123,721            | \$110,882                  | \$122,092     |
| Step 2 | \$141,433             | \$125,899                   | \$132,508               | \$117,985                     | \$126,568            | \$114,327                  | \$125,899     |
| Step 3 | \$149,147             | \$129,927                   | \$139,127               | \$123,445                     | \$132,490            | \$119,187                  | \$129,927     |
|        |                       |                             |                         |                               |                      |                            |               |

**Memorandum of Understanding  
Between the Arlington School District and  
the Arlington Administrators Association**

***Insurance Benefits***

The District and Association agree to the following provisions in order to make a good faith effort to comply with 2012 Washington Laws Ch. 3 (ESSB 5940).

1. The provisions of this Memorandum of Agreement (MOU) shall be in effect for the 2017-18 school year.
2. The District shall procure premium quotes for health benefit plans that meet the responsible contracting standards of ESSB 5940, i.e., a fair, prudent, and accountable competitive procedure for procuring services that includes an open competitive process, except where an open process would compromise cost-effective purchasing, with documentation justifying the approach. The District acknowledges its responsibility to document the procurement process in order to comply with the requirements of ESSB 5940. The quotes to be procured and plans offered shall include:
  - a. At least one qualified high-deductible health plan (QHDHP) and employee access to a health savings account (HSA).
  - b. At least one health benefit plan in which the employee share of the premium cost for a full-time employee, regardless of whether the employee chooses employee-only coverage or coverage that includes dependents, does not exceed the premium cost paid by state employees during the 2017 state employee benefits year.
  - c. Health plans that promote health care innovations, cost savings, and significantly reduce administrative costs, subject to clarification of the legal meaning of this proviso.
  - d. The quotes procured for the 2017-18 school year shall be reviewed and the choice of plans offered shall be determined using the same procedure for selecting health plans as used in the 2016-17 school year, provided: the parties agree the District Benefits Committee will review the benefits procurement process during the 2016-17 school year to ensure reasonable steps are taken to comply with the ESSB 5940's procurement requirements. The recommendations of the committee will be subject to bargaining in accordance with PERC rules.
3. Employees selecting richer benefit plans inherently pay higher premiums and, correspondingly, higher out of pocket costs. Therefore, until such time as the law is clarified regarding the intent of this provision in ESSB 5940, the parties believe the District is in compliance.
4. It is the intent of the parties to make progress toward reducing the ratio of full-family to employee-only coverage premium costs in accordance with the 3:1 goal set forth in ESSB 5940. Each AAA member included in the pooling arrangement, who *elects medical benefit coverage*, must pay a minimum out of pocket expense, through payroll deduction, of no less than 2% of the cost of their monthly medical premium. The amount of premiums deducted from said employees will be returned to the pool for distribution.

5. Employees who select the QHDHP may elect to contribute up to the remainder of their state benefit allocation generated by the employee's FTE to the HSA associated with the QHDHP. The employee may not use pooling dollars to fund the HSA. The employee may elect to contribute out of pocket dollars to fund the HSA up to the amount allowed by Federal law. Compliance with applicable tax regulations will be the sole responsibility of individuals utilizing HSAs.
6. The parties shall abide by state laws relating to school district employee benefits, and this MOU shall be construed consistent with such laws.
7. This MOU shall be effective for the 2017-18 school year. The parties shall meet prior to May 1, 2017, to discuss whether to renew or amend this MOU for another year.

**For the District**

  
\_\_\_\_\_  
Dr. Chrys Sweeting  
Superintendent

9-26-17  
\_\_\_\_\_  
Date

**For the Association:**

  
\_\_\_\_\_  
Karl Olson  
AAA President

September 26, 2017  
\_\_\_\_\_  
Date