

Agreement Between

ARLINGTON ADMINISTRATORS ASSOCIATION

AND

ARLINGTON SCHOOL DISTRICT No. 16

**2019—2022**

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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 and Building Assistant Principals.

## Article III Salaries

The Arlington School District agrees to increase the 2018-19 Arlington Administrative Association salary schedule by 10.9% for the 2019-20 school year (Appendix 1). Salaries shall be increased in each subsequent year of the contract by the Implicit Price Deflator (IPD) as set by the Washington State Economic and Revenue Forecast Council.

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.

High School Summer School:

- For the 2019 program, there will be a \$2,500 stipend for summer supervision paid to the summer school administrator for 10 days of onsite work during the summer school program. Other administrators from AHS, Weston, and/or the District Office will be onsite for the remaining days based on availability.
- Beginning with the summer of 2020 program, one of the District's high school administrators will receive a \$5,000 stipend to be the summer school administrator responsible for planning/organizing the summer school program and working 10 days onsite during the summer school program. Other administrators from AHS, Weston, and/or the District Office will be onsite for the remaining days based on availability.

The parties may mutually agree to reopen the salary portion of the contract for the 2020-21 school year. If the parties agree to reopen, any salary modifications will be effective July 1, 2020.

## Article IV Fringe Benefits

### **Commitment Incentive**

The district greatly values the commitment of our quality, experienced building administrators. Therefore, building administrators who were employed in such capacity by the District during the 2018-19 school year and continue to be employed by the District as a building administrator as of August 30, 2019, will be provided a commitment incentive of \$4,000 for the 2019-20 school year. The commitment incentive will be added to each administrator's VEBA account during the August 2019 pay cycle.

### **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. This section is subject to review in August 2019 due to the transition to SEBB.

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	ASCD
WVA/WAVA	WERA
CASE	

### **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:

- 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 three thousand dollars (\$3,000.00); 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. If the employee has used less than the accumulated amount of personal leave during the school year, the employee may choose one of the following options:

1. Unused days may be carried over to the following contract year. No more than five (5) personal days may be accumulated.
2. Principals may buy back up to five (5) days of unused personal leave at their per diem rate by submitting a request to the payroll department by June 30. Reimbursement will be on the July paycheck.
3. The District will automatically cash out an employee's personal leave accumulation in excess of three (3) days at the end of the school year. Reimbursement will be on the July paycheck.

### **Bereavement Leave**

- A. 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.
- B. Up to three (3) days per occurrence shall be granted with pay for all other family members. Other family members consist of cousins, nephews and nieces. Two (2) additional days, with pay, will be extended by the Superintendent or his/her designee for travel outside the state; or two (2) additional days with pay may be extended by the Superintendent or his/her designee for extenuating circumstances.
- C. An employee may request use of personal leave or emergency leave for bereavement of a close friend from his/her immediate supervisor. If denied, the employee may appeal to the Superintendent.

The total number of days for bereavement with pay shall not exceed five days per occurrence

### **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 principals and high school assistant principals is 260 workdays/30 vacation days/12 holidays. Elementary and middle school assistant principals shall have 255 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 communicate with their supervisor prior to using vacation days. Requesting vacation on school days requires a minimum of two (2) weeks' notice.

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, or 213 for elementary and middle school assistant principals, for the duration of this 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 assistant 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, 2019 and shall remain in effect through June 30, 2022. 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

6-20-19  
\_\_\_\_\_  
Date

**For the Association:**

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

6-26-19  
\_\_\_\_\_  
Date

Appendix 1

Arlington Administrators Association Salary Schedule 2019-2020

	<b>High School Principal</b>	<b>High School Asst. Principal</b>	<b>Middle School Principal</b>	<b>Middle School Asst. Principal</b>	<b>Elementary Principal</b>	<b>Elementary Asst. Principal</b>
			<b>WHS/SVLC Principal</b>	<b>WHS/SVLC Asst. Principal</b>		
	260 Work Days/ 218 per diem	260 Work Days/ 218 per diem	260 Work Days/ 218 per diem	255 Work Days/ 213 per diem	260 Work Days/ 218 per diem	255 Work Days/ 213 per diem
Step 1	\$161,711	\$143,950	\$151,507	\$134,902	\$144,716	\$130,719
Step 2	\$170,532	\$148,556	\$159,075	\$141,145	\$151,486	\$136,276