

ARTICLE IX. EMPLOYEE COMPENSATION

SECTION A. General Provisions

1. All employees will be paid and placed on the state Salary Allocation Model (SAM) salary schedule according to state regulations for degrees, credits and years of experience.
2. When initially employed, all employees without an official transcript will be placed at the BA + 0 credits column on the SAM salary schedule. Appropriate salary adjustments will be made at the time official transcripts are received in the Personnel Office.
3. No advancement on the salary schedule shall be made unless the appropriate documentation (degree document, official transcripts and/or experience verification) has been received and approved by the Personnel Office prior to October 1. If appropriate documentation is unavailable by October 1 and the employee has submitted an official statement from a college/university registrar acknowledging successful course completion or a term grade report prior to October 1, it shall be the employee's responsibility to provide the appropriate documentation before January 1.
4. Psychologists will be compensated for up to two (2) years of outside experience as allowed and funded by the state.

SECTION B. Salary Payment Provisions

1. All employees hired on or before September 15 shall be paid in twelve (12) monthly installments. All employees hired after September 15 shall have their salaries prorated and paid monthly through the month of August. An employee whose first contracted day is September 1 shall be paid her/his first warrant on the September payroll date.

Payment shall be issued to the employee on the last banking day of the month. Employees will be given a choice of having payment made via direct deposit or by mail, provided that employees hired after June 1, 1991 shall have their warrants direct deposited.

2. Should the employee's contract be terminated prior to the completion of said school term or should he/she be absent from work contrary to the provisions of this Agreement or without other authorization by the Board, or its agents, the District reserves the right to make a prorated deduction in salary. The employee shall receive a total salary which bears the same ratio to the whole salary specified herein as to the number of days actually worked by the employee plus authorized absences bear to the total number of actual work days specified in the contract, provided that if said

employee resigns or vacates his/her position prior to the close of the school term as specified in the contract without the consent of said District, no compensation shall be paid for the time not worked and the employee shall forfeit as liquidated damages one-half (1/2) of one-twelfth (1/12) of the annual salary specified therein.

3. The following shall be the procedures for overpayment/underpayment of an employee's contracted salary as a teacher/support person. If the employee recognizes the error, it is the employee's responsibility to immediately notify the Director of Personnel in writing.

If the District recognizes the error, the Director of Personnel will immediately notify the employee in writing.

If the error is an underpayment, the District, upon receipt of an employee's written request, will reimburse the employee by warrant the underpayment within two (2) weeks of the notification to the Director of Personnel of the error.

If the error is an overpayment, the Director of Personnel will meet with the employee to arrange a payroll deduction schedule. The payroll deduction schedule must terminate by the last pay warrant of the year.

Errors in underpayment and overpayment of employee salaries based on salary schedule misplacement shall be corrected retroactively to the first day of the fiscal year in which the District had actual knowledge of the error. Claims for backpay or recoupment of overpayments based on salary schedule misplacement shall be limited to this same period of time.

4. Payment for supplementary positions shall be made in the months the work is actually performed. If the warrant reflects an overpayment/underpayment for supplementary positions, the procedures above will be effective only if the building principal/immediate supervisor has provided needed information at least one (1) month prior to the payroll date. If the error has been caused by lack of information to the Director of Personnel, the adjustment will be made in the next payroll, not necessarily the next pay warrant.
5. All compensation owed an employee whose services with the District are terminated shall be paid in the next payroll, not necessarily the next pay warrant.

SECTION C. Payroll Deductions

1. **Payroll Deductions** - The District shall make payroll deductions for United Way contributions, annuities, WEA-PAC membership, NEA-PAC

contributions, Washington School Employees' Credit Union, U.S. Savings Bonds and insurance plans or other programs jointly approved by the Association and the District.

2. **Errors and/or Refunds** - The District shall not be responsible for collecting any dues or payroll deductions not authorized to be deducted.

SECTION D. Supplemental Salary Schedules

- 1 **Supplemental Positions.** Supplemental positions which require a professional education certificate will be paid at the rates and stipends listed in Appendix B-1. With the exception of the Elementary and Secondary Music Coordinators, all work performed in these positions must be performed outside the employee's 7.5 hour work day. During the specific activity season, the persons holding these positions may report to supplemental position duties immediately following the student day provided they report to work at least one (1) hour before the student day commences.
2. **Summer School or Extended Learning Positions.** Summer school or extended learning assignments shall be paid on an hourly basis at per diem. The per diem hourly rate is calculated by taking that year's annual base salary the Employees qualifies for and dividing it by the number of contracted days, and dividing that result by 7.5.
3. The rates and stipends in Appendix B-1 shall be increased by any across-the-board increases in the State's salary allocation model. If the state changes the salary allocation model in any manner other than an across-the-board increase, the parties agree to reopen Appendix B-1 to negotiate changes, if any, to the rates and stipends for supplemental positions. This paragraph shall be suspended for the 2008-09, 2009-10 and 2010-11 school years.
4. SLPs and OT/PTs with prior professional experience providing the same type of services to a school-age population as would be expected in their district position which is not counted for salary schedule placement under the state's salary allocation model shall be given a supplemental incentive contract for the difference between the employee's base salary and the salary the employee would receive if such experience was counted. The burden of providing verification of such experience shall remain with the employee, and must be provided within the same timelines as expected for verification of teaching experience. The incentive purpose of the contract is to attract and retain specialists in hard-to-fill positions.

SECTION E. Insurance Benefits

1. In accordance with State law and with the provisions and options outlined herein, the District shall provide insurance premium payments towards the premiums of approved basic group insurance programs. Approved basic insurance programs are those approved by the Association through participation in a District-wide employee insurance committee (hereinafter referred to as "Committee").

Annual enrollment for employee group insurance programs shall be during the first thirty (30) days of the school year. The enrollment of newly employed employees shall begin with their employment and shall be completed within the time specified by the insuring company. The full payment shall be granted to all full-time employees.

2. The District will provide the monthly State funded amount per full time equivalent (FTE) employee toward premium payment of Committee approved medical plans and/or other approved insurance plans/programs. The following options shall apply:
 - a. The District shall pay the total premiums for the Composite Rate (family) dental plan. Deductions will then be made for group long-term disability and group-term life premiums. These plans require premium payment by the District on behalf of all members of the bargaining unit without regard to marital or dependency status of the employee.
 - b. The District will provide a vision care plan in the mandatory benefits package at the appropriate cost for the current school year.
 - c. The District will provide \$50,000 in mandatory life insurance coverage.
 - d. After subtraction of the above mandatory plans from the monthly contribution for each employee, the employee may choose to have the balance applied to a medical plan.
3. The District shall allocate any unused state-funded insurance monies on a pooled-basis. Pooled monies shall be distributed on a dollar-for-dollar basis per employee for unpaid premiums as required by State law. This pool will be calculated in September, and adjusted in October, January and April to include changes in spousal or dependent coverage as applied for by employees.

4. If the employee's monthly insurance contributions provided by the District do not cover the premiums in full for those insurance plans selected by the employee under subsection 2.b. above, the District shall deduct from the employee's monthly salary the amount necessary to pay the remaining premium(s) due.
5. Employees hired and beginning work after September 1 shall be eligible for full insurance benefits from date of hire through August 31 of school year of hiring. Employee, as used in this insurance benefits section, means a full-time employee (1.0 FTE).
6. The District will provide a Section 125 Plan for employee out-of-pocket approved insurance premium payments.
7. Employees will have until the end of last workday prior to October 6 to choose a health insurance program for the current school year.
8. Employees whose FTE is below the threshold for benefit eligibility, and who are employed by another public school district or educational service district, are entitled to a District insurance allocation (pro-rated by FTE) to be forwarded to the other employer to purchase insurance benefits, if the employee is eligible for such benefits through the other employer.
9. The District shall offer retiring employees the option of continuing enrollment in the District's group insurance programs for twenty-four (24) months after retirement on a self-pay basis. Employees shall pay the COBRA administrative fee for the duration of extended enrollment.
10. The District shall not deduct the first \$45.50 per FTE per month of the state Health Care Authority (HCA) carve-out from the monthly state funded amount for insurance identified in paragraph 2 above. One-half of any increases in the HCA carve-out above \$45.50 per FTE per month shall be deducted from the monthly state funded amount for insurance. The other half of such increases shall be paid by the District from other funds.

SECTION F. Workmen's Compensation

If any employee is injured on the job, the employee should immediately confer with his/her immediate supervisor for procedures for time-loss compensation and/or sick leave benefits. The District will assist an employee in filing an L & I compensation report, including how to fill out the appropriate forms when requested.

SECTION G. Travel Reimbursement

All employees who travel in their personal vehicle on school business will be reimbursed at the current IRS reimbursement rate.

The principal's or immediate supervisor's approval for such District travel will be included on the employee's reimbursement claim form.

The District agrees that the District's automobile insurance coverage shall extend to employee's automobile(s) while used in approved District travel as defined in this Section of the Agreement, provided that the employee maintains at least the minimum automobile liability insurance required by law.

Advancement of funds may be granted for overnight trips outside the local area approved by the Board of Directors and/or the Superintendent. Application forms for Request for Travel Funds may be obtained from the Office of Finance and Operations. Special rules and regulations are set forth on the application forms.

SECTION H. Veteran Leadership Incentive

1. To provide an incentive for veteran leadership and professional development, the District shall offer a stipend each year to a veteran employee who completes one or more of the following activities: (1) 30 clock hours/3 college quarter credits of classes eligible for recognition on the salary schedule; (2) a community leadership and outreach project that improves the educational opportunities for Bremerton School District students; (3) involvement in an instructional improvement project; (4) service on a district-wide committee; (5) leadership of a building level committee; (6) mentoring of new employees or student teachers in the same building or instructional area; (7) adaptation of curriculum for use by others with specialized populations of students; (8) achievement of or work toward National Board certification; or (9) other activities that apply an employee's experience to specific projects to help themselves and others improve student achievement.
2. A veteran teacher is one who has at least twenty (20) years experience as measured by the standards applicable to the state allocation model (SAM). The amount of the stipend identified in paragraph 1 above shall be \$818 for employees with 20-24 years experience; \$1,637 for employees with 25-29 years experience; and \$2,455 for employees with at least 30 years experience. These amounts shall be increased by any across-the-board increases in the State's salary allocation model. If the state changes the salary allocation model in any manner other than to provide an across-the-board percentage increase to all existing cells on the schedule, the parties agree to reopen this section to negotiate the manner in which an increase, if any, shall be calculated for the veteran

leadership stipend. The increases in this stipend shall be suspended for the 2008-09, 2009-10 and 2010-11 school years.

3. Continuation of the veteran leadership stipend is contingent upon successful passage of levies leading to two levy collections for the school year.
4. By November 11 of each year, the employee and principal shall discuss and identify in advance the project or activity being compensated. After completion, the employee shall identify the impact this project or activity had on student achievement in the Bremerton School District.

SECTION I. Comprehensive School Improvement Plan (CSIP) Day

During the learning improvement day on which schools develop their comprehensive school improvement plans (CSIP), part-time employees shall be offered the opportunity to work the full day beyond their pro-rated contracts by documenting additional hours on a timesheet. The additional hours shall be paid at the employee's hourly per diem rate.

SECTION J. Hard-to-Fill Retention Incentive

After the first three consecutive years of employment, SLP, OT and PT positions will be paid a \$3,000 retention incentive.

Section K. Early Notification of Retirement

The District shall provide a \$500 stipend for employees who provide the District with early notification of their resignation for retirement purposes. In order to receive this stipend, employees must submit written notification to the Personnel Office by 4:30 p.m. the last work day in February. The purpose of this stipend is to compensate employees for the extra time required to organize and remove personal effects prior to retirement.