

ARTICLE VII. ECONOMIC PROVISIONS

Section A: Salary Schedule

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.

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.

Payment shall be issued to the employee on the last banking day of the month. Employees will be paid via direct deposit.

2. The following shall be procedures for overpayment/underpayment of an employee's contracted salary as a teacher or 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 error is an underpayment, the Employer, upon receipt of an employee's written request, will reimburse the employee by warrant the underpayment within two (2) weeks of notification to the Director of Personnel of the error.

If the error is 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.

3. All compensation owed an employee whose services with WSTSC are terminated shall be paid in the next payroll, not necessarily the next pay warrant.
4. Employees will be given a copy of the new salary schedules as such schedules are changed. The salary schedule shall be attached hereto as Appendix A and incorporated herein.
5. Time for professional development or other approved timesheet activities shall be paid at the curriculum rate of \$26.00/hour.
6. Each Skills Center instructor who is required to perform the duties of a WSTSC Program Coordinator shall be paid a stipend of \$5,000.
7. Additional stipends may be added each year upon staff recommendation and approval by the Director. Association members will have first right to accept these stipends.

Section C: Insurance Benefits

1. The Employer shall provide insurance premium payments toward the premiums of approved Employer group insurance programs in accordance with the provisions and options outlined herein. Approved insurance programs are those which are agreed to by the Employer and the Association.

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 shall contribute the State-funded monthly insurance amount per full-time-equivalent toward premium payment of approved medical plans and/or other options shall apply. In addition, 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.
 - a. The Employer shall pay the total premiums for the Composite Rate (family) dental plan. This plan requires a premium payment by the Employer on behalf of all members of the bargaining unit without regard to marital or dependency status of the employee.
 - b. After subtraction of the dental plan, the long-term disability plan, the vision plan the group term life insurance, and half of the amount in excess of \$45.50 of the State Health Care Authority's required contribution from the monthly contribution, employees may choose to have the balance apply to their medical insurance.
 - c. Any State contributions not used by employees shall be pooled and equally distributed among the employees who have medical that would be deducted from their salary.
3. If the employee's monthly insurance contribution provided by the Employer does not cover the premiums in full for those insurance plans selected by the employee under subsection 2 above, the Employer shall deduct from the employee's monthly salary the amount necessary to pay the remaining premium(s) due.
4. When both husband and wife are employed by the Employer, their combined insurance contribution to be paid by the Employer may be applied, at their

option, except appropriate health care carve-out costs, dental, life, long-term disability and vision plans, to a joint insurance plan(s) rather than to separate plans carried by each individual.

5. Employees hired 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. Employee is to be notified by the Employer's Personnel Office in writing, ten (10) days before, in the event of insurance lapse.

Section D: Workmen's Compensation

If any employee is injured on the job, the employee should immediately confer with his/her immediate supervisor for the procedures for time-loss compensation and/or sick leave benefits.

In any event, all accidents resulting in any injury shall be reported immediately to the employee's immediate supervisor and the necessary paperwork completed.

Section E: Night School, Summer School, Etc.

If the Employer offers night school, employees will be paid at their per diem hourly rate of pay which is defined as salary schedule placement divided by the number of days in the base contract divided by 7.5 hours.

If the Employer offers summer school, employees will be paid at a daily rate calculated as follows: Regular per diem rate of pay which is defined as salary schedule placement divided by 7.5 hours times 8 hours.

Participation in youth leadership activities is a required activity as directed by the Office of the State Superintendent of Public Instruction. With the prior approval of the Skills Center Director, instructors who are required to accompany students participating in a local, regional, state or national leadership conference shall be reimbursed for their expenses according to established District practices and receive stipends as follows:

\$100 • Time beyond the school day
 • Half day on Saturday

\$200 • Non-contracted full day

A teacher who is contracted to teach summer school and who is approved to accompany a student to a national leadership conference will receive his/her regular summer school rate of pay.

Section F: Contracted Instructor Substituting

A currently contracted instructor who is substituting for another Skills Center Instructor will receive her/his pro-rated per diem rate of pay.