

**East Valley School District Administrators
Memo of Understanding 2006-09**

PREAMBLE

This Agreement is made and entered into between East Valley School District No. 361 (hereinafter referred to as "District") and the East Valley School District Administrator' Association (hereinafter referred to as EVAA). EVAA includes all Administrator, assistant Administrator, including assistant principal in charge of C.T.E. and athletic directors (A.D. as High School Assistant).

I SALARY

A. 2006-2007 Base Salary Schedule

1. The salary schedule (Addendum A) will be the base for the 2006-2007 principal salary schedule effective on July 1, 2006.
2. Salary schedules for 2006-2007 and 2007-2008 will reflect state pass through authorized for those years.
3. See attached document for the initial salary placement to phase in the new schedule.

B. Other Salary Compensation

1. State-funded Salary Improvements – The District agrees to pass through any funds designated to improve certificated salaries which may be allocated by the legislature during the life of the Agreement, provided no legislative penalties are associated with such actions. Any local salary increase provided to teachers will be afforded to the EVAA membership.
2. Administrators will have the option of earning supplemental pay for up to 6 days of work beyond their scheduled workday(s). Such work is to be reported in minimum half-day increments. Usually such work will be reported on weekends and holidays.
3. Per Diem Calculation – For the purposes of this Agreement, 'true' per diem pay is defined by dividing annual base salary (as defined on the annual salary work sheet) by 218 stipulated workdays for employees on year-round contracts.
4. Administrators are eligible to participate in an incentive plan. Goals will be set with the superintendent/designee and will be evaluated in conjunction with district wide goals and the district strategic plan, and must be beyond the scope of basic building administrative duties and functions. The total amount is not to exceed 3% of the salary. In 2007-08 school year this amount will be increased to 4%; and increased to a maximum of 5% in the 2008-09 school year. This incentive will be paid in 12 monthly installments.
5. A 20 year longevity stipend of 3% of the EVAA salary placement will be paid in 12 monthly payments starting in the 2007-08 school year.

II SALARY SCHEDULE PROVISION

- A. Placement on the salary schedule will be determined by years of certificated administrative experience. Phase in process to be defined
- B. Any principal assigned to a part-time principal position will receive salary based on the percentage of time which he/she is assigned to the administrator. The individual will receive additional salary, as appropriate, for the portion of his/her assignment which is devoted to an assignment other than the administrator, if any.

- C. In case of transfer (including application and offer) from one position represented by EVAA to another position similarly represented, the employee will be placed in the new classification on the first experience step on which he/she would receive an annual salary increase if the position is associated with a higher pay classification. In the event that an administrator is moved to a lower paying classification the administrator will maintain their current salary until the new positions salary meets or exceeds their current salary.

III BENEFITS

- A. The District will provide toward the benefits program the amount of the individual state appropriate allotted per monthly for this purpose. The premium money will be applied to health, dental, vision, long-term disability.
- B. The District will pay the additional monthly cost per FTE billed by the state for retiree's health benefits.
- C. Optional benefits may be offered by the district at EVAA member expense via payroll deduction.
- D. A VEBA III contribution in the amount of \$500 will be paid annually for each administrator. EVAA will annually notify the District of its intent to participate in VEBA III. Further, the Association reserves the right to consider additional VEBA plans that may be added to the fringe benefit program.
- E. Life insurance in the amount of \$50,000 will be provided for each administrator.
- F. Mileage will be paid at the current I.R.S. rate this shall include, all work related mileage except the first home to school trip.

IV WORK YEAR

- A. Basic Contract Work Year
 - 1. The work year will be twelve (12) months from July 1 through June 30 annually. The contract length for administrators in this unit is 260 days, inclusive of holidays and vacations, with the number of stipulated workdays as described below.
 - 218 work days
 - 12 holidays
 - 30 vacation days
 - 2. These work days are based upon the traditional 180 day student school year and the 182 day teacher work year. Summer school and/or extended school year will be considered new work and compensated through additional pay.
 - 3. It is expected that Administrator will work during the time students are in school and during those times before and after school necessary for proper opening and closing of school, as well as participate in appropriate district-designed professional development activities as predetermined by the District in collaboration with the EVAA.
 - 4. Outside of the above work time, up to 6 work days will be eligible for flex. Examples of flex days include: an administrator may elect to work at home, rather than the office, with notification to the superintendent/designee, or an administrator may trade work at an event outside the 180 days, for a vacation day with notification to the superintendent.

Absences

- 1. During periods of weather emergencies or natural disasters, Administrator are the district's liaison with individual buildings and are responsible to report to the building in order to assess the situation and to address student safety and communicate that status to district

officials. Administrator may not be required to remain on site for the duration of the emergency.

2. In the event of unusual or extraordinary circumstances which result in emergency calendar changes, Administrator will be given the same opportunity to request special consideration for leaves of absences as those offered to other district staff. Administrator will make every effort to make the necessary adjustments to their personal arrangements. If such adjustments are not possible, the principal will work with the Superintendent to determine alternative coverage and appropriate absence reporting.

C. Holidays will be those recognized by the District:

| | |
|------------------------|------------------------|
| New Years Day | Veterans Day |
| Martin Luther King Day | Thanksgiving Day |
| President's Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve Day |
| Independence Day | Christmas Day |
| Labor Day | New Year's Eve Day |

D. Vacation

1. Administrators will accrue vacation at thirty days per year. Each of these accounts may accrue, as of June 30 of each year, to a maximum of thirty (30) days, unless additional accrual is authorized by the superintendent. In no case will an individual's carryover from year to year be in excess of 30 days.
2. Administrators will be able to buy back up to five (5) days per year of vacation, beginning with the 2007-08 school year.
3. Administrators who are covered by TRS I or PERS I and who have accrued vacation may take their vacation prior to termination or be paid upon termination for accrued vacation, providing paid vacation upon termination does not exceed a total of 30 days. Under no circumstances may an employee be paid for more than a total of 30 days of unused vacation days during his/her two highest years of compensation for retirement purposes.
4. Administrators who are covered by TRS II, TRS III, or PERS II and who have accrued vacation may either use such vacation prior to termination or may receive payment for the unused accumulated annual leave, provided the accumulated leave does not exceed a total of 30 days. However, such payment may not be used by the state retirement system for calculating benefits.

V PROFESSIONAL DEVELOPMENT

A. Conferences, Workshops, Classes

Attendance at one state meeting, annually will be provided for all administrators. Every three years \$2000 will be provided for each administrators to attend a national conference, and is to be scheduled on a rotating basis.

Expenses will be paid for registration costs as well as travel and accommodations in advance; meals will be reimbursed up to \$30 per day.

B. Professional Association Dues

The District will pay the annual dues of administrators for one state and one national association.

VI LEAVE OF ABSENCE

- A. Sick Leave: Administrators will annually receive 12 days of sick leave as provided by law. Sick leave may be accumulated to the maximum total of annual contract days.
- B. Bereavement Leave: Administrators shall be granted up to 5 days bereavement leave per occurrence. For immediate family members this will be 10 days. In special cases, the superintendent may extend the definition of family and/or grant additional days.
- C. Jury Duty: Upon receipt of a jury summons, the administrator may contact Human Resources to request assistance in seeking a release from service or to request jury duty leave. Such leave is granted with pay and benefits and with no deduction from leave balance.
- D. Annual Leave: Administrators will receive 2 personal leave days per year.
- E. General Leaves of Absence: Administrators may request and may be granted a special leave of absence. Such leaves may be granted with or without pay and benefits dependent upon the circumstance. Such determination will be made by the superintendent. Administrators may elect to continue to self-pay benefits during the period of unpaid leave as is allowed by law and by the district's insurance carriers.
- F. Other leaves will be granted in accordance with state and federal law.

VII REDUCTION IN FORCE, LAYOFF AND RECALL

In the event that it is necessary to reduce the number of administrative staff (RIF) for reasons identified by the board, those employees who will be retained to implement the districts' reduced or modified program will be identified by using the following procedures:

- A. RIF: The district will determine as accurately as possible by May 15, the total number of administrative and supervisory staff known leaving the district for reasons of retirement, family transfer, normal resignation, leaves, discharge or non-renewal, etc. These vacancies will be taken into consideration in determining the number of available administrative positions for the following year. The following terms and conditions shall exist during a time of RIF created by a crisis of economic conditions in the district:
 - 1. Possession of a valid Washington State Certificate which may be required for a position shall be a prerequisite for retention at the time of implementation of these procedures.
 - 2. During a crisis which creates a RIF situation among the administrative positions, administrators will be reassigned to administrative positions according to total teaching and administrative experience.
 - 3. Administrative employees involved in an involuntary intra-district transfer will remain at their current salary until advancements in their newly assigned position are reached on the salary schedule.
 - 4. Administrative employees who experience RIF will be placed into teaching positions in which he/she has had experience and maintains valid credentials.
 - 5. In the case of seniority, the employee(s) shall be retained by the following priority:
 - a. Washington State Experience
 - b. District Experience
 - c. Hours of college credit beyond a B.A.
 - 6. Staff reductions developed in accordance with these procedures shall be implemented prior to such date as may be established by law for certificated contract renewal. The superintendent shall take such action as may be required by statutes to non-renew or adversely affect the employment contracts of affected employees.

- B. Recall:** All Administrator who are laid off or have been reassigned to subordinate district positions in accordance with these procedures shall be placed in a recall pool for up to two (2) years. Recall shall be determined as follows:
1. Each individual shall be considered for re-employment as a principal based upon certification and qualification(s) for position(s) available. The most senior qualified principal for the position will be re-employed.
 2. Employees will be given a choice of positions when more than one position is available at the time the offer of re-employment is made. Employees who reject an offer of re-employment consistent with the terms noted herein will remain in the recall pool for up to two years from the date of layoff.
 3. Persons in the recall pool shall be responsible for maintaining their current address and phone numbers with the District Human Resources Department.

VIII OTHER

Other employment conditions which are outside of the scope of RCW 41.59.080(7) are covered by school board policy, administrative directives, and state code.

IX DURATION

The Agreement will be effective the first day of July, 2006, and will remain in effect until June 30, 2009. The parties agree to no reopeners during the life of the Agreement but agree to discuss issues of mutual interest as they may arise.

Date of Board Approval: _____

Addendum A

East Valley School District #361
Principals Salary Schedule 2006-2007

| | | Middle School Assistant | High School Assistant | Elementary School Principal | Middle School Principal | High School Principal |
|------|---------------|-------------------------------|-----------------------------|-----------------------------------|-------------------------------|-----------------------------|
| | Work Days | 218 | 218 | 218 | 218 | 218 |
| | Holidays | 12 | 12 | 12 | 12 | 12 |
| | Vacation | 30 | 30 | 30 | 30 | 30 |
| Step | Contract Days | 260 | 260 | 260 | 260 | 260 |
| 1 | Annual | 75,529 | 82,897 | 82,897 | 86,825 | 92,110 |
| 2 | Annual | 77,077 | 84,597 | 84,597 | 88,605 | 93,998 |
| 3 | Annual | 78,658 | 86,331 | 86,331 | 90,421 | 95,925 |
| 4 | Annual | 80,270 | 88,101 | 88,101 | 92,275 | 97,891 |
| 5 | Annual | 81,916 | 89,907 | 89,907 | 94,166 | 99,898 |
| 6 | Annual | 83,595 | 91,750 | 91,750 | 96,097 | 101,946 |