

300 PERSONNEL, continued

306 Compensation and Related Benefits

The Board of Directors shall annually establish salaries for all employees. Related benefits will be made available as provided by law and/or Board policy. RCW 28A.310.230

300 PERSONNEL, continued

- 306 Compensation and Related Benefits, continued
- R306.1 Compensation - General Provisions
- R306.1a Based on the established annual salary, each full-time employee and part-time salaried employee will be paid on the last working day of each month.
- R306.1b Based on the established hourly rate, each part-time hourly employee will be paid for hours worked during each pay period on the last working day of each month. The pay period will begin the eleventh (11th) of the month and end the tenth (10th) of the following month.
- R306.1c The work week begins Saturday and ends Friday.

R306.1a amended 1-20-77

R306.1b amended 9-23-76; 1-20-77; 1-21-82; 3-26-91

R306.1c moved from 300-definitions 3-26-91

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306 Compensation and Related Benefits, continued

R306.2 Salary Schedule Placement

R306.2a Certificated (nonadministrative) Personnel

Initial placement on the established salary schedule shall be based on:

- 1) substantiated professional experience, and
- 2) substantiated educational credits which were earned prior to the beginning of the contract period in which the credits are to be recognized.

Such substantiated information must be in the Human Resources Department by October 1 of the year in which credits are to be recognized.

R306.2a1 Professional Experience - Evidence of all full-time and part-time professional education employment in the state of Washington, out-of-state, and a foreign country must be presented by certificated employees for the purpose of calculating experience placement on the ESD 112 certificated salary schedule.

Years of full-time and part-time professional education employment for each employer are accumulated as follows:

- a) Professional education employment which is not employment as a casual substitute will be calculated by totaling the number of certificated hours per year for each employer, excluding unpaid leave; dividing the accumulated number of hours by the employer's contract year hours; and rounding to two decimals for each year.

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306 Compensation and Related Benefits, continued

R306.2 Salary Schedule Placement

R306.2a Certificated (nonadministrative) Personnel

R306.2a1 Professional Experience, continued

b) Casual substitute certificated days, upon documentation, will be calculated by dividing the accumulated number of full-time substitute days by 180 and rounding to two decimals for each year.

Partial substitute days and part-time certificated days will be calculated by dividing the accumulated number of hours by 1440 hours and rounding to two decimals.

Not more than one (1) year of experience may be counted for any twelve (12)-month period.

Total certificated years of experience will be determined by the accumulation of all years of professional education employment rounded to two decimals. For purposes of placement or advancement on the certificated salary schedule, a partial year of experience meeting or exceeding .50 years will be rounded up to the next year.

Employees hired prior to the 1990-1991 contract year will not be adversely affected by the 2-23-93 revision.

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306 Compensation and Related Benefits, continued

R306.2 Salary Schedule Placement, continued

R306.2a2 Educational Credits - Initial placement on the salary schedule will be determined by:

- a) Latest and highest degree.
- b) All eligible academic credits and/or eligible inservice credits earned since receiving the latest and highest degree.
 - (1) Eligible academic credits must be:
 - (a) earned from an accredited community college, college or university;
 - (b) transferable or applicable to a bachelor's or more advanced degree program; and
 - (c) documented by a transcript from the institution granting the credit (in unusual situations, educational credits may be recognized if documented by an official of the college or university).
 - (2) Eligible inservice credits must be:
 - (a) credits earned after August 31, 1987;
 - (b) credits earned in either a locally approved inservice training program or a state approved continuing education program (chapter 180-85 WAC);
 - (c) credits that are not counted as academic credits;
 - (d) credits that are not earned for the purpose of satisfying the requirements of the employee's next highest degree; and
 - (e) documented with an official letter or transcripts from the institution awarding the credits or performing the inservice training.
 - (f) ten (10) locally approved inservice or state approved continuing education credit hours equal one (1) inservice credit.

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306 Compensation and Related Benefits, continued

R306.2 Salary Schedule Placement, continued

R306.2a2 Educational Credits, continued

- b) (3) After September 1, 1995, eligible academic credits and equivalent inservice credits shall be recognized for placement on the salary schedule only if the content of the course:
 - (a) pertains to the individual's current assignment or expected assignment for the following school year;
 - (b) is necessary for obtaining an endorsement as prescribed by the state board of education;
 - (c) is specifically required for obtaining advanced levels of certification; or
 - (d) is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment, as a certificated instructional staff.
- c) Any credits in excess of 45 credits that were earned after the BA degree but before the MA degree.

R306.2b Classified Personnel

Beginning employees, according to supervisor's recommendation, will be placed on the appropriate step of the established salary schedule not to exceed step 3.

R306.2b1 New employees in paraeducator positions will be placed at the Paraeducator I level of the classified salary schedule.

Hiring supervisors may recommend salary placement at the Paraeducator II level for new employees in paraeducator positions who meet the following criteria:

- a) candidate has a Washington State Instructional Assistant Journeyman card; or
- b) candidate meets the standards of the Elementary and Secondary Education Act (ESEA) by completing two years of study at an institution of higher learning (equivalent to 72 quarter hours), has obtained an associates degree or higher, or demonstrates a rigorous standard of quality through a formal state or local assessment; or

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R306.2 Salary Schedule Placement, continued

R306.2b Classified Personnel, continued

R306.2b1 New Paraeducators, continued

c) candidate provides confirmation of formalized training directly related to required courses in the apprenticeship program, a minimum of three (3) years directly related experience; and demonstrated competency in the apprenticeship standards in which they are enrolled.

Placement on the step of the job classification level of the salary schedule will be at the supervisor's recommendation and administrator's approval based on previous training and experience.

R306.2b2 Employees who have been terminated under the provisions of R305.2 and return to a temporary position of like work within six (6) months of the date of termination shall be placed at the salary step and level they were on at the time of termination.

R306.2a2b3) adopted 9-26-95

R306.2b amended 9-26-95

R306.2b1 renumbered R306.2b2

R306.2b adopted 9-26-95

R306.2b1 amended 3-26-91

R306.2b1 amended 1-28-03; 2-22-05

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- 306 Compensation and Related Benefits, continued
- R306.3 Salary Schedule Advancement
- R306.3a Certificated (nonadministrative) Personnel
- R306.3a1 An annual professional experience increment in accordance with the established salary schedule shall be allowed for each year of satisfactory service with the ESD. A year of experience shall be as defined in R306.2a1.
- R306.3a2 Educational credit increments will be recognized in accordance with the established salary schedule and the procedures outlined in section R306.2a2. College credits and equivalent inservice credits earned for advancement on the salary schedule must:
- 1) relate to the individual's current assignment or expected assignment for the following school year as determined by the Superintendent or his/her designee;
 - 2) be transferable to a BA or higher degree;
 - 3) be upper division credits bearing course numbers of 300 or above and/or accredited college/university courses normally considered to be at least third year course-work;
 - 4) be necessary for obtaining an endorsement as prescribed by the state board of education;
 - 5) be specifically required for obtaining advanced levels of certification; or
 - 6) be included in a college or university degree program that pertains to the individual's current assignment or potential future assignment, as a certificated instructional staff.
- R306.3b Classified Personnel
- R306.3b1 Classified employees will advance to the next step on the Classified Salary Schedule, not to exceed step 4, at not less than one year intervals upon recommendation of the immediate supervisor.

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- 306 Compensation and Related Benefits, continued
- R306.3 Salary Schedule Advancement
- R306.3b Classified Personnel, continued
- R306.3b2 Classified paraeducators may advance to the Paraeducator II level of the classified salary schedule upon supervisor recommendation and administrator approval based on the following criteria:
- a) candidate has obtained a Washington State Instructional Assistant Journeyman card; or
 - b) candidate meets the standards of the Elementary and Secondary Education Act (ESEA) by completing two years of study at an institution of higher learning (equivalent to 72 quarter hours), has obtained an associates degree or higher, or demonstrates a rigorous standard of quality through a formal state or local assessment; or
 - c) candidate provides confirmation of formalized training directly related to required courses in the apprenticeship program, a minimum of three (3) years directly related experience; and demonstrated competency in the apprenticeship standards in which they are enrolled.
- R306.3b3 Classified employees will advance to steps 5 through 8 according to Classified Salary Schedule professional advancement guidelines or upon recommendation of the Superintendent.

Amendments to R306.3

R306.3a1 amended 1-20-77; 2-26-85; 3-26-91
R306.3a2 amended 2-22-83; 1-24-84; 10-25-88; 3-26-91; 9-26-95
R306.3b amended 1-24-84; renumbered R306.3b1 3-21-89
R306.3b1 amended 3-26-91; 9-26-95; 2-22-05
R306.3b2 adopted 3-21-89; amended 2-22-05
R306.3b3 adopted 9-26-95; amended 1-28-03

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306 Compensation and Related Benefits, continued

R306.4 Benefits

R306.4a Retirement Systems

R306.4a1 Certificated employees will join the Washington Teachers' Retirement System upon employment in an eligible position and payroll deductions of member contributions will be made in accordance with chapter 41.32 RCW. The ESD will make monthly contributions for members in accordance with chapter 41.32 RCW.

R306.4a2 Classified employees in eligible positions will join the appropriate Washington Department of Retirement system and plan upon employment or assignment to an eligible position and payroll deductions of member contributions will be made in accordance with chapter 41.40 RCW. The ESD will make monthly contributions for members in accordance with chapter 41.40 RCW.

R306.4b Health Benefits

Health benefits are available to employees working at least one-half time and to members of the ESD 112 Board of Directors through any such plan as may be approved by the Board of Directors within the range provided by law.

The ESD will contribute toward approved medical, dental, vision and VEBA plans for employees as follows:

- 1) full-time* -- full allotment per month
- 2) part-time working more than one-half time -- prorated amount of allotment based on FTE status
- 3) VEBA contributions must be consistent with state mandated benefit pooling requirements.

*for health benefits allotment purposes, full-time for certificated employees is the same as listed under the "definitions" section of the Board Policy and Regulations. Full-time for classified employees is anyone employed as a .75 FTE or above.

Premiums due on health benefits for participating Board members will be borne by the Board member.

R306.4b1 Dental Insurance

Dental insurance is available to regular full-time and regular part-time employees, and to members of the ESD 112 Board of Directors, through any such dental plan as may be approved by the Board of Directors.

R306.4b2 Vision Insurance

Vision insurance is available to regular full-time and regular part-time employees, and to members of the ESD 112 Board of Directors, through any such vision plan as may be approved by the Board of Directors.

R306.4b3 Medical Insurance

R306.4b3(a) Medical insurance is available to regular full-time and regular part-time employees, and to members of the ESD 112 Board of Directors, through any such plan as may be approved by the Board of Directors within the range provided by law.

R306.4b3(b) Enrollment must be within thirty (30) days of employment, or initial Board term, or during the annual open enrollment period.

R306.4b4 Life, Long Term Disability, and Accidental Death & Dismemberment Insurance

R306.4b4(a) Life, long term disability, and accidental death and dismemberment insurance is available to employees working at least one-half time and to members of the ESD 112 Board of Directors through any such plan as may be approved by the Board of Directors.

R306.4b4(b) Enrollment must be within thirty (30) days of employment.

R306.4b5 Voluntary Employee Benefits Association (VEBA)

R306.4b5(a) VEBA is available to employees working at least one-half time through any such plan as may be approved by the Board of Directors within the range provided by law.

R306.4b5(b) Enrollment may be at any time during employment.

R306.4b6 Section 125 Flexible Benefit Program

R306.4b6(a) Flexible benefit programs are available to eligible employees.

R306.4c Tax-Sheltered Annuities

An employee may participate in such tax-sheltered annuity plan or plans as may be approved by the Board of Directors as outlined in RCW 28A.400.250

R306.4d Tax-Deferred Compensation

An employee may participate in such tax-deferred compensation plan or plans as may be approved by the Board of Directors as outlined in RCW 28A.400.240

R306.4e Employee Assistance Program

The Board of Directors recognizes that employees may develop medical/behavioral problems which affect their work and that medical/behavioral problems of family members can affect the work performance of an employee. As an employer, the ESD's concern with these problems is strictly limited to their effect on the employee's work performance.

R306.4e1 An Employee Assistance Program (EAP) is available at the discretion of the Board of Directors as a method of referral for confidential professional assistance to regular employees and their immediate families who may be experiencing medical/ behavioral difficulties which may affect job performance.

R306.4e2 Participation in the EAP is voluntary and will be treated in a confidential manner. No information regarding an individual's personal problem or participation in the EAP shall enter the employee's records. Use of the EAP will not influence an employee's standing or right to advance. Information gathered by the EAP staff is not available to anyone without written consent of the employee, except by court order.

R306.4e3 A program advisory committee, consisting of employee representatives, will assist in the implementation of the EAP.

Listing of amendments attached

300 PERSONNEL, continued

- 306 Compensation and Related Benefits, continued
- R306.4 Benefits, continued
- R306.4f Continuation coverage for ESD sponsored group health plans will be made available to employees in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- R306.4f1 Employees and their dependents become eligible for benefits under COBRA for one of the following reasons:
- a) termination of employee for reasons other than gross misconduct;
 - b) a reduction in the employee's work hours, so that he/she falls below the insurance eligibility requirements;
 - c) eligibility of the employee or spouse for Medicare;
 - d) death of the employee;
 - e) divorce or legal separation; or
 - f) ineligibility of dependent children because of age limitations or the discontinuation of their student status.
- R306.4f2 Employees who meet one of the criteria in R306.4f1 may elect to remain covered under ESD's group health insurance plans for up to eighteen (18) months and dependents may remain covered for up to thirty-six (36) months.
- R306.4f3 Administration of COBRA continuation coverage will be in accordance with guidelines established in the Consolidated Omnibus Budget Reconciliation Act of 1985.

Amendments to R306.4

<u>6-24-76</u>	R306.4a1 amended R306.4A3 amended
<u>9-23-76</u>	R306.4a adopted; renumbered <u>R306.4b</u> R306.4a1 renumbered <u>R306.4b1</u> R306.4a2 renumbered <u>R306.4b2</u> R306.4a3 renumbered <u>R306.4b3</u> R306.4b renumbered <u>R306.4c</u> R306.4b1 amended & renumbered <u>R306.4c1</u> R306.4b2 renumbered <u>R306.4c2</u> R306.4b3 renumbered <u>R306.4c3</u> R306.4c renumbered <u>R306.4d</u> R306.4e adopted
<u>8-18-77</u>	R306.4e amended R306.4f adopted
<u>1-20-80</u>	R306.4g adopted
<u>1-21-82</u>	R306.4b1 amended R306.4c1 amended R306.4d amended R306.4e amended R306.4f amended R306.4g amended
<u>1-24-84</u>	R306.4a1 amended R306.4h adopted
<u>2-26-85</u>	R306.4a1 amended R306.4b adopted 2-26-85 R306.4b1 renumbered R306.4b3(a) R306.4b2 renumbered R306.4b3(b) R306.4c renumbered <u>R306.4b</u> R306.4c1 renumbered <u>R306.4b4(a)</u> R306.4c2 renumbered <u>R306.4b4(b)</u> R306.4b5 adopted R306.4d renumbered <u>R306.4c</u> R306.4e renumbered <u>R306.4d</u> R306.4f renumbered <u>R306.4b1</u> R306.4g renumbered <u>R306.4b2</u> R306.4h renumbered <u>R306.4e</u>

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<u>3-29-88</u>	R306.4a2 amended R306.4b amended R306.4b1 amended R306.4b2 amended R306.4b3(a) amended R306.4b5 amended R306.4e amended
<u>3-21-89</u>	R306.4a1 amended
<u>2-20-90</u>	R306.4f adopted
<u>3-26-91</u>	R306.4a1 amended R306.4a2 amended R306.4b amended R306.4b1 amended R306.4c amended R306.4d amended R306.4e amended R306.4f2 amended
<u>9-26-95</u>	R306.4a2 amended R306.4b1 amended
<u>12-14-01</u>	R306.4b amended R306.4b6 adopted

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306 Compensation and Related Benefits, continued

R306.5 Reinstatement of Employees Terminated Under the Provisions of R305.2

Employees who have been terminated under the provisions of R305.2 and return to a regular position within six (6) calendar months of the date of termination shall be deemed to have been continuously employed for purposes of R305.2a3)a) and R308.3e and shall be placed at the salary level and step they were on at the time of termination; provided that the employee accepts the first offer of employment.