

District Office and other Non-Represented Classified Employees

The following classified positions are represented within this document: District Office personnel, Director of Finance and Operations, Food Services Director, Technology Coordinator, Technology Assistants (1 & 2), Transportation Supervisor, Facilities Supervisor, and non-represented Nurses.

Annual Wage and Salary Increases

Lynden School District Non-Represented Classified Employees will receive annual percentage increase based on the Western Region's Consumer Product Index (CPI) for Urban Areas sized 50,000 to 1,500,000. The increase will be equal to the percentage increase from May's CPI of previous year to May's CPI of the current year or the Cost of Living Adjustment whichever is greater.

Years of Service: Years of service will be computed based upon completed years of employment with September 1 as the employment anniversary date for all employees covered under this document. Employees hired between September 1 and February 28 (29 if Leap Year) will be credited with one (1) full year of service on the September 1 date of the following year. Persons hired On March 1 or after through August 31 will be credited with one (1) full year of service on the second (succeeding) September 1 following employment. Credit for applicable experience outside of the school district will be determined by the supervisor and Superintendent.

Job Descriptions Reviewed with each employee and their supervisor every three (3) years beginning summer of 2018. If duties change significantly, the employee may petition their direct supervisor for a salary review for said changes. The supervisor will discuss with the superintendent to determine whether a salary review should be completed and will communicate that determination with the employee.

Operational Procedures: Employees will report to their designated supervisor for permission to alter their work schedule, schedule vacation days, check in on sick days and schedule personal days off.

Overtime: Overtime may be required at various times during the normal course of business in your job. When that is the case, you should confer with your supervisor for agreement. With this agreement you may either/or chose to be paid - time and one/half (1 ½) or take the appropriate time in comp time (at the overtime rate of hours worked) during the corresponding

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month they were earned. Additional timekeeping is required for these circumstances by the employee and must be reviewed and approved by the employee's direct supervisor monthly.

Flex-Time: In order to allow as much flexibility as possible, with the agreement of your supervisor, you may choose to work beyond the scheduled time and use flex-time as a way to compensate you for the time worked. Your absence should not create an undue hardship on the work of your colleagues. Additional timekeeping is required for these circumstances by the employee and must be reviewed and approved by the employee's direct supervisor monthly.

All leave and health benefits for less than 1.0 FTE employees shall be computed on a pro rata basis-

Sick Leave will be earned at the state rate of 1 day per month or 12 per year. This leave is front loaded. Any employee who will be absent due to illness, injury, or emergency must notify his/her immediate supervisor as soon as practicable on the day of the absence.

An employee may use accrued leave for the employee's own illness, injury, disability, or medical care for family as defined in the five (5) day section of the Bereavement Leave listed below. Other blood relatives may be included with approval of the Superintendent.

If an employee is gone up to five (5) continuous days or exhibits excess use of Sick Leave the District may ask for a Physician's certificate to validate the absences.

Personal (Annual) Leave: For year round employees three days of Personal Leave will be awarded each year. Up to three (3) days may be used each year with no carryover (these are paid days off).

If you choose not to take any (zero) personal days off during your contract year, you may request to be paid for an additional ten hours of work at your regular rate of pay. You may apply for payment by August 1st of that year.

For employees that are not year round, with the exception of grandfathered employees, employees are eligible for three personal days that will be deducted from sick leave. There is no cash out option.

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Emergency Leave: Emergency Leave may be granted with no deduction in pay, contingent upon an accumulated sick leave balance. Such leave, when taken, shall be deducted from accrued sick leave balance.

Employees using this leave must meet the following criteria:

- It must be a sudden and unforeseen problem of significant importance of such a nature that preplanning could not relieve the necessity for the absence.
- Requests to qualify an absence for Emergency Leave must be submitted to the Superintendent or designee in writing within five (5) days after return to work. The request must contain enough information for the reason for the absence that the reader may/or may not establish compliance with the above written criteria.

Shared Leave: Shared Leave is available through a District administered leave sharing program as authorized by state law and by Lynden School District Policy # 5406.

Bereavement Leave: Each employee shall be entitled to five (5) days bereavement leave with pay upon a death in the immediate family, which is defined as father, mother, spouse, son, daughter, grandparents, grandchildren, son-in-law, daughter-in-law, step-children, or significant other. Up to three (3) days of bereavement leave with pay will be granted upon the death of a mother-in-law, father-in-law, brother, or sister. One (1) day of bereavement leave will be granted upon the death of an uncle, aunt, cousin, or close friend.

With the approval of the Superintendent, additional bereavement leave may be granted. The additional days would be deducted from the employee's sick leave account. The employee may opt to take additional days as "unpaid" if that is their choice.

Additional leave may be taken if the employee qualifies under disability leave.

Judicial Leave: In the event an employee is summoned to serve as a juror, such employee shall receive a normal day's pay for each day of required presence. Documentation from the court system verifying participation as a juror is required and must be attached to the employee's monthly payroll advice form. If the employee is released from their jury duty service by noon (1200 hours), they should report to work and complete their normal assigned work schedule.

Subpoena Leave: Employees subpoenaed to testify in a matter directly related to their employment with the District shall be granted paid leave. The employee shall provide the

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District reasonable advanced notice of the subpoena and with the District to minimize the impact of the leave.

Military Leave: Employees shall be granted a military leave of absence in accordance with state and federal law. Upon return from the leave, the employee shall be placed in the position last held or in a similar position in the District.

Parenting Leave: Parenting Leave may be taken in addition to, and independent of, any leave for a pregnancy or childbirth associated disability. Employees shall be eligible to receive two (2) days paid leave taken from the employee's accrued sick leave account upon the birth of the employee's child. The leave must be approved in advance by the Superintendent or designee and must be taken within fifteen (15) working days following the birth of the child.

Adoption Leave: Adoption Leave shall be granted with pay upon application to the District by either or both parents in order to complete the adoption process, but such leave may not exceed an aggregate of five (5) days for each adoption. The leave may be applied for use for court or legal proceedings, home study and evaluation, and required home visits by the adoption agency or the courts.

Child Care Leave: Any employee may request an unpaid leave of absence, not to exceed one (1) calendar year inclusive of any leave granted under provisions of the Family Medical Leave Act (FMLA), to care for his/her newborn or recently adopted child. Such requests should be addressed to the Superintendent or designee.

Vacation Leave: For 260 day employees, vacation days will be issued at the rate of 12 days per year until completion of the fifth (5th) year of service and then increased at the rate of one day per year until the completion of year sixteen (16) with a max of 23 days. Accumulated vacation leave hours may not exceed the equivalent of thirty (30) days of vacation at any time.

Employees may cash out up to five (5) days annually. Payroll must be notified by August 1st.

Unused vacation leave will be compensated upon termination/retirement/death at the then applicable salary rate, e.g. 1/260th per day for annual twelve month non-represented employees, to the extent consistent with law and without causing the District a financial penalty.

When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leave (e.g., illness, injury, bereavement), the employee may be granted such

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leave, in lieu of the approved vacation leave, provided that the employee submits a request and supporting documentation acceptable to the District within ten (10) days after returning to work. Such requests shall indicate the type of leave requested and the circumstances requiring the change in leave status.

For the nurses, vacation pay will be calculated based scheduled hours and days worked from the current year using the appropriate vacation factor. Vacation pay will be paid during the current year school year or upon termination of employment.

1-5 years of service - calculate hours worked times .0444
6-10 years @ .0555
11-15 years @ .0666
16-20 years @ .0777
21 + years @ .0888

Other Leave Requests: Other requests for leaves not specifically listed above should be directed to the Superintendent for consideration. The decision of the Superintendent is final.

Paid Holidays: With the exception of the Nurses, paid holidays will be given for the following: New Year’s Day, MLK Holiday, President’s Holiday, Friday of Spring Break, Memorial Day, July 4th, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year’s Eve Day for a total of 13 paid holidays. Employees who are required to work on the holidays (as listed) shall receive the pay due them for the holiday, plus they will be paid an additional one and one-half (1 & 1/2) times their regular rate for the first eight (8) hours of said holiday. For all hours worked beyond the first eight (8) hours, the employee shall be paid at twice (2x) their regular rate of pay.

Nurses will be given the following holidays, pro-rated as to hours worked provided the holiday occurs within the employees regularly assigned work schedule: Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Day, New Year Day, MLK Holiday, President’s Holiday, Memorial Day.

Insurance: The District will pass through insurance benefits paid by the state including paying the full Health Care Carve Out. Nurses will be pooled separately for medical benefits.

REVISED: July 2017