

**District Office and other Non-Represented Classified Employees**

The following classified positions are represented within this document: District Office Coordinators, District Office Specialists, Executive Assistant to the Superintendent, District Office Receptionist, Director of Finance and Operations, Food Services Director, Transportation Director, Facilities Director, and non-represented Nurses.

**Annual Wage and Salary Increases**

Lynden School District Non-Represented Classified Employees will receive annual percentage increase based on the Implicit Price Deflator (IPD) enacted by the Legislature on an annual basis, plus the increase provided to the Lynden Education Association (beyond IPD).

**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.

**Longevity Recognition:** At 10 years of employment with Lynden School District prior to September 1, year-round employees will receive \$120.00 placed into VEBA account monthly for duration of employment.

**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 the 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 cash out 2 days at your regular/Per Diem rate of pay. You may apply for payment by August 1<sup>st</sup> of that year.

**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

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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 certificated employee shall be entitled to five (5) days leave, with pay, upon a death in the family or any person living in the immediate household as a member of the family. In addition, each certificated employee shall be entitled to one (1) day per year with pay to attend the funeral of a personal friend. When additional days are needed, additional Bereavement Leave may be granted with approval of the Superintendent or designee.

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 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 leave, the employee shall be placed in the position last held or in a similar position in the District.

**Parental Leave:** Parental leave for newborn infants or newly adopted children shall be granted without pay for a period not to exceed one (1) school year providing that the employee returns at the beginning of a school term (quarter or semester).

All or any portion of a parental leave taken by an employee, because of a medical disability, may at the employee's option, be charged to their available sick leave for the period the employee's personal licensed health care provider certifies in writing that the employee is unable to return to work.

Employees shall make an application for parental leave in writing to Human Resources. Such requests should be made at least thirty (30) days prior to the date on which such leave is

requested to begin, when possible. Such leave request must state a return-to-work date which may be extended as circumstances require.

Early return from leave: An employee who has been granted parental leave and desires to return to service during the period of the leave may return at a time mutually agreeable to the employee and the superintendent or designee.

Reemployment rights: Upon return from parental leave, the employee shall be placed in the position last held or in a similar position in the District. Such employee shall retain all rights, seniority, and benefits commonly afforded employees on leave without pay, including those under the continuing contract statutes.

### **Paid Family and Medical Leave**

**A. Program Eligibility:** Employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. The District shall use the state PFML insurance program, administered by the Washington State Employment Security Department (ESD).

To be eligible for this leave, employees must have worked a minimum of 820 hours over four (4) consecutive calendar quarters and have a qualifying event. Qualifying events, eligibility for the PFML benefit, and the amount of that benefit, are determined through the ESD.

**B. PFML and FMLA:** When a PFML-qualifying event continues after an employee's use of FMLA leave, an employee may elect to use PFML consecutively after FMLA leave. When an FMLA-qualifying event continues after an employee's use of PFML, an employee may elect to use FMLA leave consecutively after PFML.

**C. PFML and Sick and Personal Leave:** Employees may use accrued sick and personal leave to supplement such paid leave received under the State's Paid Family and Medical Leave program for which the employee qualifies. The use of this accrued paid leave concurrent with PFML will be considered a supplemental benefit under PFML rules. If an employee elects to use accrued sick and/or personal leave to supplement the PFML benefit, this may be done in hour increments up to 4 hours per day for the duration of the PFML leave. The employee must provide the District at least thirty (30) days written notice of this election before PFML is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child or planned medical treatment for a serious health condition and as soon as is practicable when thirty (30) days' notice is not possible. Any changes to this election must occur by the 10th of each month via notification to the

District Human Resources office. The employee must provide document verification of weekly benefit amount from the Employment Security Department. Verification will be provided to the District office by the 10th of each month.

**D. Health Benefits:** SEBB will maintain health insurance benefits during PFML leave. Employees must continue to pay the employee share of such health insurance premiums during the PFML leave of absence. Such payment will be deducted per normal procedure from the employee's monthly pay or, if the employee is not receiving pay, will be paid by the employee in the form of a check provided to the District no earlier than the 1st or later than the 10th of each month following a month in unpaid status.

**E. Premiums:** The District shall pay the statutory employer wage premium and the employee shall pay the statutory individual wage premium through payroll deduction to fund this leave.

**F. Notices, Procedures and Claims:** The District will post a notice in a common area in each workplace about the benefits available under PFML. Employees are responsible to file claims with the ESD in accordance with ESD procedures, and benefit payments will come from the ESD. An employee must provide the employer at least thirty (30) days written notice before PFML is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition. An employee must provide the District written notice as soon as is practicable when thirty (30) days' notice is not possible. Upon request, the District will discuss the intersections between various leave entitlements should an employee have questions regarding filing a claim with the ESD.

**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 as follows:

- First and second year or up to two years of relevant or school district experience (accrual will be fifteen days)
- Start of third and fourth year or between three to four years of relevant or school district experience (accrual will be twenty days)

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- Start of fifth year or five years or more of relevant or school district experience (accrual will be twenty-five days)

Accumulated vacation leave hours may not exceed the equivalent of forty-five (45) days of vacation at any time.

Employees may cash out up to five (5) days annually. In the event of a separation, employees may cash out up to forty-five (45) days of vacation leave. In both cases, payroll must be notified by August 1<sup>st</sup>.

Unused vacation leave will be compensated upon termination/retirement/death at the then applicable salary rate, e.g. 1/260<sup>th</sup> 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 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.

**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, Juneteenth (June 19), July 4<sup>th</sup>, 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.