

COMPENSATION BULLETIN FOR MANAGEMENT STAFF

Seattle Public Schools
2018-2019



The Board of Directors of Seattle Public Schools shall provide the Management Staff, which includes administrators, professional/technical, other support staff and office/clerical employees compensated on the Management Staff Salary Schedules with the salary and fringe benefits as set forth in this Compensation Bulletin For Management Staff (hereinafter, "Compensation Bulletin").

COMPENSATION

The Board acknowledges the necessity to comply with applicable laws concerning compensation.

- A. The salary schedules for Management Staff positions covered by the Compensation Bulletin are available on the District's web site: MySPS/Departments/Human Resources/Classification & Compensation/Salary Schedules.
- B. The salary schedules may be modified with Board approval. Experience credit (step adjustments) shall be granted as appropriate to the circumstances.
- C. The list of position titles appropriate to this policy, which are paid according to the Management Staff Salary Schedule, shall be maintained by the Classification and Compensation Department within the Human Resources Department.
- D. The District's contribution for Management Staff who participate in the district's group medical benefits program shall be determined annually in accordance with state funding and local policy.
- E. The District assumes 100% of the Retiree Medical Subsidy (aka "Retiree Carve Out").

EMPLOYEE BENEFITS

A. Group Medical Insurance

District employees are automatically covered by a group dental plan, vision plan and life/long term disability plan and may participate in a choice of medical plans. All employees who work more than .5 but less than 1.0 receive prorated health benefits equal to their current FTE. Refer to the Employee Benefits Program booklet for information on eligibility and plan options, or call the Benefits Helpline at (206) 957-7066, or on-line visit the [Benefits website](#), (password "sps").

B. Flexible Spending Plan

The District offers a Flexible Spending Plan, or Section 125 Plan, to any employee who is eligible to participate in the group insurance plans. Premium Conversion, Health Care Reimbursement, Dependent Care Reimbursement, and Premium Expense Account plans are available. Additional information is in the Employee Benefits Program booklet or may be obtained by calling the Benefits Helpline at (206) 957-7066, or on-line visit the [Benefits website](#), (password “sps”).

C. Sick Leave

Each regular employee will be entitled to up to twelve (12) working days of sick leave for the work year, to be used for illness, injury or illness-emergencies, as follows:

1. *Sick Leave Application:* Sick leave days are to be used for absences caused by personal illness, injury, medical disability (including childbearing), poor health, or an emergency caused by family illness where no reasonable alternative is available to the employee.
2. *Sick Leave Accumulation:* Each employee’s portion of unused sick leave allowance shall accumulate from year-to-year as provided by state law and the rules and regulations of the Superintendent of Public Instruction under that law [see RCW 28A.400.300(1)(b)(iii-v); WAC 392-136-075].
3. *Sick Leave Cash out:* Under specific circumstances, employees may be eligible to receive a cash out payment of part of their accumulated sick leave days.
 - a. On or before January 15 of each year, employees with a sick leave accumulation may elect to be compensated at the ratio of 4:1 at their per diem rate for sick leave accumulated in excess of sixty (60) days, which were earned but unused during the previous calendar year. (See WAC 392-136-015.)
 - b. Employees who leave the District (terminate employment) and then subsequently return to employment with the District at a later date, or when transferring from another Washington State public school district or educational service district, may upon written request to Human Resources have their previously unused sick leave balance reinstated [See RCW 28A.400.300(2)]; unless there was a cash out that went to a VEBA Plan.
 - c. Employees who retire or separate from service and meet state sick leave cash out eligibility shall be entitled, upon written request to Human Resources, to compensation for all unused Sick Leave up to the one hundred eighty (180) days maximum at the ratio of 4:1, at their per diem rate. If any employee group has elected for such sick leave cash out to go to a medical expense plan, then the value of the sick leave cash out at a ratio of 4:1, not to exceed 180 days, will go to the VEBA Plan versus being paid out as cash. Individual choice is not permissible and all those defined as eligible must participate per IRS rules. (See WAC 392-136-020 and www.veba.org for more information.)

- d. In the event of the death of an employee, the estate representative may apply for payment of accumulated sick leave for the deceased employee by contacting Payroll Services. If the employee group has elected for such sick leave cash out to go to a medical expense plan, the plan coverage transfers to the spouse, dependents, and non-dependent beneficiaries.
www.veba.org

D. Annual Vacation Leave

All regular employees will be granted annual vacation leave according to their scheduled work year as set forth on Attachment A.

1. *Annual Vacation Leave Accumulation:* Employees who work a full year may accumulate annual vacation leave days from year-to-year as described below. Employees who work less than a twelve (12) month year do not accrue annual leave days.
2. Effective 09/01/97, no employee may carry over more than two hundred forty (240) hours of vacation leave from one school year to the next. Employees must reduce their leave balance to no more than two hundred forty (240) hours by the end of August of each year.
3. *Separation Leave Cash Out:* At time of separation from the district (i.e., resignation, termination, death, layoff, etc.) the employee may cash out up to two hundred-forty (240) hours of annual vacation leave.
4. *Annual Leave Cash Out:* Each Management Staff employee who has taken at least ten (10) days of annual vacation leave is entitled to cash out up to seven (7) days of annual vacation leave of his/her remaining leave balance at the end of the same fiscal year. Forms will need to be turned in by September 10; and payout is expected by October 1.
5. *Change in Work Year:* Employees who change from a full work year to a work year that is less than 12 months will be entitled to cash out all of the previously accrued annual vacation leave days, not to exceed a maximum of thirty (30) days.

E. Personal Leave

Eligible employees will be provided up to two (2) days of personal leave per year with pay to deal with personal business of an emergency nature. The number of days granted will be dependent upon the individual employee's assigned work year (see Work Year, page 5). Such days shall not accumulate from year-to-year; there is no carry-over provision for personal leave. Personal leave days not used are forfeited. Application for and use of these days shall be as follows:

Personal Leave days shall be used for hardships or other pressing needs and will be granted in situations which require absence during working hours for purposes of transacting or attending to personal or legal business or to family matters.

F. Holidays

Management staff are entitled to paid holidays, according to their work year, as listed below:

Full-Year Employees (12)

Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day (12/24)
Christmas Day
New Year's Eve Day (12/31)
New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day

223 & 204 Day Employees (10)

Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day (12/24)
Christmas Day
New Year's Eve Day (12/31)
New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day

G. Worker's Compensation

Management Staff employees are eligible for workers' compensation time loss benefits as provided by law. Employees may supplement their time loss benefits with previously accrued sick leave and/or annual leave. However, the total of time loss benefits and sick leave and/or annual leave may not exceed the employees' normal net pay. Net pay equals gross pay less statutory deductions.

H. Bereavement Leave

Up to three (3) consecutive days of bereavement leave following the death of a member of the immediate family will be provided. Two (2) additional days for up to a total of five (5) may be granted upon application to and approval by the immediate supervisor. Such leave shall be without loss of pay and must be applied for and used consistent with established District policies and procedures.

I. Professional Leave

Professional leave will be provided as an approved absence without loss of pay from an employee's regularly assigned duties so that the employee may participate in activities directly related to the profession or professional growth, such as workshops, seminars and conferences. Such leaves will be available on a limited basis to management staff consistent with District guidelines and procedures.

J. Inclement Weather Leave

Paid leave up to a limit of two (2) days per year may be requested for days which are normally worked but which fall on days that the work site is not open due to inclement weather.

K. Other

Other employee benefits related to leaves of absence and compensatory time will be provided by Board policy, administrative regulations or District personnel procedures.

WORK YEAR

- A. The work year for Management Staff will consist of the number of work days appropriate to the position. The following table indicates the work year schedules for employees who are on the Management Staff Salary Schedule (Schedules MS5, MS6 and MS7) and their entitlement to holidays, annual leave, sick leave and personal leave benefits.

| WORK DAYS | PAID HOLIDAYS | ANNUAL LEAVE | SICK LEAVE | PERSONAL LEAVE |
|------------------|----------------------|---------------------|-------------------|-----------------------|
| 260 | 12 | 15-28 ¹ | 12 | 2 |
| 204 | 10 | 10 ² | 10 | 2* |
| 223 | 10 | 10 ² | 11 | 2* |

*Employees working a 204-day schedule receive 10 sick leave and two personal leave days; personal leave can be converted to sick leave. Employees working a 223-day schedule receive 11 sick leave and two personal leave days, with the option of converting one personal leave day to sick leave.

- B. Work year schedules for all Management Staff employees on a 223 or 204 work day schedule will be assigned at the discretion of the District, and any deviation from that schedule must receive prior written permission from the appropriate executive level administrator.
- C. Management Staff administrators may be on a 260, 223, or 204 work day schedule as determined by the appropriate Division Head. Management Staff administrators may request that their status be changed to a 223 or 204-day work year, or such change may be initiated by the District consistent with applicable legal requirements. Any such changes that result in a decrease in the actual number of work days will require the appropriate adjustments to salary and paid leave provisions to reflect the change in days worked.

¹ According to the job group/class and years of service.

² Non-accumulative taken during scheduled spring and winter breaks each year.

EFFECTIVE DATE

The terms and conditions of this Compensation Bulletin shall be applicable when approved and continue, until superseded, replaced, or modified.

Attachments:

Management Salary Schedule (MS5) – 260-Day Employees

Management Salary Schedule (MS6) – 223-Day Employees

Management Salary Schedule (MS7) – 204-Day Employees

Attachment A

**ANNUAL LEAVE SCHEDULE FOR FULL-YEAR ADMINISTRATORS,
PROFESSIONAL/TECHNICAL AND SUPERVISORY/NON-MANAGERIAL
STAFF ON MANAGEMENT SALARY SCHEDULES**

| PROFESSIONAL/TECHNICAL AND SUPERVISORY/NON-MANAGERIAL | | | | | | |
|--|-----------|-----------|----------------|----------------|----------------|-----------|
| Salary Class | 0-4 Years | 5-9 Years | 10-14 Years | 15-19 Years | 20-24 Years | 25+ Years |
| PRT/SNM | 18 | 25 | 27 | 28 | 28 | 28 |

| CENTRAL OFFICE ADMINISTRATOR 1 | | | | | | |
|---------------------------------------|-----------|-----------|----------------|----------------|----------------|-----------|
| Salary Class | 0-4 Years | 5-9 Years | 10-14 Years | 15-19 Years | 20-24 Years | 25+ Years |
| COA1 | 23 | 26 | 27 | 28 | 28 | 28 |

| CENTRAL OFFICE ADMINISTRATOR 2 | | | | | | |
|---------------------------------------|-----------|-----------|----------------|----------------|----------------|-----------|
| Salary Class | 0-4 Years | 5-9 Years | 10-14 Years | 15-19 Years | 20-24 Years | 25+ Years |
| COA2 | 26 | 28 | 28 | 28 | 28 | 28 |

Professional/Technical and Supervisory/Non-Managerial (PRT/SNM): this category encompasses entry, intermediate, senior professional and some advanced professional titles considered individual contributors where the scope of the job ranges from tactical in nature and narrow in focus to strategic in nature with increasing levels of complexity, autonomy and initiative. Some positions in this category may act as leads for a work group.

Central Office Administrator 1 (COA1): this category encompasses supervisory and management levels that range from positions performing work similar to those being supervised to formal oversight of a department or operational group. Performs first-level formal management over staff where the work requires a comprehensive knowledge and understanding of the department and functional areas. Assigns work, evaluates employee performance, and may have budget responsibility. This category also encompasses strategic program management where the role may be cross-functional in nature with responsibility for complex and demanding assignments.

Central Office Administrator 2 (COA2): this category encompasses manager/director levels where positions have oversight of a few departments or operational areas and include district senior leadership. Positions in this category will typically have comprehensive knowledge and understanding of an assigned functional area and related departments, or responsibility for multiple departments and functional areas. Responsible for budget and strategic planning with ultimate decision-making authority over hiring and termination decisions. This category also encompasses strategic advisors with the highest level of skill in their profession.

Note: The Annual Leave Schedule above reflects revisions to the Management Salary Schedules and re-numbered grades effective September 1, 2016.