

# COMPENSATION BULLETIN FOR NON-REPRESENTED STAFF

Seattle Public Schools  
2023-2024



The Board of Directors of Seattle Public Schools shall provide non-represented staff, which includes administrators, professional/technical, other support staff and office/clerical employees compensated on the Non-represented Staff Salary Schedule(s) with the salary, health and fringe benefits as set forth in this Compensation Bulletin For Non-Represented Staff (hereinafter, "Compensation Bulletin"). Non-represented staff for purposes of this bulletin does not refer to non-represented hourly employees or to staff paid a stipend (example: athletic coaches).

## COMPENSATION

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

- A. The salary schedules for non-represented staff positions covered by the Compensation Bulletin are available on the District's web site: MySPS/Departments/Human Resources/Classification & Compensation/Salary Schedules; or found externally at the following location: <https://www.seattleschools.org/departments/hr/cbas-salary-schedules-work-year-calendars/>
- 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 Non-represented Staff Salary Schedule, shall be maintained by the Classification and Compensation Division of the Human Resources Department.
- D. The District's contribution for staff who participate in the district's group health benefits is governed by the School Employees Benefits Board (SEBB) and administered by the Health Care Authority of the State of Washington. For more information on SEBB, go to <http://hca.wa.gov/employee-retiree-benefits/school-employees>.

## EMPLOYEE BENEFITS

As of January 1, 2020, all Washington State K-12 school districts, including Seattle Public Schools, offer benefits through the state's School Employee Benefits Board (SEBB) program for all staff who are anticipated to work 630 hours during the school year. Eligible employees must make new elections directly through "SEBB My Account." More information is available on the Health Care Authority's web site referenced above.

Information regarding Benefits is also available by calling the Benefits Helpline at (206) 957-7066, or on-line by visiting <https://benefitspage.com>, (password "sps").

## **A. Medical, Dental, Vision, Life/AD&D, LTD Benefits**

Eligible staff may elect medical, dental, vision, basic life, accidental death and dismemberment (AD&D), and long-term disability (LTD) coverage for self and family. Eligible family members include:

- Your spouse or state-registered domestic partner.
- Your children up to age 26, or children of any age with a disability who meet specified eligibility criteria.
- Your extended dependents (children up to age 26 in your legal custody or guardianship).
- You can also buy supplemental life and accidental death and dismemberment insurance, and long-term disability insurance, for your dependents.

You can waive your enrollment in SEBB medical coverage, if you are enrolled in other employer-based group medical insurance, a TRICARE plan, or Medicare.

If you waive medical coverage, you must still enroll in dental, vision, basic life, basic accidental death and dismemberment (AD&D), and basic long-term disability (LTD) insurance. If you do not enroll in these coverages, you will be automatically enrolled.

## **B. Flexible Spending Arrangement (FSA) and Dependent Care Assistance Plan (DCAP)**

Through SEBB, the District offers a Flexible Spending Arrangement (FSA) or Section 125 Plan and a Dependent Care Assistance Plan (DCAP) to any employee who is eligible to participate in group insurance plans.

### Medical Flexible Spending Arrangement (FSA)

The FSA is a SEBB-sponsored benefit that allows you to redirect a portion of your salary on a pre-tax basis to pay for your out-of-pocket health care expenses. The funds are deducted from your pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.

### Dependent Care Assistance Plan (DCAP)

The DCAP allows you to redirect a portion of your salary on a pre-tax basis to pay for your qualified day care costs for your dependents (e.g., preschool, babysitting, before/after school care, in-home care for a disabled dependent). The funds are deducted from your pay before FICA and Federal income taxes are calculated resulting in savings up to 40%.

You are eligible if you meet criteria listed in Washington Administrative Code (WAC) 182-31-040. Generally, these plans are available to SEBB employees who are expected to work at least 630 hours during the school year.

School employees hired mid-year may also be eligible, if they are expected to work at least 17.5 hours a week for six of the last eight weeks of the school year and are expected to work 630 hours the next school year.

More information is available at <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>.

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 <https://benefitspage.com>, (password “sps”).

### C. Sick Leave

Each regular full-year employee will be entitled to up to twelve (12) working days of sick leave for the work year (see separate section on sick leave for alternative work years), 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. An employee who meets eligibility requirements may also use sick leave for qualifying family health or parental leave reasons.
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 1:4 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. Per section 4.9 of the VEBA Employer Handbook, the district established a policy electing non-represented staff participation in VEBA. With participation, any employee group to which this policy pertains shall have their sick leave cash out go to a VEBA medical expense plan at a ratio of 1:4, not to exceed 180 days, 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](http://www.veba.org) for more information.)

A VEBA hold harmless agreement must be submitted by the employee or the “excess” sick leave days earned during the year, typically 12 days, will be subtracted from the employee’s sick leave balance that is available for cash out. The District will then cash out the employee’s remaining sick leave days and provide payment as taxable wages.

- 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.

#### **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 or forfeit hours in excess of two hundred forty (240).
3. *Separation Leave Cash Out:* At time of separation from the district (i.e., resignation, termination, death, layoff, etc.) the employee may elect to have their balance of vacation leave cashed out in full. As noted in (2) above, the annual carryover limit of 240 hours does not change, it is ONLY upon separation that an employee may cash out their balance of vacation leave, which could exceed 240 hours. For example, an employee carries over the maximum 240 hours to end the school year. The employee accrues 10 hours for the month of September, and then separates. The amount of leave that could be cashed out would be 250 hours, the total amount of their vacation leave balance as of the date of separation.
4. *Annual Leave Cash Out:* Starting with the 2023-24 fiscal year, annual leave cash out is suspended until further notice. Separation leave cash out is still allowed under Section D.3. Annual leave cash out will be allowed at the conclusion of the 2022-23 fiscal year with forms due September 8, 2023, for an expected 2022-23 payout October 2023. Each Non-represented 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 their remaining leave balance at the end of the fiscal year 2022-23.
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. Unused personal leave may not be cashed out. 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.

The District does not grant unpaid days off, except in unusual circumstances or when the unpaid days off are part of a leave of absence approved by Human Resources. Employee's may submit requests for unpaid leave of up to ten (10) work days to their direct supervisor. The employee's direct supervisor has the discretion to approve the request, provided that the reasons for the leave are compelling and of substantial value to the employee and cause no serious disruption to the employee's department. Requests for unpaid leave beyond ten (10) work days must be submitted in writing to Human Resources and be approved before any leave of absence begins, except when the need for leave could not be anticipated. In such situations, the request for leave shall be made as soon as possible.

## F. Holidays

Non-represented staff are entitled to paid holidays observed, according to their work year, as follows:

<b>Full-Year Employees (13)</b>	<b>223 Day Employees (11)</b>
Veterans Day (11/10) Friday	Veterans Day (11/10) Friday
Thanksgiving Day (11/23) Thursday	Thanksgiving Day (11/23) Thursday
Day after Thanksgiving (11/24) Friday	Day after Thanksgiving (11/24) Friday
Christmas Eve Day (12/22) Friday	Christmas Eve Day (12/22) Friday
Christmas Day (12/25) Monday	Christmas Day (12/25) Monday
Furlough Day* (12/26) Tuesday	Furlough Day* (12/26) Tuesday
New Year's Eve (12/29) Friday	New Year's Eve (12/29) Friday
New Year's Day (1/1) Monday	New Year's Day (1/1) Monday
Martin Luther King Day (1/15) Monday	Martin Luther King Day (1/15) Monday
Presidents Day (2/19) Monday	Presidents Day (2/19) Monday
Memorial Day (5/27) Monday	Memorial Day (5/27) Monday
Juneteenth (recognized 6/19) Wednesday	Juneteenth (recognized 6/19) Wednesday
Furlough Day* (7/3) Wednesday	
Independence Day (7/4) Thursday	
261 <sup>st</sup> Day** (7/5) Friday	
Labor Day (9/2) Monday	

\*Furlough days in 2023-24, December 26 and July 3, are non-paid, non-work days.

\*\*The 2023-24 work year consists of 261 days. To accommodate the additional day, July 5, is designated as a non-work day for full-year employees.

## **G. Worker's Compensation**

Non-represented 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 will be granted for each occurrence of death in the employee's immediate family. In cases where funeral services are located more than two hundred (200) miles from the employee's home, 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.

Immediate family is defined to include mother, father, sister, brother, husband, wife, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, grandparent, aunt and uncle.

Additional leave may be granted with the employee's use of personal or vacation leave accruals, at the immediate supervisor's discretion.

## **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. Jury Duty**

Employees may serve as jurors in accordance with School Board Policy 5400 Leaves, as well as State and Federal laws. Arrangements for the necessary temporary leave shall be made in writing to the immediate supervisor. Employees who serve as jurors during the work year shall receive full pay. Effective June 2019, any additional monies received by the district from the court system for employees serving on jury duty will be returned to the employee. In addition, any transportation, meal, or lodging expense reimbursement from the court system shall be retained by the employee.

**K. 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.

**L. LOA and Compensatory Time**

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

**M. Direct Deposit**

Effective February 1, 2021, pay warrants will be delivered by direct deposit only. Instructions on how to maintain your banking information are available in Employee Self Service (ESS) <https://mysps.seattleschools.org/> (MySPS login required).

PayCard is another option which is available for your convenience. For questions regarding direct deposit or PayCard, please contact [payroll@seattleschools.org](mailto:payroll@seattleschools.org).

**WORK YEAR**

A. The work year for non-represented 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 Schedules MS8 (full-year) and MS9 (223 day) and their entitlement to holidays, annual leave, sick leave, and personal leave benefits.

Note: 223-day employees are provided 11 days of vacation which must be used on specific days as indicated in the applicable published work year schedule.

In 2023-24, furlough days will be deducted as non-work, unpaid days.

WORK DAYS	PAID HOLIDAYS	ANNUAL LEAVE	SICK LEAVE	PERSONAL LEAVE
full-year (less two furlough days)	13	15-28 <sup>1</sup>	12	2
223 (less one furlough day)	11	10 <sup>2</sup>	11	2*

\* 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.

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

<sup>2</sup> Non-accumulative taken during scheduled spring and winter breaks each year.

- B. The work year schedule for all non-represented 223-day employees 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. Non-represented administrators may be on a full-year (typically, 260 days) or 223-day work schedule as determined by the appropriate Division Head. Non-represented administrators may request that their status be changed from full-year to a 223 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.
- D. When the work year exceeds 260 days, the District reserves the discretion to designate the extra day(s) as a non-work day(s) within the work year, for full-year employees.

### **EFFECTIVE DATE**

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

#### **Attachments:**

- Non-Represented Salary Schedule (MS8) – Full-Year Employees
- Non-Represented Salary Schedule (MS9) – 223-Day Employees



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

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

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

<b>CENTRAL OFFICE ADMINISTRATOR 2</b>						
Salary Class	0-4 Years	5-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
<b>COA2</b>	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.*