

PROPOSED REVISION



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HUMAN RESOURCES

Compensation, Payroll Deductions and Benefits

Compensation

Represented Employees

The district will compensate employees represented by an authorized bargaining representative under the applicable collectively bargained salary schedule, which the board must approve.

Non-represented Employees

The superintendent or designee will establish salary schedules for non-represented employees and present the schedules to the board for approval. In establishing salary schedules, the superintendent or designee will comply with any requirements regarding inflationary increases. For certain positions, like the superintendent or other district-level administrators, the compensation will be established by individual employment contracts.

Reproduction of Annual Salary Schedules for Certificated Employees

The district will reproduce the annual salary schedules for all certificated employees approved by the board through a reasonable method, like printing.

The board of directors will establish salaries for administrative staff not represented by a bargaining agent based upon professional preparation, experience, position and performance.

A. All employees shall be paid pursuant to and consistent with compensation schedules adopted by the board of directors.

Payroll Deductions

- 1.—The district shall affect payroll deductions for all employees as required by law, such as, Federal Income Tax, Federal Income Contribution Act, Washington State Public Employees' Retirement System, or Industrial Insurance.
- 2.—The board of directors is authorized to provide and pay for tax deferred annuities for their respective employees in lieu of a portion of salary or wages as authorized under the provisions of federal statutes.
- 3.—Deductions for other purposes may be made subject to district approval where allowed by law.

B. Employees being promoted to a higher classification will start at an experience level of the new classification which is at a higher hourly rate of pay than their current rate of compensation.

In order to advance one step on the salary schedule, an employee must have worked in the current position for at least half of the prior work year unless otherwise specified by a negotiated agreement.

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Benefits

C.—The district will provide employee benefits to non-represented employees in accordance with the provisions of district policy and state law.

Cross reference:	Procedure 5310P	Compensation, Payroll Deductions and Benefits
Legal references:	RCW 28A.400.200	Salaries and compensation for employees— Minimum and maximum amounts— Limitations—Supplemental contracts
	RCW 28A.400.205	Salary inflationary increases for employees—"Inflationary adjustment index" defined
	RCW 28A.400.240	Deferred compensation plan for school district or educational service district employees—Limitations
	RCW 28A.400.250	Tax deferred annuities—Regulated company stock
	RCW 28A.400.260	Pension benefits or annuity benefits for certain classifications of employees— Procedure
	RCW 28A.400.350	Medical, dental, vision, liability, life, accident, disability, and salary insurance authorized—Expiration of authority for basic and optional benefits—Health savings accounts—Premiums—Noncompliance
	RCW 28A.405.200	Annual salary schedules as basis for salaries of certificated employees
	RCW 28A.405.400	Payroll deductions authorized for employees
	RCW 41.56.110	Employee authorization of membership dues and other payments—Revocation
	RCW 49.48.010	Payment of wages/nonsufficient funds— Employer must reimburse employee for fees charged—Exception—Payment of wages due to employee ceasing work to be at end of pay period—Exceptions—Authorized deductions or withholdings
	RCW 49.52.060	Authorized withholding

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