

Everett Association of Professional- Technical Staff

EMPLOYEE HANDBOOK

PO Box 2098
Everett, WA 98213
www.everettsd.org

Effective 7/01/21



A RESOURCE MANUAL FOR PROFESSIONAL-TECHNICAL STAFF

**July 2019
July 2020
July 2021**

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

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INTRODUCTION

Everett Public Schools and the Everett Association of Professional-Technical Staff have collaborated to produce this handbook for all staff members whose positions are included on the Professional-Technical salary schedule. The Everett Association of Professional-Technical staff represents the collective concerns of the professional-technical staff team in discussions with the district about matters of mutual interest.

In 2019, the Everett Association of Professional-Technical Staff membership and the district elected to implement the Meet and Confer process in the belief that increased communication and dialogue would result in improved understanding and resolution of the common issues related to this work group.

The contents of this handbook include references to board policy or have been mutually agreed upon through the Meet and Confer process. In the event of a conflict between the handbook and board policy, board policy shall control.

Definition and Purpose

Meet and Confer is a forum for Everett Public Schools Professional-Technical Staff and the superintendent or designee to formally address and make agreements regarding issues of mutual concern, including compensation and working conditions.

The purpose of Meet and Confer is to promote an ongoing, open dialogue and provide for regular reflection upon recognition, compensation, conflicts, job roles and responsibilities, climate and communications.

Membership

Membership in Everett Association of Professional-Technical Staff includes all staff members whose positions are included on the Professional-Technical salary schedule.

Procedures

1. The Meet and Confer team will include the superintendent and/or designees, the Everett Association of Professional-Technical Staff president and representatives of the Meet and Confer group.
2. There will be continuity of representatives from one year to the next to the extent reasonably possible.
3. Meetings will be scheduled as needed. An organizational meeting will be held in August to set a calendar. Additional meetings may be scheduled as appropriate.
4. Leadership of the meetings will alternate, and records of meetings will be maintained. The agenda will be developed during the preceding meeting. Items may be added in the interim. The recorder will distribute the minutes and agenda for the following meeting.
5. Operating norms will be adopted by the Meet and Confer team.

Please feel free to voice your concerns, questions or ideas to the members of the Meet and Confer team, as this process works best when true dialogue is encouraged, and all parties participate fully.

SNOW DAYS/SCHOOL CLOSURE

On snow or school closure days, full-year professional-technical staff are expected to report to their work sites. If unable to report to work, contact your supervisor and report emergency leave per Board Policy #5320.2. Professional-technical staff with work calendars of less than 260 days whose work site is closed, will have a calendar adjustment.

With approval from their supervisor, professional-technical staff members, may work remotely in place of reporting emergency leave. The time worked remotely will be logged and submitted to the supervisor and human resources for their records.

ADDITIONAL WORK HOURS AND/OR OVERTIME

The work week will begin on Sunday and end on Saturday. Normal work days shall be Monday through Friday. The work shift (starting and ending times) will be determined by the supervisor.

For non-exempt employees the following rules apply: Overtime work, as well as any time worked beyond an employee's authorized work day, must be expressly authorized by the employee's supervisor prior to the time being worked. Authorized overtime will be paid time and one-half for hours of work in excess of 40 in the work week.

The non-exempt employee may request compensatory time off in lieu of overtime pay, subject to supervisor approval, pursuant to RCW 49.46.130. Hours worked over 40 in a week taken as compensatory time will be compensated at time and one-half and will be scheduled as agreed between the employee and the supervisor.

The expectation is that some professional-technical staff work outside of regular hours. It is acknowledged that at times some exempt professional-technical staff members may have increased responsibilities outside of business hours. With approval from their supervisor, professional-technical staff members may adjust their schedule to account for hours worked outside of their regular schedule. This time will be logged and submitted to a cabinet level supervisor and human resources for their records.

LEAVE/VACATION BENEFITS

Leaves (see Board Policy 5320)

Vacations

Vacation leave is submitted through the district's absence-reporting system. A reasonable period of time away from the demands of the job is conducive to the general well-being of the employee. This is to the advantage of the district as well as the employee.

Full-time employees placed on the Professional-Technical Salary Schedule shall be granted an initial annual vacation allowance of 24 days. One additional day of vacation shall be granted, for each additional year of service up to a maximum annual allowance of 29 days.

The days granted for full year, part-time employees shall be of a length in proportion to the part of full-time worked. Employees who work less than 260 days shall be granted a pro-rata amount of vacation allowance.

Vacation days shall be advanced in the July pay warrant. Any employee leaving the employ of the District shall reimburse the District for all days used but not earned.

Professional-technical staff members may accumulate up to 20 unused vacation days annually to a maximum of 40 days. Such accumulated vacation may be taken in a subsequent year provided that no more than six weeks of continuous vacation may be permitted regardless of accumulations. Vacations shall be scheduled subject to the immediate supervisor's approval.

To the extent consistent with law and without causing the district any financial penalty, unused vacation shall be compensable upon termination of employment, to a maximum of 30 days. Up to 13 days of unused vacation as of June 30 of any calendar year shall be compensable on the July pay warrant, provided that the employee has taken and recorded ten vacation days in the work year.

Scheduling Vacation Periods

Vacation periods should ideally be scheduled in advance and must have prior approval of the employee's immediate supervisor.

The need for an employee's services at any particular time and the impact of his/her absence on the district's programs shall be the overriding concern when considering approval of vacation requests.

There shall be no deduction from an employee's vacation account should the following events or activities occur during an authorized vacation period.

- Legal holidays
- A weekend day
- Authorized absences for approved professional commitments
- Time periods which would otherwise be compensated under district policies pertaining to sick leave, bereavement leave, subpoena or jury leave, emergency leave and military leave
- Approved pursuit of district interests

Vacation cash-out upon retirement or separation of employment (see Board Policy 5360)

Annual vacation buy back eligibility

Annually, if an employee has used and recorded ten vacation days (in the prior year), employees may cash-out up to thirteen days of unused vacation leave based on their June 30 balance of any calendar year. The annual vacation cash-out will be paid at the employee's per diem rate of pay, which is calculated by dividing the employee's annual salary by the number of workdays (260 days less vacation days and district holidays). To receive the annual vacation cash-out payment, complete and return the electronic Application for Annual Vacation Cash-Out form to payroll by June 30. Payroll will process the cash-out payment to be included on the July pay warrant. If an employee is leaving employment through retirement or separation at the end of the work year, they are not eligible for the annual vacation cash-out.

Bereavement Leave (see Board Policy 5320.1)

Sick Leave (see Board Policy 5320.2)

In addition to Board Policy 5320.2, professional-technical employees may utilize one (1) of the six (6) days of illness, injury and illness leave allowed for use in an emergency per year for personal reasons without stating a reason for taking the leave. The employee must request the

day at least two (2) working days in advance and it may not be used to extend a holiday or vacation. Employees shall not use this day during their first calendar year of service.

Absence Reporting

Each employee is responsible for promptly entering his or her own absence into the absence reporting system, prior to, or on the day of, the absence. Exempt employees must enter their absences in half day or full day increments. The absence can be entered into the absence reporting system by calling 1-800-942-3767 or on human resources website:

<https://www.everettsd.org/Page/9664>.

If the absence is not called in or reported online, or if an adjustment to a reported absence is necessary, a [Payroll Absence Verification Form](#) must be completed immediately following the absence, forwarded to the administrator's supervisor for signature, then sent to payroll.

The [Leave of Absence](#) (LOA) request form is to be used if an absence extends beyond five consecutive days. The sooner the LOA form is submitted prior to the absence; the more time is available to coordinate all available benefits. Call the benefits office at 425-385-4115 with any questions.

Attendance Incentive Program (see Board Policy 5340)

Annual Sick Leave Buy Back

The district provides an attendance incentive program as permitted by law for eligible employees. The attendance incentive program allows eligible employees to convert sick leave days into monetary compensation. Some of the features of this program are:

1. An eligible employee is any certificated or classified employee who at the end of the previous calendar year accumulated in excess of 60 days of unused sick leave.
2. Each year, eligible employees may buy back a maximum of 12 unused sick leave days, less days taken and subtracted from the previous year, provided that the employee's sick leave balance remains at no less than sixty days after the buyback is processed.

Note: Please be aware that there is a 90-calendar day waiting period for long term disability.

3. The conversion will be on the basis of one day paid for each four days of sick leave cashed out. Annual sick leave buy back is excluded from reportable compensation to the Department of Retirement Systems.
4. Sick leave balances are displayed on employee payroll stubs each month. The sick leave balance is displayed in hours, not days. To convert hours into days, simply divide your current sick leave balance by the number of assigned hours you work each day.
5. The rate of pay used to calculate the annual sick leave buy back is at the employee's per diem rate of pay, which is calculated by dividing the employee's annual salary plus the degree stipend if applicable by the number of work days (260 days less vacation days and district holidays).
6. The Application for Annual Buy Back of Accumulated Sick Leave form is sent to all eligible employees as an e-mail along with an explanation of this benefit. Forms are due in payroll by January 31.

This form is also available by visiting the payroll office. Payment will be included in the February payroll warrant.

Sick Leave Cash-out Upon Retirement, Separation or Death

If an employee has notified human resources in writing of their intention to retire, payroll will convert accumulated unused sick leave days to monetary compensation. The conversion will be on the basis of one day paid for each four days of sick leave cashed out, not to exceed 180 days. The rate of pay used to calculate the sick leave cash-out upon retirement, separation or death is based on 25 percent of the employee's per diem rate of pay, which is calculated by dividing the employee's annual salary plus the degree stipend if applicable by the number of work days (260 days less vacation days, district holidays and non-work days).

If an employee passes away while employed by the district, the personal representative will be contacted regarding the conversion of unused accumulated sick leave to monetary compensation. The conversion will be on the basis of one day paid for each four days of sick leave cashed out.

If an employee separates from employment with the district, the employee may elect to cash-out accumulated sick leave if the employee is:

1. At least age 55 and has 15 years of service in the Teachers Retirement System Plan 2 or 15 years of service in the School Employees Retirement System Plan 2.
2. At least age 55 and has 10 years of service in the Teachers Retirement System Plan 3 or 10 years of service in the School Employees Retirement System Plan 3.

Any such conversion of sick leave upon retirement, separation or death shall be subject to the terms and limitations of applicable state regulations. A maximum of 180 days is eligible for cash-out upon retirement, separation, or death. Sick leave cash-out upon retirement, separation or death is excluded from reportable compensation to the Department of Retirement Systems. Contact the payroll office for assistance.

VEBA Leave Cash-out Health Reimbursement Plan

Professional-technical staff members vote annually for participation in the VEBA Health Reimbursement Plan. The VEBA plan allows eligible school district employees to contribute to a tax-free health reimbursement plan account. This account may be used to reimburse pre- and post-retirement health care costs for the employee, their spouse and qualifying dependents. The VEBA plan enables the district to use funds that would otherwise be paid to employees to instead be deposited tax-free into a VEBA Trust account on the employee's behalf. VEBA funding sources can include Annual Sick Leave Buy Back, Sick Leave Cash-out upon Retirement or Separation from Employment, and Vacation Cash-out upon Retirement.

Holidays (See Board Policy 5350)

INSURANCE PROGRAMS

Professional-technical staff members may enroll in a variety of medical, dental and other benefit programs. Detailed information and forms are available on the district human resources website, <https://www.everettsd.org/Page/219>; under the "benefit information" tab.

Employee Assistance Program (see Board Policy 5520)

MILEAGE REIMBURSEMENT

Professional-technical staff members are eligible for mileage reimbursement at the IRS rate for necessary in-district travel using the employee's personal vehicle. Refer to the business manual for rules and procedures regarding mileage and travel reimbursement.

EVALUATION

Evaluation is a necessary process by which the performance of all employees in Everett Public Schools is measured against the criteria contained in the classified employee evaluation form. It is intended to help staff members grow and develop as well as to ensure a high level of performance.

Each employee in the professional-technical group will be evaluated annually. The evaluation will be completed by the supervisor and reviewed, along with the job description, with the employee.

CONDITIONS OF EMPLOYMENT

Probation - See Board Policy 5120

Complaint Procedures

In the event of a complaint expressed orally or in writing, refer to Board Policy 4312, Complaints to Board Members Concerning Staff, and Board Policy 5240, Grievance Resolution.

Program and Staff Reduction (see Board Policy 5280)

Assignment, Reassignment and Transfer (see Board Policy 5210)

Vacancies

Vacancies will be listed on the district employment webpage. An identified representative of the meet and confer group will be sent a notice of the position opening(s). An employee who wishes to apply for a vacancy shall complete and submit an online in-district application for the specific posting via the district's application system.

SALARIES

In years where there is no market adjustment or additional percentage increase, the salaries on the schedules will be increased by (a) the state's inflationary adjustment index for certificated administrative staff funding formulas in the current year state appropriations (currently the implicit price deflator), provided the inflationary adjustment is funded by the Legislature, or (b) 2%, whichever is higher. This inflationary adjustment will take effective automatically, without further Board action, when the current year appropriations act is enacted, but in no event later than July 1.

The district will maintain competitive professional-technical compensation. To achieve this, a comparable salary analysis will be completed during the 2019-20 school year prior to implementing the 2020-21 salary schedule.

Professional-technical staff shall be placed on the appropriate salary schedule in accordance with state statutes, experience, educational preparation, and specialized preparation for the appointment.

On-Call Stipends - A \$1500 annual stipend will be provided for the positions of Maintenance Supervisor, Custodial Operations Supervisor, and Community Services Supervisor in recognition of their on-call status. This stipend will be paid in equal monthly installments and will be prorated for employees with less than a full year of service.

Advanced Degrees - We recognize the effort and expertise of professional-technical staff members who have pursued advanced degrees and certifications in their field. A \$2,000 annual stipend will be awarded for master's degrees or CPAs that are related to the staff member's current assignment.

An Advanced Degree Review Committee shall be convened twice annually no later than August 30 and February 28 to review requests for the advanced degree stipend. This committee is charged with determining if the degree meets the requirement for the annual stipend. The Committee shall consist of three (3) members appointed by the Superintendent and three (3) members appointed by EAPTS. The Executive Director or another designee from the three members appointed by the Superintendent will chair the committee. Decisions of the Advanced Degree Review Committee are final.

To support effective implementation of the advanced degree stipend, employees shall submit an official transcript with the degree conferred to the Executive Director of Human Resources no later than August 15 and February 15. Supporting documentation from the employee's supervisor about the applicability of the degree or certification to the employee's work is strongly encouraged. The Advanced Degree Review Committee is charged with reviewing the degree and any supporting documentation and approving or denying the stipend no later than the August 30 and February 28 deadlines. The annual stipend will be on a pro-rated basis.

PROFESSIONAL DEVELOPMENT

Expectations

It is the district's expectation that professional technical staff members participate in district and out-of-district professional development activities directly related to the performance of their duties with sensitivity toward when and for how long it is reasonable to be away from the work site

Conferences/Workshops/Travel/Memberships/Professional Materials

Professional-technical staff members and the District mutually recognize the value and importance of on-going professional development. As such the District shall provide \$500 per member (based on membership July 1), annually for the voluntary professional development of professional-technical staff members. To access funds, professional technical staff members must annually submit a reimbursement request by June 30. Up to \$500 of these funds will be reimbursed as reimbursement after receipt and approval of the reimbursement application. If the fund has a remaining balance as of June 30, these funds will be distributed to any professional-technical staff member who submitted a request for additional funds by June 30. The remaining fund balance will be divided equally among such requests until fully expended but will not exceed the individual employee's request/approved reimbursement. Funds may be used for travel, workshop pay, licensure, certifications, continuing education, tuition, professional memberships, and professional materials and other professional development. This professional development should be designed to enhance professional knowledge and skills, support the district strategic plan, and school and district improvement plans. Members are required to follow district travel procedures for conferences, workshops, and travel per Board Policy 6213.

Tuition reimbursement may be considered taxable income by the IRS and will be processed through payroll.

In the event the board adopts a reduced educational program due to enrollment decline, a levy loss, termination or reduction of funding of categorically funded projects, or other significant reduction in available resources, this reimbursement program may be discontinued or reduced. In the event it should become necessary to curtail the professional development reimbursement program, the meet and confer team and the district team shall meet and review the impact such a change will have on the program.

GUIDELINES FOR USE OF DISTRICT TECHNOLOGY AND PROCUREMENT CARDS

Use of Internet/E-mail

Use of district internet and e-mail systems must be in support of education and Everett Public Schools' operations and consistent with the mission of the district. Neither system may be used to conduct commercial or political activities. Occasional personal use is permitted. This assumes, however, that occasional personal use will help staff become more proficient with internet technologies, and that this, in turn, will indirectly assist with district-related uses of the internet. All use of internet technologies must be in conformity with state and federal law, network provider policies, licenses, and district policy. (see Board Policy 5225)

District Cell Phones

District-paid cellular phones and service plans are strictly for business use. No personal use of district-paid service plans is allowed. (see Board Policy 6250)

Procurement Card

District issued procurement cards may only be used on district business for purchasing materials and supplies and for the payment of travel expenses, excluding meals. All charges made must be properly documented and accounted for in a timely manner. (see Business Information Manual, section 2.04)

EXECUTION - SIGNATURES

Executed this August 24, 2021 at Everett, Washington, by the undersigned by the authority of and on behalf of Everett Public Schools and the Everett Association of Professional-Technical Staff.

FOR THE ASSOCIATION

Senja Yakovleff
Co-President, EAPTS

Kari Johnson
Co-President, EAPTS

FOR THE DISTRICT

Dr. Ian B. Saltzman
Superintendent

ATTACHMENTS

Attachment #1	Forms Available from Human Resources
Attachment #2	Everett Association of Professional-Technical Staff Board

Attachment #1 – HR Forms

FORMS AVAILABLE FROM HUMAN RESOURCES

The following information and forms are available on the district website, www.everettsd.org.

Benefits

- [Benefit Information](#)- link to information regarding medical and dental benefits, flexible spending accounts, short-term and long-term disability, life insurance, etc.

Leave of Absence

- [Request for Leave of Absence Form](#)
- [Certification of Health Care Provider for Employee's Serious Health Condition \(required for all employee medical and maternity leave of absences\)](#)
- [Certification of Health Care Provider for Family Member's Serious Health Condition](#)
- [Certification of Qualifying Exigency for Military Family Leave](#)
- [Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave](#)
- [Employee Rights and Responsibilities Under the Family and Medical Leave Act Notice](#)
- [Military Leaves \(explains various types of military leave of absence options for District employees\)](#)

Shared Leave

- [Application to Receive Shared Leave](#)
- [Medical Documentation](#)
- [Shared Leave Donation Form -- Annual Employees](#)
- [Shared Leave Donation Form -- Non-Annual Employees](#)
- [RCW's regarding Shared Leave](#)

Miscellaneous

- [Payroll Absence Verification Form](#)
- [Human Resources Contact Information](#)
- [Accident / Incident Report](#)
- [Bloodborne Pathogens Exposure Packet](#)
- [Beneficiary Designation Form \(for all retirement plans\)](#)
- [Change of Address/Name Form](#)
- [Immunization Memo & Form](#)
- [Retirement/Resignation Letter](#)
- [EAPTS Specific Documents](#)

Benefits, and On-the-Job Injuries, Leaves of Absence, Short and Long-term Disability

Linda Conti.....4128

Lynn Tipping.....4116

Retirement

Edith Martinez.....4162

Attachment #2 – Everett Association of Professional-Technical Staff Board

Co-President	Senja Yakovleff
Co-President	Kari Johnson
Member, At-Large	Anne LaRue
Member, At-Large	Wendy Snider
Member, At-Large	Dave Passey