

# CHIMACUM SCHOOL DISTRICT

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## UNREPRESENTED HOURLY CLASSIFIED STAFF WORKING AGREEMENT

The Unrepresented Staff Working Agreement is a compilation of guidelines and provisions which pertain to those employees who are exempt from union negotiated agreements. These positions include but are not limited to: District Office Administrative Assistant; Executive Secretary/Personnel Coordinator, Payroll-Benefits Coordinator, Accounts Payable Technician, Lead Mechanic, Mechanic, and Network Manager.

### **Probationary Period**

When an employee is hired, the probationary period, benefits and vacation provisions take effect. New employees remain in a probationary status for a period of ninety (90) work days commencing with their first day on the job. Termination of an employee during the probationary period is at the discretion of the District.

### **Transfer of Previous Experience**

A newly hired employee may be eligible for experience credit on the salary schedule. One year's credit will be given for each year's experience when transferring from one school district to another within the State. To qualify, an employee must have previously held a position, which is similar to the job for which the employee has been hired by the Chimacum School District. The superintendent has final approval on experience placement.

### **Length of Work Year, Holidays and Vacations**

All unrepresented staff shall be employed on an annual basis, September 1 through August 31. Employee calendar, daily work schedule and planned vacation days shall be established by mutual agreement between the employee and the immediate supervisor.

### **Salaries**

Unrepresented staff receive an annual salary as determined by the board of directors. Employees covered under this agreement shall be included in any approved State of Washington flow through salary increases.

### **Experience Recognition for Completed Years (non-cumulative)**

5+ years	\$.20/hour
10+ years	\$.35/hour
15+ years	\$.65/hour
20+ years	\$1.10/hour

### **Benefits (Based on 1.0 Benefit FTE Working Full Year)**

1. Medical coverage (optional).
2. Vision and dental insurance plans (required).
3. Sick leave, one (1) day per month.
4. Bereavement leave, up to five (5) days; three (3) additional days may be granted by the superintendent.
5. Paid holidays; twelve (12) days.
6. Vacation based on years of service.
7. Annual conference of professional group as approved by supervisor.
8. Professional group dues as approved by supervisor.

*Note: \*\*Ten (10) month employee receives same benefit as other school (10) month employees in like position.*

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### Holidays

The following holidays shall be granted with pay if they fall within the regularly scheduled work year:

New Year's Day	Independence Day	Day After Thanksgiving
Martin Luther King Jr. Birthday	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	Day After Christmas

### Vacation Leave

- Vacation for twelve (12) month employees will be front loaded, on the anniversary date of hire, and will not be deemed accrued during the year in which they were granted.
- Vacation shall be prorated for those employees that do not work a full year, such as those who are hired after September 1 or leave before August 31.
- Upon termination of employment, compensation for unused vacation is restricted to a maximum of thirty (30) days. Such compensation for each full-time, non-represented employee shall be paid at per diem pay. Any additional balance of accumulated vacation time should be scheduled for use prior to the last day of employment.

Years of Service = Vacation Days		
Day 1 = 10	8 = 18	12 = 22
5 = 15	9 = 19	13 = 23
6 = 16	10 = 20	14 = 24
7 = 17	11 = 21	15 = 25

### Evaluation

Each employee will be evaluated annually by their immediate supervisor.

### Board of Directors

In the event of a levy loss or budget reduction the Board of Directors reserves the right to modify and/or delete any portion of this document.

### Attached:

- SBP 5401: Sick Leave
- SBP 5402: Maternity Leave
- SBP 5403: Family Emergency Leave
- SBP 5404: Family Leave
- SBP 5405: Emergency Leave

*Updated 6-09*