



COMPENSATION BULLETIN FOR PROFESSIONAL TECHNICAL HOURLY STAFF

Ferndale School District shall provide Professional Technical Hourly staff with the salary and fringe benefits as set forth in this Compensation Bulletin For Professional Technical Hourly Staff (hereinafter, "Compensation Bulletin"). Professional Technical Hourly staff for purposes of this bulletin does not refer to professional technical salaried employees or to staff paid a stipend (example: athletic coaches).

COMPENSATION

Ferndale School District will comply with applicable laws concerning compensation.

- A. The wage schedules for Professional Technical Hourly staff positions covered by the Compensation Bulletin are available on the District's website:
<https://www.ferndalesd.org/human-resources/collective-bargaining>
- B. The wage schedules may be modified with the approval of the Board of Directors of the Ferndale School District.
- C. The list of position titles covered by this Bulletin, which are paid according to the Professional Technical Hourly Staff Wage Schedule, shall be maintained by the Human Resources Department.

EMPLOYEE BENEFITS

As of January 1, 2020, all Washington State K-12 school districts, including Ferndale School District, 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 may make new elections during open enrollment periods directly through "SEBB My Account." More information is available at

<https://www.hca.wa.gov/employee-retiree-benefits/school-employees>.

Information regarding Benefits is available by calling the Benefits Helpline at (206) 957-7066, or on-line by visiting <https://www.ferndalesd.org/human-resources/benefits>

- 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.

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 Benefits website, <https://www.ferndalesd.org/human-resources/benefits>

C. Sick Leave

Each regular 180-day 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. 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 unused sick leave 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 elect to convert excess sick leave to monetary compensation.
 - a. In January of each year, employees with a sick leave accumulation may elect to be compensated at the ratio of 1:4 at their current, full-time daily rate of compensation for each full day of 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 have their previously unused sick leave balance reinstated [See RCW 28A.400.300].
 - 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 1:4, at their full-time daily rate of compensation at the time of termination of employment for each full day of eligible sick leave. 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 1:4, 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.)
4. 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. Personal Leave

Each employee shall be entitled to three (3) Personal Leave days annually, frontloaded and pro-rated per FTE. An employee may carry over up to two (2) personal leave days per year but not to exceed five (5) banked personal leave days per year. Such leave will not be used to engage in other employment or commercial ventures. Employees who retain two (2) or more personal days may submit a request to cash out the additional days to payroll by June 30 each year. Personal leave cash out is at the FEA substitute rate.

E. Worker's Compensation

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.

F. Bereavement Leave

Each employee shall be entitled to five (5) consecutive days of bereavement leave with two (2) additional days with pay for extended travel, upon request, following the death of an employee's child, step-child, spouse, parent, substitute parent, grandparent, aunt, uncle, sibling, sibling-in-law, grandchild, or parent-in-law, or relative living in the employee's place of abode. Such leave shall be without loss of pay and used consistent with established District policies and procedures.

G. Inclement Weather Leave

In the event that schools are closed due to inclement weather, employees will adjust their yearly schedule commensurate with the rescheduled student days. In the event student days are waived, professional technical hourly employees will make arrangements with their supervisor to make up that time, or take leave for that time. If a student day is deemed remote due to weather conditions or other emergency, professional technical hourly employees will work remotely. Employees working remotely will report activities to their supervisor daily.

H. Other

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

BUSINESS HOURS

Typical work hours will be determined by the employee's supervisor according to the needs of the position. Weekly hours, including extra duties, shall not exceed forty (40) hours per week without prior expressed written permission of the employee's supervisor.

PRORATION

All compensation, leaves and other benefits will be prorated to the employee's full-time equivalency except where otherwise specified by law.

EVALUATION

All professional technical salaried employees will be evaluated no less than annually by their supervisor or designee.

Effective Date

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

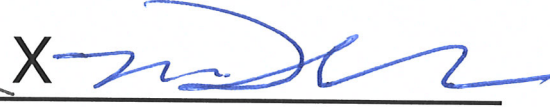
Professional Technical Hourly Staff Wage Schedule

Category	Rate	Positions
Category One	TBD	TBD
Category Two	\$29.57	ELL Family Liaison, Community Mentor Coordinator
Category Three	\$36.68	NA Student Engagement, Migrant Recruiter, Early Learn Coordinator, Grad Coach
Category Four	\$41.00	Nurse, Intervention Spec, Psych Intern, Lummi Lang Teacher

Increase in 2022-23 5.0%

Increase in 2023-24 4.0%

X 
Linda Quinn
Superintendent

X 
Mark Deebach
Assistant Superintendent