



COMPENSATION BULLETIN

FOR PROFESSIONAL TECHNICAL SALARIED STAFF

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

- Full time positions, which are 260-day/12 month, are classified as "Professional Technical Salaried". These positions are not limited to forty (40) hours weekly.
- Positions tied to the school calendar are classified as "Professional Technical Hourly".

COMPENSATION

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

- A. The salary schedules for Professional Technical Salaried staff positions covered by the Compensation Bulletin are available on the District's website:
<https://www.ferndalesd.org/human-resources/collective-bargaining>
- B. The salary schedules may be modified. Experience credit (step adjustments) shall be granted as appropriate to the circumstances.
- C. The list of position titles covered by this policy, which are paid according to the Professional Technical Salaried Staff Salary 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 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, 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 Benefits website, <https://www.ferndalesd.org/human-resources/benefits>

C. Sick Leave

Each regular 260-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 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. In January 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. 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 per diem rate. 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.)

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 provided payment as taxable wages.

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 Professional Technical Salaried employees will be granted annual vacation leave according to the number of years as an employee in the Ferndale School District.

PROF TECH 260 DAYS	YEARS	ANNUAL VACATION DAYS
	0-5	15
	6 or more	25

An employee starting prior to October 31st will be deemed to have completed one year for this purpose.

1. **Annual Vacation Leave Accumulation:** Vacation leave is meant to be used in the year it was granted. Up to five (5) days of vacation may be carried over to the following year. No employee may carry over more than forty (40) hours of vacation leave from one school year to the next. Employees must reduce their leave balance to no more than forty (40) hours by the end of August of each year or forfeit hours in excess of forty (40). Under special circumstances and with the approval of the superintendent or designee additional hours may be carried over.
2. **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 forty (40) hours does not change. It is ONLY upon separation that an employee may cash out their balance of vacation leave, which could exceed forty (40) hours. For example, an employee carries over the maximum forty (40) 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 fifty (50) hours, the total amount of their vacation leave balance as of the date of separation.
3. **Annual Leave Cash Out:** Each Non-represented Staff employee is entitled to cash out up to two (2) days of annual vacation leave if they work the extra days. Non-represented staff may request to cash out these vacation days in December or August by completing and submitting a Vacation Cash Out Form to payroll. Vacation cash out is at the employee's hourly rate.

E. Holidays

Non-represented staff are entitled to twelve (12) paid holidays, as listed below:

1. Labor Day
2. Veterans Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas Eve Day
6. Christmas Day
7. New Year's Eve Day
8. New Year's Day
9. Martin Luther King Day
10. Presidents Day
11. Memorial Day
12. Independence Day

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.

F. 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.

G. 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, grandchildren, 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.

H. Inclement Weather Leave

In the event that schools are either closed or deemed all-remote due to weather conditions, professional technical year-round employees may work remotely with written approval from their supervisor prior to the beginning of the shift. Employees working off site will report activities to their supervisor daily. Employees not working will take the appropriate leave.

I. 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 match the hours the district office is open (8:00-4:30). This is subject to modification by the department supervisor. The expectation is that all departments have staff necessary to answer employee and community inquiries during all business hours.

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 when approved and continue, until superseded, replaced, or modified.

Professional Technical Salaried Staff Salary Schedule

Ferndale School District #502

Professional Technical Salaried Staff Salary Schedule September 2021 through August 2022

Job Category	Position Title	Years 1-3	Years 4-6	Years 7-9	Years 10 thru 14	Years 15 and Beyond
Category I	Future Positions that don't fit in other categories	\$ -	\$ -	\$ -	\$ -	\$ -
Category II	Human Resources Administrative Assistant/Technician, IT Help Desk Technician	\$ 62,231	\$ 63,227	\$ 64,238	\$ 65,266	\$ 66,311
Category III	Benefits/Payroll Specialist, Human Resources Specialist, Payroll Specialist, Data Coordinator, Executive Administrative Assistant, Food Service Operations Manager, Accounting Specialist	\$ 73,589	\$ 74,767	\$ 75,963	\$ 77,178	\$ 78,413
Category IV	Future Positions that don't fit in other categories					

2022-23 5% increase

2023-24 4% increase

X

Linda Quinn
Superintendent

X

Mark Deebach
Assistant Superintendent

Prof Tech Salaried Vacation Cash Out Request Form

Name:

Date:

Position:

Ferndale School District Professional Technical Salaried Staff may cash out up to two (2) days of annual vacation per their Compensation Bulletin –

Employee Benefits / D / 3 which states:

Annual Leave Cash Out: Each Non-represented Staff employee is entitled to cash out up to two (2) days of annual vacation leave if they work the extra days. Non-represented staff may request to cash out these vacation days in December or August by completing and submitting a Vacation Cash Out Form to payroll. Vacation cash out is at the employee's hourly rate.

To cash out vacation leave, fill out this form and send it back to Payroll in the District Office. Requests to cash out vacation days must be received no later than **December 10 or August 10 of each year**. The amount cashed out will be reflected in December or August paychecks.

I would like to cash out _____ vacation days at my per diem rate.

Employee Signature: _____ Date: _____

Employee Contact Number: _____

Send this form to **Classified Payroll** when complete