

**POLICY NO. 4200**  
**Adopted: 4-30-80**  
**Revised: 2-23-94**  
**Revised: 12-11-13**

**NONREPRESENTED EMPLOYEE BENEFITS**

**POLICY:**

The Lake Stevens School District administrators, professional/technical employees, and confidential employees who are not part of existing labor bargaining units may be eligible for part or all of the benefits as listed in the procedures associated with this policy.

**POLICY NO. 4200**  
**Adopted: 4-30-80**  
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## **NONREPRESENTED EMPLOYEE BENEFITS**

### **PROCEDURES:**

#### **1. Salaries**

- 1.1 Certificated and classified administrators' salaries will be determined by the Superintendent within the appropriate range on the board adopted salary schedule.
- 1.2 Classified employees' salaries will be recommended by the Superintendent and approved by the Board.

#### **2. Leaves**

- 2.1 Sick Leave
  - 2.1.1 Each regular employee shall accumulate one (1) day of sick leave for each calendar month employed, up to twelve (12) days. An employee that is hired after the start of school or leaves before the end of school will have their sick leave pro-rated. An employee who is compensated for ten (10) days of work in any calendar month shall be given credit for the full calendar month. All unused days shall accumulate from year to year. This provision shall remain compatible with state law.
  - 2.1.2 Employees may donate sick leave/annual leave to come to the aid of a fellow school district employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his/her employment.
  - 2.1.3 Employees shall be eligible for unused sick leave buy back in accordance with Board Policy No. 4310.

At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at the rate equal to one (1) day's current

monetary compensation for each four (4) full days' leave for illness or injury to the maximum allowed under state law. Employees who have accrued sick leave while employed by another public school district in the state of Washington shall be given credit for such accrued sick leave upon employment by the District.

In the event employees are absent for reasons which are covered by industrial insurance, the employees, at their option, may use their accrued sick leave to receive compensation for the amount equal to the difference between the amount paid the employees by the Department of Labor and Industries and the amount the employees would have normally earned. A deduction shall be made from the employees' accumulated sick leave in accordance with the amount paid to the employees by the District.

In the event an employee sustains a duty-incurred injury and is temporarily disabled, earns no compensation, and is covered by Labor and Industries or a similar workman's compensation program, the District shall pay the employer contributions to the State Retirement System, provided the employee pays his/her contribution, and further provided, the employee has exhausted his/her sick leave. Payments to the Retirement System on behalf of any temporarily disabled employee shall not exceed twelve (12) consecutive months. Any interest assessed by the Retirement System on retroactive payments shall be paid by the District.

2.1.4 An employee returning from an illness or disability, whether or not sick leave benefits have been paid, may be required to submit a written authorization to return to the employee's regular duties signed by the employee's physician.

2.1.5 Upon return to employment with the District, any former administrator, professional/technical employee, or confidential employee shall be credited with the balance of unused sick leave accumulated at the time of termination of his/her employment with the District.

## 2.2 Personal Leave

2.2.1 Each administrator, professional/technical employee, and confidential employee will be granted up to three (3) days of personal leave to attend to situations which cannot be handled outside of school time. All personal leave must be approved by the Superintendent or designee.

2.2.2 Such leave may be cumulative and shall be granted with pay when approved.

2.2.3 Employees who do not use their personal leave days may cash out all three (3) or any remaining personal leave days at the end of the school year at their current step rate of pay for the employee's position. The maximum number of days that can be cashed out is three (3) days.

2.2.4 Beginning with the 2013-14 school year, an employee may request in writing to Human Resources, prior to May 31, that the employee be allowed to carry over one (1) or two (2) full days into the subsequent school year for a maximum total at any given time of five (5) days to accommodate a significant personal or family event beyond the employee's control. Absent a request and an approval of the request, the employee's unused personal leave will be automatically cashed out according to section 2.2.3.

2.2.5 In the event of a double Educational Programs and Operations\_ Levy failure, this cash out provision shall not apply for the following school year and each remaining year thereafter or until reinstated by the Superintendent.

## 2.3 Bereavement Leave

2.3.1 In the event of the death of an immediate family member, the administrator, professional/technical employee, or confidential employee shall be granted up to three (3) days with pay. Two (2) additional days with pay may be extended by the Superintendent or designee.

2.3.2 Immediate family shall be understood to include spouse, domestic partner, children, siblings, parents, grandparents, or other dependents living in the home. The Superintendent or designee, at his/her discretion, may extend the benefits of this bereavement leave to include close personal friends of the employee.

## 2.4 Vacation

2.4.1 Vacation leave shall be granted in accordance with Policy No. 4320 and outlined in the procedures addendum to this policy.

## 2.5 Family and Medical Leave Act

2.5.1 Employees shall be afforded all rights under the Family and Medical Leave Act as required by state and federal law.

### **3. Travel**

- 3.1 Administrators, professional/technical employees, and confidential employees utilizing their private automobiles to travel on school business shall be reimbursed at the maximum rate allowed by the IRS.
- 3.2 Administrators, professional/technical employees, and confidential employees will be reimbursed for food and lodging in accordance with Policy No. 3050.