

**2019-2021 AGREEMENT**  
**between**  
**North Kitsap School District**  
**and**  
**North Kitsap Classified Administrators and Supervisors Association**

**ARTICLE I - Duration**

This agreement shall be effective September 1, 2019 and remain in effect until August 31, 2021.

**ARTICLE II - Recognition**

The Board of Directors of North Kitsap School District No. 400 recognizes the North Kitsap Classified Administrators and Supervisors Association as the exclusive representative of the following administrative and supervisory personnel for the purpose of the negotiation of terms and conditions of employment for the duration of this agreement:

Fiscal Services Manager  
Director of Transportation  
Assistant Director of Transportation  
Director of Facilities, Maintenance, & Capital Projects  
Assistant Director of Facilities & Maintenance  
Facilities and Events Supervisor  
Director of Food and Nutrition Services  
Pool Supervisor  
Technology Department Supervisor  
District Records Supervisor  
Payroll and Benefits Supervisor

**ARTICLE III - Terms and Conditions**

**A. Involuntary Transfer**

Should an Administrator be involuntarily transferred from an administrative position to a subordinate position, he or she, for a twelve-month period shall be paid at not less than his/her current salary.

**B. Work Year**

Full-time classified administrators and supervisors in this bargaining unit are defined as those who work a 260-day year.

**C. Vacation Allowance**

Full-time, 12-month employees in this bargaining unit are entitled to 25 days annual vacation. Vacations for less than full-time employees will be prorated. If a holiday should fall within the vacation time, that day shall not apply against the vacation allowance. Administrators and supervisors in this bargaining group must secure prior approval from their immediate supervisor for when vacation will be taken.

**D. Vacation Accrual and Cash Out**

No employee may accrue and carry over beyond August 31st each year more than 30 days of vacation allowance. At time of retirement or termination from service, employees may cash-out up to 30 days of unused vacation allowance.

**E. Holidays**

Administrators and supervisors in the bargaining group shall be granted all legal and school board declared holidays including the following:

Labor Day	New Year's Day
Veterans Day	Martin Luther King Jr. Day
Thanksgiving Day	President's Day
Friday after Thanksgiving Day	Memorial Day
Christmas Day	Independence Day
The Day before or after Christmas Day	
The Day before or after New Year's Day	

When a holiday falls on a Saturday or Sunday, the preceding Friday, or the following Monday, respectively, shall be considered the holiday.

**F. Evaluations**

Classified administrators will be evaluated at least once yearly by their immediate supervisor.

**ARTICLE IV - Economic Provision**

**A. Salaries**

The salaries of administrators and supervisors of this bargaining unit are paid in 12 equal installments, beginning with a check on the last working day of September through payment number 12, on the last working day in August.

Future State salary increases will be added at the state rate to the base salaries of the year in which it is given. Subsequent year's base salaries will be adjusted by the equivalent dollar amount of the current year's adjustment.

**B. Pro Ration of Annual Salary for Less than Full Year of Work**

Should an employee retire early, be employed after the contract year begins, or otherwise end his/her employment before the end of the normal contract year he/she will be compensated at the rate of 1/260 of the annual contract amount for the portion of the days worked. The contract year is defined as September 1 through August 31.

**C. Tax Shelter Annuities**

Tax Shelter Annuities may be purchased at any time during the school year that the employee wishes to begin such a program.

**D. Health and Welfare Benefits**

All classified administrators and supervisors shall be provided with a dollar allocation for Health and Welfare benefits equal to other school district personnel. Part-time regular employees will be provided with a pro-rated amount based on contract percentage.

The district will contribute an amount equal to 100% of the annual retiree subsidy (retirement carve out) per FTE employee to the classified administrators and supervisors employees' health benefits pool.

**E. Mileage**

Administrators and supervisors of this bargaining unit using private autos for school district business shall be reimbursed at the federal non-taxable level. Should the federal non-taxable level be increased, use of private vehicles in connection with administrative responsibilities will be reimbursed at the increased level.

**F. Educational Meetings and Conferences**

North Kitsap School District recognizes the value of educational meetings and conferences. All administrators and supervisors are encouraged to participate in state and/or national meetings of their professional organizations. All requests for conference attendance will be submitted in advance to the superintendent or his/her designee for approval. It is the intent of the district to encourage professional development through commitment to the Administrative Skills Development package which includes:

Subscriptions to professional journals and inservice and professional conference expenses held outside the district, subject to the approval of the superintendent or his/her designee. The district will provide monthly expense reports. In addition the district will provide an extra individual allocation in reserve for each Director and Supervisor.

Annual Professional Development Stipend (Per Director and Supervisor): \$2400 to be paid the first month of the contract year.

**G. Sick Leave**

The school district shall provide 12 days per year front loaded sick leave for full-time employees (223-day work year), and a pro rated sick leave amount for those working less than full-time. The district will provide for sick leave buy-back provision as provided for in state law, using the 223-day work year as the basis for determining a per diem rate for full-time employees.

**H. Other Forms of Leave**

All classified administrators and supervisors shall receive equal leave benefits (with the exception of sabbatical leaves) as those provided to members of the North Kitsap School Administrators Association.

Personal leave will be defined as the following:

- 1) 4 annual personal days
- 2) If unused, an employee may carryover up to two (2) personal leave days to the next year up to a maximum of six (6) available personal leave days in any one year.

**I. Employee Dues Deductions**

The school district agrees to make payroll deductions to membership organizations of the employee's choice. Such requests for payroll deductions can be made at any time.

**J. Sick Leave Buy Back**

Members of the association are entitled to annual and retirement sick leave buy back per provisions of state law.

**K. Extra Work**

With prior approval of the superintendent or his/her designee a classified administrator or supervisor may work up to an additional ten days. This work will be paid at the per diem rate.

**ARTICLE V - Management**

North Kitsap Classified Administrators and Supervisors will assist in the collection of data, participate in the presentation of this data to the superintendent, and serve as a resource to facilitate administrative decisions. The district encourages members of N.K.C.A.S.A. to present proposals and seek input in the decision process through proper administrative channels.



