



# Collective Bargaining Agreement

Between

Wenatchee School District  
and  
Principals/School Based Directors

July 1, 2022 to June 30, 2025

# Wenatchee School District Principals Agreement

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# **Wenatchee School District Principals/Directors Agreement**

## **ARTICLE I - RECOGNITION**

The Wenatchee School Board recognizes the Wenatchee Principal/Director Association as the exclusive bargaining representative for the following administrative positions in the Wenatchee School District:

Wenatchee High School Principal	Career & Technical Education Director
WestSide High School Principal	Special Education Director
Middle School Principal	High School Assistant Principal
Middle School Assistant Principal	Athletic Director
Assistant Director of Special Education	Elementary Principal
Elementary School Assistant Principal	Wenatchee Valley Technical Skill Center Director
Valley Academy Program Administrator	

The term “principal/director” when used hereinafter in the Agreement shall refer to all administrators represented by the Principals’/Directors’ Association.

## **ARTICLE II - SALARIES**

The District and the Principal/Director Association agree to continued, on-going dialogue regarding equitable compensation. Any salary adjustments will be made effective July 1st.

### **SECTION 2.0 SALARIES**

Salaries shall be paid according to the adopted Principal/Director Salary Schedule attached hereto as appendix A. For the 22-23 school year salaries in Appendix A will be grouped by like positions and responsibilities, and will increase by 8.5% across all levels. For the 23-24 school year salaries in Appendix A will be grouped by like positions and responsibilities, and will increase by 4.5% across all levels. For the 24-25 school year salaries in Appendix A will be grouped by like positions and responsibilities, and will increase by 3%, across all levels, with an optional opener in the 24-25 school year, if IPD is higher.

### **SECTION 2.1 CONTRACTS**

Salaries shall be contracted for July 1st through June 30th of each year. Principals and Directors will receive contracts each July.

### **SECTION 2.2 STEP ADVANCEMENT**

Each year Principals/Directors shall advance to the next step of the Principal/Director Salary Schedule and receive full payment as indicated by the adopted Principal/Director Salary Schedule attached hereto as an appendix A. Advancement on the salary schedule shall be limited to no more than one experience increment in any one year. The final determination of creditable service and certificated administrative service and salary schedule placement shall rest with the district.

### **SECTION 2.3 COLLECTIVE BARGAINING STIPEND**

The District recognizes the significant contribution our members make as participants in contract negotiations. Participation on each of the District Bargaining teams will be expected. The following stipends will be paid for each year served.

WenEA – Open contract year	\$3000
WenEA – Labor Management only	\$1500
Classified Contracts – Open contract year	\$1500
Classified Contracts – Labor Management only	\$ 750
Co-Curricular Contract – Open contract year	\$1000

## **SECTION 2.4 STATE COMPLIANCE**

The parties acknowledge the necessity for the district to comply with state compensation limitations. The parties intend that nothing in this agreement shall operate to preclude the district from complying with state compensation laws.

## **ARTICLE III - WORK YEAR**

### **SECTION 3.0 WORK YEAR**

The length of contracts for administrators shall be 260 days as outlined below:

Principals and directors oversee everything that happens in their buildings/departments and should plan their time to make themselves available to that end. Principals and directors, in consultation with the Superintendent or designee, will make individual determinations as to when their presence is required to meet the minimum requirements of the job. Accountability in terms of time management and attention to duties shall be assessed as a part of the regular evaluation process.

Administrators are asked to ensure a designee is identified during vacation and holiday periods should an emergency occur that requires a response from the building/district. The district will work to avoid scheduling events, which would require the presence of principals and directors, during the month of July or during holiday periods.

Each administrator covered by this agreement will be contracted for 260 days as outlined below:

Work Year Defined	Days
Work Days will generally be: <ul style="list-style-type: none"> <li>• 180 school days</li> <li>• 15 days before school starts</li> <li>• 10 days after school ends</li> <li>• 5 additional days</li> </ul>	210
Responsibility Days:	11
Vacation Days:	25
Holidays:	14
Total Paid Days:	260
NOTE: in addition to the base work year described above, Administrators are also provided the following days off as needed/accessed:	

Sick Leave Days	12
Personal Days	3
Bereavement Leave Days:	5

1. Work Days:

Workdays are to be scheduled with the approval of the immediate supervisor. Generally, those days will include the 180 days of school, any district or state professional days, fifteen (15) days before school starts, ten (10) days after the last day of school, and five (5) additional days.

Workdays include days the administrator is attending training/conferences. Workdays will be declared by each administrator and approved by his/her supervisor.

2. Responsibility Days:

a. Each administrator covered in this agreement will be provided eleven (11) responsibility days.

b. Responsibility days are:

- i. Days outside of the work year that Administrators are working due to unexpected late hiring of staff, dealing with unexpected issues that arise on campus/within the district, and/or issues with students, employees, etc.
- ii. Days in recognition of evening and weekend work as required (extra-curricular events, open houses, work on evaluations, etc.).
- iii. Days when administrators are not on-site but are available by phone or in-person to the building/district to deal with unexpected issues that arise (emergency shelter/assistance for local, state, federal entities, etc.).

3. Vacation Days:

The district strongly encourages administrators to utilize available vacation time to rest and recharge.

a. Each administrator covered in this agreement will be provided twenty-five (25) vacation days per year.

b. Vacation days do not roll over from year to year.

c. Vacation days should be taken on non-school days when possible. It is acknowledged that on occasions, administrators may wish to take vacation days during the school year.

- i. This request must be made to the Superintendent, assuring him/her that there is appropriate coverage during the absence.

d. Each administrator may cash out up to ten (10) vacation days per year. Cash out requests must be submitted June 1 each year for resigning/retiring administrators and June 30th for continuing administrators.

4. Per-Diem rates for all principals/directors covered by this agreement shall be calculated at 210 days.

5. Holidays:

All administrators covered in this agreement will receive the following paid holidays which fall within their work year:

1. New Year's Eve Day
2. New Year's Day
3. Martin Luther King Day
4. President's Day
5. Memorial Day
6. Day Before Independence Day
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. Christmas Eve Day
13. Christmas Day
14. Day After Christmas

In emergency situations, administrators may be required to report to work on a holiday.

## **ARTICLE IV - LEAVES**

### **SECTION 4.0 LEAVE NOTIFICATION**

The principal/director shall notify their supervisor as soon as possible any time they will be absent from work.

### **SECTION 4.1 BEREAVEMENT LEAVE**

Up to five (5) days of bereavement leave with pay will be granted for each occurrence of death of immediate family. Immediate family is defined as: parent, husband, wife, child, brother, sister, grandchildren, grandparents and immediate in-laws. Up to two (2) days will be granted for bereavement for a person of close personal ties. In cases where emergency factors of long distance are involved, the principal or director may be granted up to two (2) additional days leave. When a death occurs outside the immediate family, the employee may be excused at the discretion of the Superintendent, if the employee was involved in a close relationship to the deceased.

### **SECTION 4.2 SICK LEAVE**

Sick leave shall accumulate at the rate of twelve (12) days per year for illness and serious illness in the family. Sick leave shall be taken when the principal or director is unable to perform duties because of

personal illness or injury. Principals/Directors may buy back a maximum of twelve (12) days per year per WAC 392-136-015.

#### **SECTION 4.3 EMERGENCY LEAVE**

Emergency leave, deducted from sick leave balances, may be taken for:

- a. Illness in the principal's/director's immediate family. In this instance, immediate family means spouse, parent, child, grandchild, grandparent, sibling, or those of the principal/director that the principal/director is legally responsible.
- b. Emergencies in nature due to sudden, urgent, unusual and unforeseen occurrence or occasion requiring immediate action and not of mere convenience. Emergency leave may be taken at the principal's/director's discretion. The superintendent shall be notified by the principal as to the date and the reason for use of emergency leave.

#### **SECTION 4.4 PERSONAL LEAVE**

Three (3) paid personal leave days per year shall be provided to take care of personal business. Two (2) personal leave days may be carried over to the next school year for a maximum of five (5) days available in any one school year. Personal leave is not to be scheduled during June or August, unless under extraordinary circumstances approved by the superintendent or designee. No more than one administrator per building may be on personal leave at the same time.

#### **SECTION 4.5 FAMILY AND DISABILITY LEAVE**

The District will provide all benefits available to principals under the Family and Medical Leave Act of 1993 (FMLA).

### **ARTICLE V - BENEFITS**

#### **SECTION 5.0 INSURANCE BENEFITS**

The District shall provide all administrators with insurance benefits that align with the rules and regulations as defined by the State.

#### **SECTION 5.1 ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE**

The District shall provide all administrators with accidental death and dismemberment benefits that align with the rules and regulations as defined by the State.

#### **SECTION 5.2 LIFE INSURANCE**

The District shall provide all administrators with life insurance benefits that align with the rules and regulations as defined by the State.

### **SECTION 5.3 PERSONAL PROPERTY LOSS/DAMAGE**

The District shall reimburse principals/directors for property damage to their vehicles and personal property while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof or the loss or damage incurred while so engaged. The dollar amount will be limited to the employee's personal insurance deductible or up to \$400.00, whichever is the least amount.

### **SECTION 5.4 VEBA III (POST RETIREMENT MEDICAL PLAN)**

The Association shall notify the District of its intention to participate annually, no later than June 30.

### **SECTION 5.5 TRANSPORTATION ALLOWANCE**

Principals/Directors will automatically receive \$100 per month, for incidental costs related to the following:

- Situations requiring the transporting of students;
- Traveling from school building to businesses for required purchases which could not be made in another fashion (e.g., through the courier service);
- Evening responsibilities where the principal's/director's presence is mandatory, and;
- Holiday/weekend work at building or office.

The following administrators shall receive \$150 per month,

1. Special Education Director
2. CTE Director
3. Athletic Director
4. Assist. Director of Special Education
5. Skill Center Director

### **SECTION 5.6 CELL PHONES**

Principals/Directors will receive a cell phone stipend of \$100 per month, \$150 per month effective July 1, 2019.

## **ARTICLE VI - RETIREMENT**

If a principal/director notifies the Superintendent on or before October 1st of their intent to retire at the end of the school year, such principal/director shall receive payment of seven (7) per diem days for transition services. If a principal/director notifies the Superintendent between October 2nd and January 1st of their intent to retire at the end of the year, such principal/director shall receive payment of six (6) per diem days for transition services.

## **ARTICLE VII - TRANSFER OF PRINCIPALS/DIRECTORS and ASSISTANT PRINCIPALS/DIRECTORS TO SUBORDINATE POSITIONS**

The procedural rights contained in RCW28.A.405.230 apply equally to principals/directors and assistant principals/directors, except that a principal may be transferred only during the first three consecutive school years of employment as a principal by the school district. If the principal was previously



employed as a principal/director by another school district in the state of Washington for three or more consecutive school years, then the preceding provision applies only to the first full school year of employment.

The exception for principals described above does not apply to any other administrator, including assistant principals, as defined in RCW28A.405.230.

## **SECTION 7.0 CHANGE IN ASSIGNMENT**

When an Administrator covered under this agreement moves to another position with a lower pay range, he/she will be paid at the step in the new position closest to their current salary, unless otherwise covered under provisions contained in RCW 28A.405.230. The Superintendent has the authority to assign and transfer Administrators to best meet the needs of the District.

## **ARTICLE VIII - PROFESSIONAL DEVELOPMENT**

### **SECTION 8.0 PROFESSIONAL GROWTH & DEVELOPMENT DOLLARS**

An annual (July 1st to June 30th) amount of \$2,000 will be provided to Principals/Directors for professional growth and development (PGD) to be used for tuition, travel, training, conference expenses, software, hardware, etc. and accessories obtained for the purpose of enhancing technical literacy at the administrative level and for providing necessary hardware and software to enable the administrator to carry out his/her assigned responsibilities while at work, home or other locations. Unused funds may carry over for 1 year for a total of \$3,000 in one year. Carry over cannot exceed \$1,000. At the discretion of each administrator, \$1,500 of these funds annually may be moved to a supplemental contract to be used as additional compensation for additional work performed. Requests must be made to Human Resources no later than May 1<sup>st</sup> of each year on a form provided by the District. For departing administrators, technical equipment will be depreciated as provided by IRS regulations.

This account can be used for attending National Conferences as well. Conference registration and travel requisition is to be submitted to the principal's/director's supervisor in advance to review regarding alignment to the administrator's professional goals and the goals of the District. All parties agree that costs need to be kept at a reasonable level.

PGD expenditures must be received and paid for no later than June 30th of each year claimed. PGD expenditures in an employee's last year of employment must be claimed no later than May 1st of the final year.

### **SECTION 8.1 PROFESSIONAL DUES**

The district will provide dues for membership in the Association of Washington School Principals (AWSP) or Washington Association of School Administrators (WASA), including national dues. The district will provide a group membership in the Washington Association of School Curriculum Directors (WASCD)

### **SECTION 8.2 LEADERSHIP STIPENDS**

Leadership Academy Training - \$1,250

Criteria: All Principals and Directors will participate in the Leadership Academy Training

**Requirements:** Involvement in training each year, attendance at all trainings and cohort discussions. Absence at any training or cohort discussion must be pre-approved by the Superintendent and it is the responsibility of the participant to make up any missed training or assignments.

**Performance:** Principals/Directors will receive this stipend upon successful completion of the Leadership Academy training. Failure to complete the requirements and/or measurement components of the training will result in a reduction or loss of this stipend.

### **Additional Stipends:**

At the direction of the Superintendent, Principals/Directors may become eligible for additional stipends of \$1,250 for special projects and or additional leadership responsibilities, on an annual basis.

Member of District Learning Team	\$1250
Daycare Oversight at building	\$1250
Bond Project at building, per year	\$1250
District Wide Committee Lead	\$1250
Parent Advisory Committee Lead	\$1250
Assigned Project Lead	\$1250

### **SECTION 8.3 LONGEVITY**

Administrators shall be eligible for a Longevity Stipend paid each year in January for total years in education administration.

7-9 years	\$1000
10 – 14 years	\$1500
15 – 19 years	\$2000
20+ years	\$3000

### **SECTION 8.4 ADMINISTRATOR ORIENTATION**

Principals and Directors that are new to their position will receive orientation sessions and will be assigned a mentor. The orientation will include: An overview of the District, District policy and procedures, Human Resource operations, Budget operations, Legal issues, and Continuous Improvement Planning Processes (CIPP). Stipend for mentors assisting administrators new to administration and new to the District: \$1000, Stipend for mentors assisting current employees new to administration and administrators new to the district: \$750, Stipend for mentors assisting current administrators new to their position: \$500.

## **ARTICLE IX EVALUATIONS & DUE PROCESS**

### **SECTION 9.0 EVALUATIONS**

Administrators shall be evaluated on an annual basis. Administrator evaluations shall comply with Washington State Law, as now appears or is hereafter amended.

### **SECTION 9.1 DISCIPLINE**

Discipline and appeal rights shall be in accordance with School Board Policy and Procedure 5281.

### **SECTION 9.2 ON-GOING DIALOGUE**

The District and the Principals/Directors Association will meet no less than once every three (3) months to discuss appropriate matters of mutual concern.

### **SECTION 9.3 OPENERS**

This agreement may be re-opened and modified at any time during its term upon mutual consent of the parties in writing.

Agreed to and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Association President

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Bargaining Team Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Date





