

Bainbridge Island School District

Terms of Contract  
for  
District Office Administrators

July 1, 2021 – June 30, 2022

The following benefits, terms and conditions are provided to District Office Administrators in addition to any others included in individual employment contracts.

1. Work Year

The work year for all administrators will be 260 days, including 223 work days, 12 holidays and 25 vacation days. The work year will commence on July 1 and end on June 30 the following year.

2. Holidays

The following holidays will be observed: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year' Eve Day.

3. Vacation Days

Employees will be granted 25 days of vacation each year. A minimum of ten (10) vacation days must be used per year or lost. Up to forty (40) days of unused vacation may be carried forward from one contract year to the next. Ten (10) of the accrued vacation days must be used no later than sixty (60) days prior to termination of employment or be lost and thirty (30) of such days may be cashed out at the time of termination. Payment will be at the per diem rate of 1/223 of the employee's salary at the time of conversion. Employees may buy back annually up to five (5) days of such leave.

4. Leaves

In accordance with established District practices, as well as applicable laws and the rules/regulations set forth by the Board of Directors, employees will be provided the following leaves:

- a) Sick leave; twelve (12) days accrued annually.
- b) Emergency leave; two (2) days annually, not subject to carryover.
- c) Bereavement leave; five (5) days for immediate family members and one (1) day otherwise.

- d) Maternity leave; up to thirty (30) days for normal childbirth or up to forty (40) days for Caesarian childbirth, to be deducted from accrued sick leave. Up to ten (10) days of sick leave may be used for paternity leave when partners have given birth to a child.
- e) Adoption leave; up to twenty (20) days to be deducted from accrued sick leave; with up to four (4) days additional for travel, observation or legal needs, to be deducted from accrued sick leave.
- f) Personal leave; five (5) days with carryover of up to a maximum of five (5) days.
- g) Court appearance leave; as a subpoenaed witness or for jury duty.
- h) General leave of absence; non-compensated and for reasons of merit.
- i) Military leave; scheduled outside the student attendance calendar, as possible.

5. Other Paid Benefits

- a) The current state pass-through and health care carve-out for family medical, dental, and vision insurance. Employees must enroll in dental, vision and long-term disability plans that are offered through the district.
- b) A budget of \$2,700.00 annually (prorated for less than 1.0 FTE) for professional growth activities (PGA) such as fees, travel and lodging for conferences, study institutes, workshops and courses. PGA funds may also be used to purchase technology and for internet smart phone reimbursement. Up to \$1000 of unused PGA funds may be converted to pay at the end of the contract year.
- c) Annual membership in two professional organizations of the employee's choice at local, state or national levels.
- d) Stipend of \$1200 annually for those administrators holding a doctoral degree.
- e) Term life insurance in the amount of \$100,000.00. It is agreed that the employee has the sole discretion to designate the beneficiaries under the policy and, in the event of termination with the district, the employee has the right to assume the obligation for payment of premiums under the policy and to continue the coverage. The district's obligation to provide insurance under this paragraph shall be contingent upon the employee being insurable, the policy being an annual renewable term policy, and the applicable premium being not more than the standard underwriting rate.
- f) Reimbursement for transportation using the employee's personal vehicle while performing official duties outside the school district boundaries during employment as an administrator at the standard Internal Revenue Service reimbursement rate.

6. Additional Provisions

Employees will be allowed to participate in the District's Attendance Incentive Program (sick leave buy-back) as authorized by law. At the request of the employee and in accordance with applicable laws, the District may also periodically withhold and transfer an amount of salary, as determined by the employer, to permit participation in a tax-deferred annuity program.