

# Supplemental & Incentive Days in College Place

## 16 Supplemental Days

These 16 days are negotiated by the WWVEA with the District. This year six new Responsibility Days were negotiated to bring the total Supplemental Days up from 10 to 16.

**The 7 Supplemental Days directed by the district** (also known in TRI as “Time Days”) are to be used as stated below or as arranged with the approval of the building administrator. These days are mandatory, and you receive per diem pay.

- (1) Staff Orientation Day
- (4) District Days (3 days before the start of school and 1 day after the last student day of the school year): These days are mandatory, the days will be agreed upon by the District and Association, and the agenda set by the District.
- (2) Fall and Spring Conference Days (Dates TBD)

**The 9 days directed by you** are your Responsibility Days: For the 2016-2017 school year each full-time teacher will be allocated up to 9 days of per diem responsibility pay (2 of these days will sunset with the 2016-2017 school year).

- a. One day is 8 hours
- b. Part-time teachers will receive these hours on a prorated basis according to their FTE
- c. These days will be calculated into the employee’s regular pay and dispersed over 12 months

## Incentive Days for Service

**After 10 Years Employment in College Place:** one (1) additional supplemental day, non-accumulative, to be paid at the current supplemental day pay rate, deemed done.

**After 15 Years Employment in Education:** one (1) additional supplemental day, non-accumulative, to be paid at the current supplemental day pay rate, deemed done.

**After 17 Years Employment in Education:** a stipend of \$200.00 to be paid through the payroll process at the end of June.

**After 20 Years Employment in Education:** one (1) additional supplemental day at the current supplemental day pay rate, also deemed done. Such employees have a choice to work this day for the current supplemental day pay rate, or take leave from a regular contracted day (if taking leave day must complete absence form indicating the use of this day).

**After 25 Years Employment in College Place:** one (1) additional supplemental day, non-accumulative, to be paid at the current supplemental day pay rate, deemed done.

**To receive payment for these days** an email to the Business Manager will be the acceptable form of documentation. The email must include which Service Incentive Day is to be compensated. The Payroll cutoff date for payment will be the 10th day of the month. S

## Types of Leave in College Place

**Sick Leave:** Twelve days of sick leave is credited to each full time employee at the beginning of the contract year, and accrues each year to the number of days equal in the employee's contract, at this time 180 days.

**Sick Leave Buy Back:** Employees may cash in unused sick leave above an accumulation of sixty (60) days from the previous year's accumulation, at a ratio of one full day's monetary compensation for four (4) accumulated sick leave days. At the employee's option, they can cash-out their unused sick leave days in January of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued and each January thereafter, at the rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued sick leave.

**Sick Leave Sharing:** Bargaining unit members who have accumulated more than 176 hours of sick leave may donate accumulated sick leave to other employees in College Place School District bargaining unit. The employee may not donate more than six (6) days of leave during any school year.

**Bereavement Leave:** Up to five days will be granted with full pay for a death in the immediate family, which includes spouse, children, parents, grandparents, sibling, aunt, uncle, niece, nephew, and similarly related in-laws. Additional incidents may be considered by administration.

**Business Leave:** Each teacher shall be allowed five (5) days per year non-accumulative, deducted from sick leave allowance, for employee absence due to emergency, business, professional, household, or personal matters that cannot be attended to outside of working hours. Prior approval must be given by the administration with the exception of emergencies. The use of business leave will be allowed immediately preceding or following a school holiday, provided a substitute is available. In no instance shall more than two (2) teachers from the same building be allowed business leave on the same day.

**Leave of Absence:** Application shall be in writing to the Superintendent by March 1 of the school year prior to the year for which said leave is desired. The request will specify the reasons for which leave is requested. A certificated employee requesting leave shall be notified in writing no later than April 30 of the District's decision regarding the request for leave.

**Other Leaves:** There are a few more leaves that are available for special needs which are defined in your negotiated agreement. They include Maternity/Paternity, Adoption, and Family and Medical Leave (FMLA). If you have questions about any of these leaves, please read Article III, Section 14 (pp. 27-30) of the negotiated agreement.