

**Agreement Between
University Place School District No. 83
And
University Place Principals' Association
(2022-2024)**

I. Recognition

University Place School District Board of Directors recognizes the University Place Principals Association (UPPA) as the exclusive representative of all school site administrators (principals and assistant principals).

This agreement and any subsequent amendment to it shall become effective upon ratification first by the Association and then by the District. It shall thereafter be executed by the authorized representatives thereof.

This agreement shall be in full force beginning July 1, 2022. Implementation of this agreement or future amendments may be delayed by mutual consent to accommodate the budget process.

It is understood that all administrators covered by this agreement are active members of the districts' management team and will assume a responsible role in the administration of the District under the direction of the Superintendent.

A problem-solving process will be used to address issues of interest in a principled way that creates effective solutions while improving the relationship between the District and the University Place Principals' Association.

Either party may terminate the commitment to the agreed upon process with written notice. If such notice is given, the parties have sixty days to meet and explore the reasons therefore and will attempt to resolve any conflicts, issues, or other matter with precipitated the notice. By mutual agreement, the sixty days may be extended. If no resolution is reached, however, this agreement shall terminate on June 30, ~~2022~~ 2024.

II. Work Year

The administrative contract year shall be from July 1 through June 30 annually. The length of the contract year is 260 days, which includes 218 work days, 12 holidays and 30 days vacation leave.

Calculation of per diem will be at 1/218 of salary for purpose of sick leave buy back, per diem pay and vacation leave buy back. For purposes of deduction of pay due to termination of contract by either party calculation of per diem will be at 1/260 of salary.

Holidays

The following are paid holidays for all administrators: New Years Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Day, day before or after Christmas, Martin Luther King Day.

Vacation Leave

Each administrator shall be entitled to take 30 days vacation leave per contract year. Vacation leave may be taken during winter vacation, Presidents' break, spring vacation, and during the interim between the week after school closes and the two weeks before the work year begins for certificated staff. With the Superintendent's prior permission, vacation leave days may also be taken at other times during the year.

Vacation leave days may be accumulated and shall be deemed used in the order in which they are earned. The maximum number of vacation days accrued on June 30 and carried forward to the following year shall be twenty (20) days.

Up to fifteen (15) days of unused vacation leave per year may be cashed out as salary.

The maximum number of vacation days cashed out shall not exceed 30 days in the administrator's average final compensation period (AFC) as determined by the Department of Retirement Services.

Sick Leave

Each administrator shall be allowed twelve (12) days sick leave annually during which time no salary deduction shall be made for absences on account of personal illness. Such leave shall be cumulative from year to year to a maximum of the administrators annual number of contracted days.

In addition, the district shall provide ten (10) days sick leave to be used in the event the accumulated sick leave is expended. Such sick leave is not cumulative, shall not be eligible for buy-back, and is not transferable to employment in other districts. This additional leave shall be provided only after all other available leave has been exhausted.

Administrators may participate in an annual sick leave buy-back program as provided in RCW 28A.400.210.

Personal Leave

Each administrator shall be allowed two (2) personal leave days per year. Unused personal leave may be carried forward and accumulated up to four (4) days per year. Up to two (2) personal leave days per year are eligible for buy back on June 30 at the rate of \$500 per day or per diem, whichever is less.

Other Leaves

Administrators shall be eligible for other leaves as required by law and pursuant to district policy.

III. Compensation

Salary Schedule

The top step of the Intermediate principal's salary will be an average of the top step of the primary principal and junior high principal salaries. Intermediate assistant principal salaries will be an average of the top step of the primary assistant principal and junior high assistant principal salaries. Each step below the top step will be \$2,000 less than the step above.

The annual salary schedule developed pursuant to the foregoing procedure is attached hereto and made a part hereof as "*Appendix A.*" For the 2022-2023 school year, Step 1 for all positions will be

increased by 6%. For the 2023-2024 school year, Step 1 for all positions will be increased by IPD + 2%.

Placement on Salary Schedule

Placement on the site administrator salary schedule for administrators moving from an assistant principal to a principal position will be at the salary schedule step which represents an increase of at least \$3,500.

The Superintendent will review placement of administrators on the salary schedule with representatives of the Association prior to implementation.

Doctoral Stipend

Administrators who earn a doctoral (PhD or EdD degree) in educational administration or related field or a superintendent credential shall be paid a stipend equal to 2% of the administrator's salary as determined by placement on the salary schedule.

Longevity Stipend

A longevity stipend shall be paid to principals at the rate of:

7-10 years = \$4,500

11-15 years = \$6,000

16+ years = \$7,500

Years of experience as an Assistant Principal in UPSD will count toward determining a Principal's longevity stipend.

Exchange Days

An annual maximum of five (5) days may be granted for administrative work done on Saturdays, Sundays or holidays. Exchange days may be taken in lieu of vacation on non-student days through June 30 of each contract year. Unused days may not be carried forward from one contract year to the next contract year.

Additional Days

The District and the Association acknowledge that the job responsibilities of site administrators have increased significantly in recent years, specifically in terms of the number of commitments required beyond the normal work week. Therefore, each administrator shall be eligible to be paid up to eight (8) days at the per diem rate for administrative work (e.g., writing evaluations, school events, site/strategic planning, etc.) done beyond the normal work day/week. Payment for these days may be claimed by completing Appendix B "Administrator Additional Days Form" and submitting it to the Superintendent or designee for approval.

Leadership Stipend

At the discretion of the Superintendent, a leadership stipend may be paid to administrators who are assigned significant additional responsibilities having district-wide application. These stipends may be renewed or discontinued by the Superintendent on an annual basis. The Superintendent shall determine the amount to be paid based on the scope/duration of the assigned duties, but the range will generally be from \$1,500 to \$2,000 per year.

VEBA

The Association will advise the District by April 30th of each year whether retirees will participate in VEBA III.

Professional Development Account

The District will support the professional development of each administrator by allocating each administrator \$1000 per year that may be spent on memberships in professional associations, professional conferences, tuition, workshops and similar professional growth activities (a "Professional Development Allocation"). The professional growth activities for which funds are expended must be consistent with the district's mission and strategic plan, as determined by the Superintendent. AWSP dues will be paid by the district. A maximum of \$3,000 in unexpended funds from the previous year's Professional Development Allocation may be carried forward to the next budget year.

Upon an administrator's acceptance into an approved Superintendent Credential, Ph.D or Ed.D. program, the Professional Development Allocation for that administrator will be increased by \$4,500 annually (to a total of \$5,500 annually) for a maximum of three years. When an administrator under this provision completes the approved program, enrollment in the program is otherwise terminated, and/or the maximum of \$4,500 per year for three years has been received, the administrator is expected to continue employment in the District at least one year for each year the additional \$4,500 was received. If the administrator voluntarily terminates employment prior to completing this expectation, the District will recapture \$4,500 for each year the administrator did not meet the expectation.

Professional Development Stipend

The District will provide a Professional Development Stipend of \$2,000 for district-directed professional development activities completed outside the work day. Payment for this Professional Development Stipend shall be made in equal installments based on the payroll schedule.

IV. Conformity to Law

If any provisions of this Agreement or any application of these provisions to any member of the Association shall be found or become contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law. All other provisions or applications shall continue in full force and effect. No change, revision, alteration or modification of this Agreement, in whole or in part, shall be valid unless the same is ratified by both the Board of Directors and the Association.

**For the University Place Principals'
Association:**



UPPA President

8/30/22

Date

For the University Place School District:



Superintendent

Date