

**Mukilteo School District
Non-Represented Employees
Agreement
2023 - 2024**

The provisions of this memorandum apply to all non-represented employees identified on the Salary Schedule, attached as Appendix A.

Salary Schedule

All employees will be paid in accordance with the attached Salary Schedule. All new employees will be placed at Step 1, Year 0. New employees with experience determined by Human Resources to be applicable may receive longevity credit for additional years towards Step 2 of the Salary Schedule. Technology positions shall have a single step placement.

It is the intent of the District to flow-through State funded salary improvements as allocated by the State on a year-to-year basis. Any additional salary improvements will be in the discretion of the District annually.

Health Benefits

The District agrees to provide the insurance plans, follow employee eligibility rules, remit employee premium contributions, and provide funding for all non-represented employees and their dependents as determined by the School Employees' Benefits Board (SEBB) or the Washington Health Care Authority (HCA).

Group Term Life Insurance

Employees will receive the group term life insurance policy included in their SEBB benefit package, if any, and may participate in any SEBB-offered supplemental benefit plans for which they are eligible. Employees will be able to utilize payroll deductions for any such supplemental insurance that they choose through SEBB.

Long Term Disability Insurance

Employees will receive the LTD policy included in their SEBB benefit package, if any, and may participate in any SEBB-offered supplemental benefit plans for which they are eligible. Employees will be able to utilize payroll deductions for any such supplemental insurance that they choose through SEBB.

Membership Dues

The District will pay membership dues for an employee to one approved professional organization of his/her choice. Should an organization have an adopted affiliate dues structure, the District will pay the umbrella membership dues.

Career Increment

A full-year (260 day) non-represented employee shall be eligible for a career increment in the amount of three (3%) percent of his/her base salary during his/her last year of employment with the District, provided that they submit a letter of termination for the purpose of retirement at least 60 days prior to their last day of work. To qualify, an employee must be at least in his/her 10th year of employment with the District. This career increment shall be payable in his/her final check of the current year. In accordance with RCW28A. 400.220(2), this compensation shall not be included for the purposes of computing a retirement allowance.

Calendar

For the 2023-24 contract year, a full year will be 257 days (260 days less 3 unpaid furlough days scheduled by the District in December), and the annual salaries listed in the salary schedule will be reduced accordingly. Full-year employees are paid for 221 workdays: 13 holidays, and 23 vacation days. During contract years where there are 261 or more workdays, employees who work 260 days per year shall take one or more days off without pay to account for the extra workdays. The designated day(s) to be taken off shall be determined by the District.

Full-year employees may accumulate 10 vacation days annually up to a maximum of 30 days. These days may be cashed out upon retirement or resignation from the district at the employee's current per diem rate. Vacation days shall be deemed used in the order in which they are earned. Per diem is defined as 1/257th of the employee's salary.

Full year non-exempt employees who are required to work on the above-described holidays shall receive the pay due them for the holiday, plus one and one-half (1½) times their base rate for all hours worked on such holidays.

Less than full-year employees are paid for the number of days they are scheduled to work and are compensated for the above-described holidays that fall within their scheduled work year.

Leaves

Leave provisions currently applicable to other classified employees covered by the MACP collective bargaining agreement will apply to all Non-Represented employees except personal leave and vacation.

Two days of personal leave will be granted per year for personal affairs that require the employee to be absent during the regular working day, in either full or half day increments. In August of each year, unused personal leave will be automatically cashed out at the current daily teacher substitute rate.

Duration

The duration of this agreement shall be from July 1, 2023, through June 30, 2024.

Dated this 17th day of July 2023.

MUKILTEO SCHOOL DISTRICT NO. 6

By Judith M. Schwab
President Judy Schwab

GHB

[Signature]

Charles Hance

ATTEST:

Alison Brynson
Alison Brynson, Board Secretary

John Salazar

**NON-REPRESENTED SALARY SCHEDULE
2023-24**

| Position | Step 1 (0-7 years) | Step 2 (8 + years) |
|--|--------------------|--------------------|
| Human Resources | | |
| Employment Specialist | 81,346 | 88,420 |
| Technician | 91,108 | 99,030 |
| Public Records Specialist | 91,108 | 99,030 |
| Coordinator - Certificated & Classified | 117,627 | 127,855 |
| ECEAP | | |
| ECEAP Coordinator | 107,377 | 116,714 |
| Payroll/Business | | |
| Payroll Technician I | 81,346 | 88,420 |
| Payroll Technician II | 91,108 | 99,030 |
| Fiscal Technician | 91,108 | 99,030 |
| Risk Management & Loss Control Coordinator | 99,242 | 107,872 |
| Payroll Specialist | 99,242 | 107,872 |
| Payroll Lead | 117,627 | 127,855 |
| Budget Analyst | 117,627 | 127,855 |
| Fiscal Analyst | 117,627 | 127,855 |
| Manager of Safety & Security | 128,527 | 139,704 |
| Support Services | | |
| Driver Training Coordinator | 81,346 | 88,420 |
| Custodial Coordinator | 99,242 | 107,872 |
| Fiscal Coordinator - Capital Facilities | 107,377 | 116,714 |
| Coordinator of Publication Services | 107,377 | 116,714 |
| Supervisor of Custodial Services | 117,627 | 127,855 |
| Supervisor of Maintenance & Grounds | 117,627 | 127,855 |
| Project Improvements Manager I | 128,527 | 139,704 |
| Project Improvements Manager II | 149,677 | 162,693 |
| Superintendent's Office | | |
| Executive Assistant - Deputy & Assistant Superintendent | 99,242 | 107,872 |
| Communications Digital Media Specialist | 99,242 | 107,872 |
| Executive Assistant - Superintendent | 117,627 | 127,855 |
| Miscellaneous | | |
| Comprehensive Learning Needs Assessment (CLNA) Coordinator | 91,108 | 99,030 |
| Career Connected Learning Coordinator | 91,108 | 99,030 |
| Technology | | |
| Application Analyst | | 114,768 |
| Server Analyst | | 114,768 |
| CEDARS Data Analyst (State & Federal Systems) | | 114,768 |
| Student Information System (SIS) Analyst | | 114,768 |
| Network Analyst | | 114,768 |
| Network Desktop Analyst | | 125,680 |
| Network Engineer | | 145,892 |
| Application Systems Analyst | | 145,892 |
| Server & Storage Administrator | | 163,399 |
| Network Security Administrator | | 163,399 |

NON-REPRESENTED SALARY SCHEDULE

2023-24

| Family Engagement Coordinator | | |
|--------------------------------------|-------------------------------|-------------------------------|
| Step 1 (0-3 yrs.) \$39.11 | Step II (4-7 yrs.) \$42.51 | Step III (8* yrs.) \$45.91 |
| Family Engagement Liaison | | |
| Step 1 (0-3 yrs.) \$27.02 | Step II (4-7 yrs.) \$28.65 | Step III (8* yrs.) \$30.34 |