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# MEMBER REQUEST

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email: "waspa@memberclicks-mail.net Curtis Leonard"

Friday, November 30, 2018 at 8:05:13 AM Pacific Standard Time

To: email: "Stephanie\_Berryhill@enumclaw.wednet.edu"

Good Morning WSPA members. A few member requests for your review. Thanks as always!

Lisa Turner from Wenatchee School District is wondering if other districts allow year-round (260 days) administrators to cash out accrued vacation on an annual basis? If so, do you have a WSSDA model policy 5411 in place or any other policy supporting the cashout?

Please send your responses directly to: [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

This email was sent to [Stephanie\\_Berryhill@enumclaw.wednet.edu](mailto:Stephanie_Berryhill@enumclaw.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association

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email: "waspa@memberclicks-mail.net Curtis  
Leonard"

Friday, November 30, 2018 at 8:07:15 AM Pacific Standard Time

To: email: "Stephanie\_Berryhill@enumclaw.wednet.edu"

Chris Miller from Selah School District is asking the following:

As with most employers we are getting ready to reporting/collection processes for the new Paid Leave Law. Our question at this time is in regards to coaches.

We pay our coaches in one lump sum at the end of the season. Collecting the premiums from this amount is straight forward. However we aren't sure how to go about reporting the amount of hours worked. We have an estimate of how much they work but because we have them on a contract for the lump sum it doesn't come out to an hourly amount. Does any one else pay their coaches like this, and what are they planning to do?

Pease send your responses directly to: [chrismiller@selahschools.org](mailto:chrismiller@selahschools.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

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email: "waspa@memberclicks-mail.net Curtis  
Leonard"

Friday, November 30, 2018 at 8:08:15 AM Pacific Standard Time

To: email: "Stephanie\_Berryhill@enumclaw.wednet.edu"

Laurie McGinnis from Port Townsend is asking the following:

I'd like to see how districts are notifying their staff about the premiums that will be coming out of their checks in January for paid family and medical leave. I have the Employer Toolkit Notice but I think their email example may cause some confusion for our staff. I'd just like to see what other districts are sending out before I proceed.

Please send your responses directly to: [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

This email was sent to [Stephanie\\_Berryhill@enumclaw.wednet.edu](mailto:Stephanie_Berryhill@enumclaw.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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email: "waspa@memberclicks-mail.net Curtis  
Leonard"

Friday, November 30, 2018 at 8:11:14 AM Pacific Standard Time

To: email: "Stephanie\_Berryhill@enumclaw.wednet.edu"

Last request of the week. Everyone have a great weekend and thank you for your assistance!

Brenda McKee from Thorp is seeking sample contracts and contract language for Business Manager and Maintenance Manager positions. Would anyone be able to share what they have?

Please send your responses directly to: [mckeeb@thorpschools.org](mailto:mckeeb@thorpschools.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

This email was sent to [Stephanie\\_Berryhill@enumclaw.wednet.edu](mailto:Stephanie_Berryhill@enumclaw.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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email: "**stephanie\_berryhill@enumclaw.wednet.edu** Friday, November 30, 2018 at 11:55:05 AM Pacific Standard Time  
**Stephanie Berryhill**"

To: email: "cleonard@wspa.net" , email: "mckeeb@thorpschools.org"

H Brenda,

I've attached the contract we issue for our Maintenance Manager as well as the Director of Business and Operations.

Hope this helps!

Stephanie

On Fri, Nov 30, 2018 at 8:11 AM Curtis Leonard <[waspamemberclicks@mail.net](mailto:waspamemberclicks@mail.net)> wrote:

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*Stephanie Berryhill*

*Human Relations*

*Enumclaw School District*

*360-802-7113*

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email: "[stephanie\\_berryhill@enumclaw.wednet.edu](mailto:stephanie_berryhill@enumclaw.wednet.edu) Friday, November 30, 2018 at 11:57:12 AM Pacific Standard Time  
Stephanie Berryhill"

To: email: "[cleonard@wspa.net](mailto:cleonard@wspa.net)" , email: "[chrismiller@selahschools.org](mailto:chrismiller@selahschools.org)"

Chris,

I too am working on a draft I can send out to all staff. If you get any samples, I would love to see them too!

Thanks for sharing!

Stephanie Berryhill

On Fri, Nov 30, 2018 at 8:07 AM Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> wrote:

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*Stephanie Berryhill*

*Human Relations*

*Enumclaw School District*

360-802-7113

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email: "stephanie\_berryhill@enumclaw.wednet.edu Friday, November 30, 2018 at 11:59:01 AM Pacific Standard Time  
Stephanie Berryhill"

To: email: "cleonard@wspa.net"

Good morning Curtis,

Do you have any time today to review an employee situation? I think I know the direction I'm going but, would love some feedback.

I sent an email last night but, can pull it out and resend if you have time.

Sorry to bug!!

Stevi

On Fri, Nov 30, 2018 at 8:05 AM Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> wrote:

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*Human Relations*

*Enumclaw School District*

*360-802-7113*

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**email: "chrismiller@selahschools.org Miller, Chris" Friday, November 30, 2018 at 12:13:45 PM Pacific Standard Time**  
**To: email: "stephanie\_berryhill@enumclaw.wednet.edu"**

Hi Stephanie,

I didn't send the sample communication question, just the thing on coaches. It sounds like most districts are using the hours they report for ACA/DRS to report for the Paid Leave.

In regards to sample communication however I have drafted the following. We have some groups that won't have to pay because of union contracts and some that do so there are two drafts I'm working on currently.

Christopher Miller, SHRM-CP  
Human Resources Support Specialist  
Selah School District  
509-698-8014

On Fri, Nov 30, 2018 at 11:57 AM Stephanie Berryhill <[stephanie\\_berryhill@enumclaw.wednet.edu](mailto:stephanie_berryhill@enumclaw.wednet.edu)> wrote:

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*Stephanie Berryhill*

*Human Relations*

*Enumclaw School District*

*360-802-7113*

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email: "stephanie\_berryhill@enumclaw.wednet.edu" Friday, November 30, 2018 at 1:03:20 PM Pacific Standard Time  
Stephanie Berryhill"

To: email: "chrismiller@selahschools.org"

Thanks so much for sharing!

sb

On Fri, Nov 30, 2018 at 12:13 PM Miller, Chris <[chrismiller@selahschools.org](mailto:chrismiller@selahschools.org)> wrote:

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