

Introduction

This publication provides information on certificated and classified persons employed for the 2017–18 school year on October 1, 2017, in school districts of the state of Washington as reported to this agency on November 5, 2018. Refer to the 2017–18 S-275 Personnel Reporting Instructions or the glossary for further details. The tables, graphs, and reports in this publication summarize salaries, staff mix factors, and staff-per-student ratios compiled from the annual personnel reports submitted by school districts for the 2017–18 school year. The 2017–18 school year is the period September 1, 2017, through August 31, 2018.

There are no significant changes to the certificated or classified data elements collected since the prior school year.

All reports sort school districts by county and district number. To compare like-sized school districts, cross-reference Table 47, School Districts Ranked by Full-Time Equivalent Enrollment (Report P-223). Unfamiliar terms used below may be cross-referenced in the glossary for further clarification.

Staff Reports

Staff reports provide information on employees of the school districts of the state of Washington. A report was submitted to this agency for each certificated person who was under contract as of October 1, 2017, for certificated employment during the period from September 1, 2017, through August 31, 2018. A report was also submitted to this agency for each person who, as of October 1, 2017, was a classified employee during the period September 1, 2017, to August 31, 2018. Persons hired after October 1, 2017, were not reported. Data on persons leaving after October 1, 2017, were not deleted. Personnel information, training, contract data, and assignment information were reported as of October 1, 2017. Professional experience was reported as of August 31, 2017. Eligible credits were earned as of October 1, 2017. Salary and benefits were updated as changes occurred during the 2017–18 school year.

Staff Data as Used and Summarized in Tables

The tables in this publication are of two types:

Table Type 1 displays data with the following column headings:

	Avg Add'l		Average	~~~~~ Average per 1.0 FTE ~~~~~				
	Salary	Total	LEAP 1	Base	Insur.	Mand.	Total	Days in
Individuals	per Individ.	FTE	Mix Factor	Salary	Ben.	Ben.	Salary	1.0 FTE

Table Type 2 displays data with the following column headings:

~~~~~ Averages on Total Individuals ~~~~~				~~~~~ Averages on Individuals with Contracts ~~~~~				
	Total	Not Time	~ Time Related ~	~ Not Time Related ~	~~~~~ Time Related ~~~~~			
Individuals	Amount	Amount	Days	Individuals	Amount	Individuals	Amount	Days

The column titles appearing on tables are explained below. Each title is followed by an explanation of the calculation used to derive the summary data from the raw Form S-275 data reported by the districts. As used in the explanations below:

- The mathematical symbol  $\Sigma(S)$  used below denotes the summation of all data elements "S."
- The mathematical symbols  $\div$ ,  $\times$ , and  $+$  indicate division, multiplication, and addition respectively.
- Refer to the glossary for the meaning of the term duty root.

- Total certificated staff includes district certificated administrative staff (duty roots 11 through 25), district certificated instructional staff (duty roots 31 through 49), contractor certificated instructional staff (duty roots 63 and 64), and other staff (duty roots 51, 52, and 61).
- Total classified staff includes duty roots 90 through 99.
- Refer to the glossary for the meaning of the term supplemental contract. Supplemental contract assignments for certificated individuals are reported with duty suffix 1 or 2.
- In this publication, classified "time related" assignments reported with duty suffix 0 are summarized and displayed in the same manner as certificated base contract (duty suffix 0) assignments. Classified assignments not related to time reported with duty suffix 3 are summarized and displayed as additional salary.

Individuals

**Table Type 1 — Individuals**

This is a count of unduplicated numbers of individuals in the categories presented in the table. Each table in this publication represents a different view of the assignments reported for the individual. The count of individuals can be affected by the sorting and grouping process. The following examples illustrate this point:

**Example 1.** Some superintendents (duty root 11) hold, on a part-time basis, that position in more than one district. The following differences occur through the sorting and grouping process:

- Table 7: Count of individuals with duty root 11. This process finds 288 individuals.
- Table 15: Count of individuals with duty root 11 reported in each school district. This process finds 296 individuals.

The count of unduplicated individuals in the two tables is different. Table 15 views the superintendent in each district as an individual. Thus the individual who holds part-time positions in two different school districts will be counted twice in Table 15. Table 7, however, views each superintendent as an individual regardless of how many districts he or she works in. The difference between the Table 7 count and the Table 15 count indicates that some individuals have been reported in more than one school district with duty root 11.

**Example 2.** The count of unduplicated individuals in Tables 10 and 38 is different. Table 38 views a person with a basic education assignment as one individual regardless of the number of assignments in basic education programs. Table 10, however, views a person with more than one basic education program assignment as different individuals. The difference between the Table 38 count and the Table 10 count indicates that some individuals have been reported with assignments in more than one basic education program with a classified duty root.

The count of classified individuals in basic education derived from Table 10 is:

	<u>Program</u>	<u>Individuals</u>
	01	34,998
	02	557
	03	54
	31	741
	34	119
	45	94
	97	13,187
Total classified staff in basic education.....		49,750

The count of classified individuals in basic education from Table 38 is.....	48,708
Difference: Table 10 count of individuals less Table 38 count of individuals.....	<u>1,042</u>

**Table Type 1 — Average Additional Salary per Individual**

Avg Add'l Salary per Individ.
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**Average additional salary per individual** is the average of supplemental contracts for additional “time related” certificated assignments (duty suffix 2), “not time related” certificated assignments (duty suffix 1), and “not time related” classified assignments (duty suffix 3).

- **Average supplemental “time related”** (certificated). Presents the average supplemental contract for additional time assignments (reported with the selected duty root and a duty suffix of 2), e.g., duty code 312. Because the amount of time authorized by the contract may not actually have been performed, the average additional salary shown here may overstate actual compensation.
- **Average supplemental “not time related”** (certificated). Presents the average supplemental contract for “not time related” assignments (reported with the selected duty root and a duty suffix of 1), e.g., duty code 311. Because reporting of assignment detail for supplemental contracts less than \$200 was not required, this number may understate actual compensation.
- **Average additional “not time related”** (classified). Presents the average of “not time related” assignments (reported with the selected duty root and a duty suffix of 3), e.g., duty code 913.
- **Leave buy back.** Certificated leave buy back is reported as duty code 611. Classified leave buy back is reported as duty code 903.

For a single employee reported by a district, **average additional salary** is calculated as the additional assignment salary divided by the count of individuals. Note that because the amount reported is the result of dividing by the count of individuals, this average is affected by the sorting and grouping followed to produce the table. (See the discussion of individuals above.) For multiple assignments (and for more than one individual):

<b>Average Additional Salary =</b> $\Sigma(S) \div \Sigma(I)$	Where: “S” equals the additional assignment salary in the assignment being summarized. “I” equals the count of individuals in the assignment.
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**Table Type 1 — Total FTE**

Total FTE
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**Total FTE** is the accumulation of reported full-time equivalent.

A certificated FTE of 1.0 represents the time required to work full-time in a certificated position and includes all hours and days associated with the base contract year such as active working days, paid vacation and sick leave days, and paid holidays. Meal time and time in supplemental contracts are excluded.

A 1.0 FTE is determined by the local district contract. It is not less than 180 full work days. The length of the full work day is determined by the local district contract. Contracts are negotiated locally, so there are differences among districts. Contracts also differ for various assignments within a district. As used in these reports, the number of hours and days in a 1.0 certificated FTE is not constant. What remains constant is that each 1.0 FTE represents one full-time contract.

For a single certificated employee reported by a district, **total FTE** is calculated as the employee’s reported certificated FTE. Alternatively, for multiple assignments (and for more than one individual):

<b>Certificated</b> <b>Total FTE = $\sum(F \times P)$</b>	Where: “F” equals the certificated FTE of the individual. “P” equals the percent of contract time in the assignment.
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A classified FTE of 1.0 represents a standard time of 2,080 hours per year and includes active working days, paid vacation and sick leave days, and paid holidays. Meal time and duty suffix 3 assignments are excluded. As used in these reports, a classified FTE of 1.0 means 2,080 hours per year which equals eight hours per day times 260 days per year.

For a single classified employee reported by a district, **total FTE** is calculated as the sum of assignment hours per year in each of the employee’s assignments divided by 2,080. Alternatively, for multiple assignments (and for more than one individual):

<b>Classified</b> <b>Total FTE = $\sum(H \div 2,080)$</b>	Where: “H” equals the hours per year in each assignment.
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**Table Type 1 — Average LEAP 1 Mix Factor**

Average LEAP 1 Mix Factor
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**Average LEAP 1 mix factor** is an average measure of certificated staff experience and training. A LEAP 1 mix factor is assigned to each certificated individual through placement of degree type, number of eligible credits, and years of certificated experience on LEAP Document 1 pursuant to chapter 392-121 WAC.

For a single individual with one assignment reported by the district, **weighted average LEAP 1 mix factor** is calculated as:

<b>Weighted Average LEAP 1 Mix Factor =</b> <b>(1) $L \times F \times P$</b> <b>(2) $F \times P$</b> <b>(3) The result in (1) $\div$ by the result in (2)</b>	Where: “L” equals the LEAP 1 mix factor of the individual. “F” equals the certificated FTE of the individual. “P” equals the percent of contract time in the assignment.
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Alternatively, for an individual reported with several assignments (and for more than one individual):

<b>Weighted Average LEAP 1 Mix Factor</b> <b>= $\sum(L \times F \times P) \div \sum(F \times P)$</b>	Where: “L” equals the LEAP 1 mix factor of the individual. “F” equals the certificated FTE of the individual. “P” equals the percent of contract time in the assignment.
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**Table Type 1 — Average Base Salary per 1.0 FTE**

Average Base Salary per 1.0 FTE
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**Average base salary per 1.0 FTE** represents the average salary earned by an individual working full-time. It includes base contract salaries and excludes additional salaries.

For a single certificated employee reported by a district, **average base salary per 1.0 FTE** is calculated as the base contract assignment salary divided by the certificated FTE. For example, a teacher works 0.5 FTE and earns a base contract salary of \$20,000 plus a supplemental contract of \$1,000. The **average base salary per 1.0 FTE** is  $\$20,000 \div 0.5 \text{ FTE} = \$40,000$ . Alternatively, for multiple assignments (and for more than one individual):

<b>Certificated Average Base Salary per 1.0 FTE =</b> $\frac{\sum(S)}{\sum(F \times P)}$	Where: "S" equals the base contract assignment salary in the assignment. "F" equals the certificated FTE of the individual. "P" equals the percent of contract time in the assignment.
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For a single classified employee reported by a district, **average base salary per 1.0 FTE** is calculated as the salary divided by the classified FTE. Classified FTE is calculated as the hours per year divided by 2,080. Alternatively, for multiple assignments (and for more than one individual):

<b>Classified Average Base Salary per 1.0 FTE =</b> $\frac{\sum(S)}{\sum(H \div 2,080)}$	Where: "S" equals the assignment salary. "H" equals the hours per year in the assignment.
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**Table Type 1 — Average Insurance Benefits per 1.0 FTE**

Average Insur. Ben. per 1.0 FTE
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**Average insurance benefits per 1.0 FTE** represents the average current insurance benefits paid for a full-time position.

For a single certificated employee reported by a district, **average insurance benefits per 1.0 FTE** is calculated as the current insurance benefits divided by the certificated FTE. Alternatively, for multiple assignments (and for more than one individual):

<b>Certificated Average Current Insurance Benefits per 1.0 FTE =</b> $\frac{\sum(C \times P)}{\sum(F \times P)}$	Where: "C" equals the current insurance benefits of the individual. "F" equals the certificated FTE of the individual. "P" equals the percent of contract time in the assignment.
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For a single classified employee reported by a district, **average insurance benefits per 1.0 FTE** represents the average annual insurance benefits for 1.0 FTE in the assignment. Quite often, a 1.0 FTE represents more than one individual. As a result, **average insurance benefits per 1.0 FTE** may appear larger than the comparable figure for certificated staff.

For a single classified employee reported by a district, **average insurance benefits per 1.0 FTE** is calculated as the current insurance benefits divided by the classified FTE. Classified FTE is calculated as the hours per year divided by 2,080. Alternatively, for multiple assignments (and for more than one individual):

<p><b>Classified Average Assignment Insurance Benefits per 1.0 FTE =</b>  $\frac{\sum(C \times P)}{\sum(H \div 2,080)}$</p>	<p><b>Where:</b>            "C" equals the current insurance benefits of the individual.            "H" equals the assignment hours per year.            "P" equals the individual's hours per year in the selected classified assignment divided by the total classified hours per year for this individual.</p>
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Average  
Mand. Ben.  
per 1.0 FTE

**Table Type 1 — Average Mandatory Benefits per 1.0 FTE**

**Average mandatory benefits per 1.0 FTE** represents the average current mandatory benefits paid for a full-time position.

For a single certificated employee reported by a district, **average mandatory benefits per 1.0 FTE** is calculated as the current mandatory benefits divided by the certificated FTE. Alternatively, for multiple assignments (and for more than one individual):

<p><b>Certificated Average Current Mandatory Benefits per 1.0 FTE =</b>  $\frac{\sum(C \times P)}{\sum(F \times P)}$</p>	<p><b>Where:</b>            "C" equals the current mandatory benefits of the individual.            "F" equals the certificated FTE of the individual.            "P" equals the percent of contract time in the assignment.</p>
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For a single classified employee reported by a district, **average mandatory benefits per 1.0 FTE** represents the average annual mandatory benefits for 1.0 FTE in the assignment. Quite often, a 1.0 FTE represents more than one individual. As a result, **average mandatory benefits per 1.0 FTE** may appear larger than the comparable figure for certificated staff.

For a single classified employee reported by a district, **average mandatory benefits per 1.0 FTE** is calculated as the current mandatory benefits divided by the classified FTE. Classified FTE is calculated as the hours per year divided by 2,080. Alternatively, for multiple assignments (and for more than one individual):

<p><b>Classified Average Assignment Mandatory Benefits per 1.0 FTE =</b>  $\frac{\sum(C \times P)}{\sum(H \div 2,080)}$</p>	<p><b>Where:</b>            "C" equals the current mandatory benefits of the individual.            "H" equals the assignment hours per year.            "P" equals the individual's hours per year in the selected classified assignment divided by the total classified hours per year for this individual.</p>
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Average  
Total Salary  
per 1.0 FTE

**Table Type 1 — Average Total Salary per 1.0 FTE**

Total final salary is the actual total salary paid to an employee. **Average total salary per 1.0 FTE** represents the average of reported total final salary paid to the employees in the group being summarized.

Dividing total final salary by total FTE averages not only the base salaries per 1.0 FTE but the additional salaries as well. In such a case the average is overstated. Note that when additional salaries are averaged

elsewhere in this publication, they are always averaged by number of individuals, not FTE. Consider the following examples:

**Example 1:** A full-time teacher gets a supplemental contract for four days of preparation time. A half-time teacher gets a supplemental contract for two days of preparation time. Dividing the two-day supplemental salary by 0.5 FTE gives a four-day average supplemental salary per 1.0 FTE. In this example, averaging per 1.0 FTE works.

**Example 2:** A half-time teacher has a \$1,000 supplemental contract as a baseball coach. In this example, dividing \$1,000 by 0.5 FTE gives an average salary amount of \$2,000 per 1.0 FTE. But the fact is that there is only one baseball season and only \$1,000 can be earned. In this example, averaging supplemental salary per 1.0 FTE overstates average total salary per 1.0 FTE.

**Average total salary per 1.0 FTE** can also be overstated for individuals with both certificated and classified assignments using duty suffix 0. In such a case, the total salary appears in the tables as both certificated and classified.

For a single certificated employee reported by a district, **average total salary per 1.0 FTE** is calculated as the total final salary divided by the employee's FTE. Alternatively, for multiple assignments (and for more than one individual):

<p><b>Certificated Average Total Salary per 1.0 FTE = $\sum(T \times P) \div \sum(F \times P)$</b></p>	<p>Where:            "T" equals the total final salary of the individual.            "P" equals the percent of contract time in the assignment.            "F" equals the certificated FTE of the individual.</p>
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For a single classified employee reported by a district, **average total salary per 1.0 FTE** is calculated as the total final salary multiplied by the assignment hours per year divided by 2,080. Alternatively, for multiple assignments (and for more than one individual):

<p><b>Classified Average Total Salary per 1.0 FTE = $\sum(T \times P) \div \sum(H \div 2,080)$</b></p>	<p>Where:            "T" equals the total final salary of the individual.            "H" equals the hours per year in the assignment.            "P" equals the hours per year in the selected classified assignment divided by the total classified hours per year for the individual.</p>
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**Table Type 1 — Average Work Days per 1.0 FTE**

<p>Average Work Days per 1.0 FTE</p>
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**Average work days per 1.0 FTE** represents the average number of full-time days in a full-time position.

For a single certificated individual, **average work days per 1.0 FTE** is the reported base contract number of FTE days. Alternatively, for multiple assignments (and for more than one individual):

<p><b>Certificated Average Work Days per 1.0 FTE = $\sum(D \times F \times P) \div \sum(F \times P)$</b></p>	<p>Where:            "D" equals the base contract number of FTE days of the individual.            "F" equals the certificated FTE of the individual.            "P" equals the percent of contract time in the assignment.</p>
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For a single classified employee reported by a district, **average work days per 1.0 FTE** is 260. Alternatively, for multiple assignments (and for more than one individual):

<b>Classified Average Work Days per 1.0 FTE =</b> $\frac{\sum(260 \times H \div 2,080)}{\sum(H \div 2,080)}$	Where: "H" equals the hours per year in the assignment.
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**Table Type 2 — Total Individuals**

Averages on Total Individuals Total Individuals
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This is a count of unduplicated individuals in the categories presented in the table. The three columns to the right of this column are averages based on this number of individuals. Each table in this publication represents a different view of the assignments reported for the individual. The count of individuals can be affected by the sorting and grouping process. See the discussion of individuals for Table Type 1 above.

**Table Type 2 — Not Time Amount**

Averages on Total Individuals Not Time Amount
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This is the average of certificated supplemental contracts for "not time related" assignments and classified "not time related" assignments based on the number of individuals in the previous column.

- For certificated individuals, "not time related" supplemental contract assignments are reported with duty suffix 1. For example, a high school teacher's supplemental "not time related" contract for \$1,000 to coach football is reported as duty code 321. Because detailed assignment reporting of supplemental contracts less than \$200 was not required, this number may understate actual compensation.
- For classified employees, "not time related" assignments are reported with duty suffix 3. For example, a classified "not time related" assignment as a coach is reported with duty code 963.

For a single employee reported by a district, average "not time related" assignment salary is the sum of "not time related" assignment salaries. Alternatively, for more than one individual, the total salaries reported are divided by the count of individuals. Note that the result is affected by the sorting and grouping followed to produce the table. (See the discussion of individuals for Table Type 1 above.) For multiple assignments (and for more than one individual):

<b>Average Additional Salary = $\sum(S) \div \sum(I)$</b>	Where: "S" equals the assignment salary. "I" equals the count of individuals in the assignment.
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**Table Type 2 — Time Related Amount**

Averages on Total Individuals Time Related Amount
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The average of supplemental contracts for additional "time related" certificated assignments.

- For certificated individuals, "time related" supplemental contract assignments are reported with duty suffix 2. For example, an elementary school teacher's "time related" supplemental contract for nine extended days is reported as duty code 312. Because the amount of time allowed by the contract may not actually have been performed, this number may overstate actual compensation.
- This kind of additional salary is not valid for classified assignments.

For a single employee reported by a district, average "time related" additional salary is the sum of "time related" additional salaries. Alternatively, for multiple assignments (and for more than one individual):

<b>Average Time Related Salary =</b> $\frac{\sum(S)}{\sum(I)}$	Where: "S" equals the supplemental contract assignment salary. "I" equals the count of individuals in the assignment.
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Averages on Total Individuals  
Time Related  
Days

**Table Type 2 — Time Related Days**

Average **time related days** represent the average number of days in a "time related" supplemental contract assignment.

For a single certificated individual reported by the district in a duty suffix 2 assignment, **time related days** is the sum of assignment hours per year divided by the certificated base contract hours per FTE day reported for the individual. Alternatively, for multiple assignments (and for more than one individual):

<b>Time Related Days =</b> $\frac{\sum(H \div D)}{\sum(I)}$	Where: "H" equals the supplemental contract "time related" assignment hours per year for the individual. "D" equals the certificated base contract hours per FTE day for the individual. "I" equals the count of individuals in the group.
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**Table Type 2 — Averages on Individuals with Contracts**

~~~~~ Averages on Individuals with Contracts ~~~~~  
 ~ Not Time Related ~ ~~~~~ Time Related ~~~~~
 Individuals Amount Individuals Amount Days

Individuals with contracts are:

- Certificated individuals reported with supplemental contract duty suffix 1 ("not time related") assignments or supplemental contract suffix 2 ("time related") assignments.
- Classified individuals reported with duty suffix 3 salary ("not time related"). Individuals in this category do not have contracts, but are included here as discussed in the staff data paragraph bullets on page 7.

The "**not time related**" column presents the average salary for certificated supplemental contract duty suffix 1 assignments and classified duty suffix 3 assignments. The average is based on the number of individuals shown in the "Not Time Related" Individuals column. See the discussion of average additional salaries on page 8.

The "**time related**" column presents the average salary for certificated supplemental contract duty suffix 2 assignments. The average is based on the number of individuals shown in the ("Time Related") Individuals column. See the discussion of average additional salaries on page 8.

The **days** column presents the average number of days in "time related" supplemental contract assignments for the number of individuals shown. See the discussion of "time related" days on page 13.

Glossary of Terms Used

Terms are used in these reports that are abbreviated to fit the available space. Refer to the glossary that follows the summary reports.

Data Errors

The data reported in this document were edited electronically when submitted by school districts. The edits help ensure accuracy by identifying actual and potential data errors. Because of the complexity of these data, not all errors can be detected electronically. Edit results were provided to school districts each time data was submitted so that corrections could be made if necessary. Some of these data were not corrected.

Questions

Questions or comments should be directed to Ross Bunda, School Apportionment and Financial Services, at 360-725-6308. The agency TTY number is 360-664-3631.