

MEET AND CONFER AGREEMENT

BY AND BETWEEN

SHORELINE SCHOOL DISTRICT NO. 412

AND THE

CONFIDENTIAL EMPLOYEE ASSOCIATION

EFFECTIVE JULY 1, 2011 THROUGH JUNE 30, 2014

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CONFIDENTIAL EMPLOYEE ASSOCIATION AGREEMENT

The Confidential employees have united to develop a representative group to represent all confidential employee staff members. Basic to this proposition is the desire to ensure balance and integrity with a responsive management engaged in the service of producing quality and excellence in the Shoreline School District.

Rules and Regulations Governing Employment

The agreement of employment shall be subject to all statutes governing the public schools of the State of Washington; to all policies, rules and regulations of the State of Washington; to all policies, rules and regulations of the District’s Board of Directors existing at the effective date of this agreement; and, except where inconsistent with the express terms hereof, any future policies, rules and regulations of said Board of Directors.

The Employee, except where contrary or inconsistent with the following: (1) statutes, regulations and other laws of the State of Washington and of the United States; and (2) this agreement, shall be entitled to all the rights, benefits and privileges of other classified employees, where applicable. Without in any way limiting those rights, privileges, and benefits applicable to the Employee, the following are examples thereof: legal defense for duties performed for the District; life, dental, long-term disability and medical insurance, inspection of personnel file, and the various forms of leaves afforded other employees. The provision relating to retirement shall also be applicable.

Work Year

Beginning July 1 and ending June 30 of each year, the work year shall be two-hundred sixty (260) days.

Compensation

In recognition of the unprecedented reduction in K-12 funding provided by the State of Washington for the 2011-2012 school year and the subsequent impact on the Shoreline School District, the members of the Confidential Employees Association voluntarily agree to freeze the total compensation package at the 2010-2011 levels, with base salaries reflected below.

The compensation levels for Confidential members for 2011-12 school year are set forth as follows:

POSITION	% of Middle School Assistant Principal Salary (SPA Agreement)	Annual Salary
Supt. Executive Assistant (Superintendent)	62%	\$63,494
Executive Assistant II (Deputy Superintendent)	56%	\$57,350
Executive Assistant I (Human Resources)	52%	\$53,253
Confidential Specialist (Human Resources)	52%	\$53,253

MONTHLY	YEARLY	EARNED PSP or EDUCATIONAL DEGREE*
10-11	10-11	
\$47.02	\$564.26	BASIC STANDARDS CERTIFICATE
\$54.88	\$658.51	AS/ASSOCIATE PROFESSIONAL CERT
\$62.70	\$752.39	ADVANCED I CERTIFICATE
\$70.54	\$846.52	ADVANCED II CERTIFICATE
\$78.41	\$940.89	BA/BS/ADVANCED III CERT

\$86.22	\$1034.65	MA/MS DEGREE
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* COLA or 2% whichever is greater will adjust PSP or Educational degree annually (which represents a voluntary freeze at the 2010-2011 levels for 2011-2012).

Leaves

Confidential employees shall be front loaded twelve (12) days of sick leave annually for illness of employee or family, injury, medical appointments, and emergency. Leave shall continue to accumulate in accordance with law. Employee shall be entitled to compensation for any unused sick leave on a per diem basis in accordance with appropriate law and regulations. Further, there is an annual option, as a unit, of rolling sick leave cash-out into a VEBA plan as appropriate under current laws and regulations.

Personal

Three (3) days of personal leave shall be provided each year, cumulative up to a maximum of six (6) personal leave days. Such absence shall be reported on a PS 102 and approved by the appropriate administrator. Personal leave may be used in increments that are less than full days.

Bereavement

A maximum of five (5) days bereavement leave shall be allowed for each death in the employee’s family or household and up to two (2) days each for funerals of other relatives and/or friends.

Vacation

Employee shall be front loaded as of July 1st, twenty-five (25) contracted days vacation. The employee’s supervisor must approve scheduling of vacation. An employee may accumulate up to 57 days maximum, if the employee is over the 57 maximum days after the frontloading of July 1st, the supervisor will need to approve the carry over to be used by August 31st. Employees who resign their position will be allowed to cash-out a maximum of thirty (30) days. Employee shall submit to Human Resources written declaration of intention to retire no later than thirty (30) days prior to retirement date.

Medical Benefits

Beginning July 1, 2006, the District will contribute an additional \$29 per month per employee for each benefit eligible Confidential, above and beyond the monthly amount identified in the State appropriations act for group insurance. For the purpose of pooling, all Confidential employees will be considered as one single group.

Professional Development

Employee will be eligible to use up to \$760 each year to pay tuition or registration costs for job related classes or conferences/workshops/membership fees. Prior approval from supervisor is required. Attendance at such approved conferences/workshops or classes can be considered as work days or can be used as “stipend days” (as stated below). Travel expenses for mileage/lodging/meals expenses to such conferences/workshops or classes will be allowed according to District policy. Employee may use this allocation to receive pay at the rate of \$190 for six (6) hours or a pro-rated portion thereof, for District offerings or supervisor approved materials outside their regular work day. Unused allocation will not carry over to the following year.

Evaluation

It is agreed that the Employee will be evaluated once a year and the evaluation will be due to Human Resources by June 30th of each year.

Resignation /Retirement

Employee shall notify the District in writing of his/her intention of resigning his/her employment no less than fourteen (14) calendar days prior to last day of work. Employee will notify the district of intention to retire thirty (30) days prior to retirement date in order to be eligible to receive payment for unused vacation. The District will provide the Employee with at least thirty (30) calendar days notice if cause for termination arises during the employment year.

Reclassification Process

A Confidential employee may request consideration by the Superintendent, Director of Human Resources, and the employee’s supervisor and in consultation with the President of the Confidential Employee Association in situations where the employee’s job responsibilities have changed (increased) significantly. Requests shall be submitted to the Director of Human Resources.

Duration

The duration of this Agreement begins July 1, 2011 and expires on June 30, 2014. The parties agree to reopen this Agreement under the following circumstances:

- 1) In the event that there are significant changes by the legislature affecting medical insurance benefits or other benefits/terms of employment mandated by the State; or,
- 2) In the event that the Shoreline Principal Association (SPA) position of Elementary Assistant Principal is either changed or eliminated, the parties will meet and confer to identify a new SPA position most comparable to the Elementary Assistant Principal level and calculate a percentage of the new position’s annual salary, which will result in equivalent pay for the Confidential employees.
- 3) Major changes in Confidential Responsibilities. If the Superintendent chooses to make major responsibility changes in a Confidential’s duties, the Superintendent shall inform the Confidential president of such planned changes in a timely manner to provide an opportunity for input in advance of implementation of such planned changes.

Dated this ___ day of _____, 2011.

Confidential Employee Association

Shoreline School District

Diana Mikesell, President
Confidential Employees Association

Sue Walker, Superintendent