

MEET AND CONFER AGREEMENT

BY AND BETWEEN

SHORELINE SCHOOL DISTRICT NO. 412

AND THE

CONFIDENTIAL EMPLOYEE ASSOCIATION

EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2020

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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.

Confidential employees include two sub-groups:

- 1) Confidential Assistants:
 - a. Executive Assistant III (Superintendent)
 - b. Executive Assistant II (Deputy Superintendent)
 - c. Executive Assistant I (Human Resources)
- 2) Confidential Prof-Techs:
 - a. Confidential Prof-Tech IV (Public Information Officer)
 - b. Confidential Prof-Tech III (HR Certificated Specialist)
 - c. Confidential Prof-Tech II (HR Classified/Certificated Specialist)
 - d. Confidential Prof-Tech I (HR Confidential Specialist)

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.

Work Schedule

A full-time Confidential employee shall work 260 days per year, 8 hours per day, Monday through Friday, from July 1 to June 30 of each year, unless an individual work schedule has been assigned to an employee or otherwise approved on an exception basis by the employee's supervisor. The work schedule shall also include such other times as required in performance of assigned duties, EXCEPT for compensated absences authorized and approved as described in this agreement. Absence from work at times other than the times heretofore stated shall result in reduction of an employee's salary at the annual rate of per diem for each day of absence. Approved attendance at institutes, workshops, and other professional meetings shall be considered part of the work schedule. Any employee hired with less than a full year work schedule will receive a pro-rated salary, vacation days, holidays, personal days and any other benefits applicable to Confidential employees with 260-day contracts. In those years when the regular Monday through Friday work schedule results in more than 260 work days in a year, Confidential employees shall be entitled to take one day of uncompensated leave for each day in excess of 260 days they would otherwise be scheduled to work.

Compensation

Compensation for Confidential members shall be based on the following indices. Specific compensation levels for the current agreement year are set forth in Addendum A.

CONFIDENTIAL ASSISTANTS	% of Middle School Assistant Principal Salary (SPA Agreement)
Supt. Executive Assistant (Superintendent)	65%
Executive Assistant II (Deputy Superintendent)	59%
Executive Assistant I (Human Resources)	55%

CONFIDENTIAL PROF-TECHS	% of Middle School Assistant Principal Salary (SPA Agreement)
Prof-Tech Level IV	80%
Prof-Tech Level III	72%
Prof-Tech Level II	65%
Prof-Tech Level I	59%

In addition to an annual salary, Confidential employees shall be eligible to receive an EDUCATIONAL STIPEND for earned professional certification or educational degrees. To be eligible for the educational stipend, the professional certification and/or educational degrees must be in excess of the minimum qualifications for the employee's position and specifically related to that position. Further, the professional certification must be earned through satisfactory completion of a program of study recognized as an industry standard and for which the employee earns recognized professional credentials. Participation in and completion of a professional development workshop does not qualify for the educational stipend. The employee shall submit documentation of credits/certification to the Director of HR for review and determination of eligibility for the stipend. The educational stipend amount for the current agreement year is set forth in Addendum A, and shall be pro-rated for the remaining months of the agreement year if submitted and approved after the agreement year has begun. Confidential employees hired prior to July 1, 2014 who have been paid an educational stipend during the 2013-14 agreement year shall continue to receive such stipend (including as it may increase from time to time).

The District shall also provide one stipend per year for the regular and ongoing work required beyond the regular work day to support SCHOOL BOARD MEETINGS. At the request of the Association the annual stipend may be pro-rated between two positions when the work associated with the stipend is assigned to two positions. The amount of the annual School Board Meeting stipend is set forth in Addendum A.

All compensation is paid on a monthly basis in twelve equal installments, beginning with the July payroll. The annual salary and stipend(s), if any, shall be pro-rated for part-time employees and pro-rated if eligibility for a stipend begins or ends mid agreement year.

Sick Leave

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. For the purposes of sick leave cash out provisions in this agreement, per diem shall be calculated as 1/222nd of the annual salary for each position.

Personal Leave

Three (3) days of personal leave shall be provided each year, front-loaded as of July 1st, cumulative up to a maximum of six (6) personal leave days, and subject to pro-rating for employees who are hired after July 1 and/or less than full-year employees. Use of Personal Leave shall be reported to and approved by the appropriate administrator. Personal leave may be used in increments that are less than full days.

An employee may elect to cash out any unused portion of the current year's allocation (up to a maximum of three (3) days of personal leave per year). This cash out will be based on 66% of the individual employee's 1/222nd annual pay per day of personal leave cash-out. This provision is not applicable if the District is required to pay additional actuarial costs due to an excess compensation finding by DRS. Personal leave cash out requests must be submitted and received in Payroll no later than June 30 and will be paid on the July payroll. Compensation for personal leave cash out will be prorated for an employee who separates from employment before June 30th.

Bereavement Leave

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

Vacation shall be front-loaded as of July 1st at the rate of twenty-five (25) contracted days of vacation for a full-time employee. Vacation shall be pro-rated for employees who begin after July 1st. 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 retire or resign from their position will be allowed to cash-out a maximum of thirty (30) days, provided the Employee has submitted to Human Resources a written declaration of intention to retire or resign no later than thirty (30) days prior to the effective date of their retirement or resignation.

Medical Insurance Benefits

Confidential employees who work a minimum of 17.5 hours per week shall be eligible to participate in the District's group health insurance program for the following types of insurance: medical, dental, vision, life, and long term disability. In addition to the monthly allocation for health insurance identified in the State appropriations act for full-time school district employees, the District will contribute an additional \$29 per month per eligible Confidential employee. Benefit allocations and contributions shall be pro-rated for part-time employees, based on total scheduled work hours per year divided by 1440.

For the purpose of pooling insurance allocations, all Confidential employees will be considered as one single group. This monthly pool amount will be calculated in October and then re-calculated in April of each year. The monthly pool amount for September will be based on the monthly pool amount of the previous April's pooling. Each month, each Employee with out-of-pocket costs will be credited with an equal dollar amount of the pool up to the total cost of the Employee's out-of-pocket cost for premiums, or until the pool is exhausted, whichever comes first.

An employee whose spouse/domestic partner also is a District employee eligible for a District insurance contribution may combine his or her insurance allocation with that of his or her spouse/domestic partner for the purchase of a single insurance plan to offset the employee's out-of-pocket costs for medical insurance premiums (e.g. the purchase of one "employee plus spouse" plan rather than two "employee only" plans). The reduction in insurance and the unused portion of the insurance allocation shall be returned to the insurance pool(s). If the spouse/domestic partner is in a different bargaining unit, the other bargaining unit must agree to the same procedure before the combination of insurance allocations can be effective. If the spouse/domestic partner is in a different insurance pool, one-half of the cost of the single insurance plan shall be charged to each insurance pool. Coverage under the group insurance plans will be made available to domestic partners under the rules and conditions provided by the particular insurance carrier.

The Parties acknowledge that the District must comply with state and federal laws concerning health insurance. In the event changes in state and/or federal law require revisions in the group insurance options available to Confidential employees, the District will notify the Association of such changes as quickly as possible.

Professional Development

Each Employee will be eligible to use up to \$760 per year to pay tuition or registration costs for job related classes or conferences/workshops/membership fees. Prior approval from their supervisor is required. Attendance at such approved conferences/workshops or classes can be considered as work days, or can be used for hourly pay (as stated below). Travel expenses for mileage/lodging/meals expenses to such conferences/workshops or classes will be allowed according to District policy. The Employee may use this allocation to receive pay at the rate of \$190 for six (6) hours or a pro-rated portion there of, for District offerings or supervisor approved materials outside their regular work day. Unused allocations 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

An 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 their last day of work. An Employee will notify the district of his/her intention to retire thirty (30) days prior to their 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 Assistant 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.

A Confidential Prof-Tech employee may request consideration for reclassification of his/her position by following the process outlined below:

1. For a Confidential Prof-Tech employee to be eligible to apply for upward reclassification they must have been in their current position at their current level for a minimum of two years.
2. The employee must apply by February 1st to be considered for reclassification for the next agreement year beginning July 1st. For the 2014-15 agreement year, all position descriptions were updated and all positions were classified by the District and the Association with the implementation of the new classification system. No reclassification requests will be considered prior to the February 1, 2018 deadline for consideration for the 2018-19 agreement year.
3. The Employee requesting a reclassification review must submit a letter detailing the rationale for the reclassification based upon changes in job responsibilities over the past two years. The employee's supervisor must provide input to and approval of the changes to the job responsibilities.
4. Reclassification requests will be reviewed by the Director of Human Resources and the Deputy Superintendent.
5. Based upon financial parameters and the evaluation of the request, the recommendation regarding approval of the request will be made to the Superintendent by May 1st.
6. The recommendation and the Superintendent's decision are final and no appeal process is provided. The employee shall be informed of the decision, and in the event the reclassification is denied, the rationale for the decision shall be provided to the employee.

If the reclassification request is denied, the employee must wait until the following February 1st deadline to be eligible to apply again for reclassification.

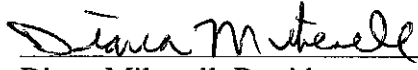
Duration

The duration of this Agreement begins July 1, 2017 and expires on June 30, 2020. 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 Middle School Assistant Principal is either changed or eliminated, the parties will meet and confer to identify a new SPA position most comparable to the Middle School Assistant Principal level and calculate a percentage of the new position's annual salary, which will result in equivalent pay for the Confidential employees; or
- 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.

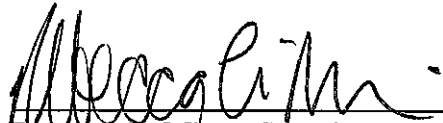
Dated this 28 day of June, 2017.

Confidential Employee Association



Diana Mikesell, President

Shoreline School District



Rebecca L. Miner, Superintendent

CONFIDENTIAL EMPLOYEE ASSOCIATION AGREEMENT

ADDENDUM A – COMPENSATION LEVELS

Effective July 1, 2017

CONFIDENTIAL ASSISTANTS	% of Middle School Assistant Principal Salary (SPA Agreement)	ANNUAL SALARY
Supt. Executive Assistant (Superintendent)	65%	\$78,927
Executive Assistant II (Deputy Superintendent)	59%	\$71,641
Executive Assistant I (Human Resources)	55%	\$66,784

CONFIDENTIAL PROF-TECHS	% of Middle School Assistant Principal Salary (SPA Agreement)	ANNUAL SALARY
Prof-Tech Level IV	80%	\$97,141
Prof-Tech Level III	72%	\$87,427
Prof-Tech Level II	65%	\$78,927
Prof-Tech Level I	59%	\$71,641

ANNUAL STIPEND	EARNED PROFESSIONAL CERTIFICATION or EDUCATIONAL DEGREE*
\$881	AA/Professional Certification
\$979	BA/BS
\$1077	MA/MS DEGREE

* The annual educational stipend shall be increased by the percent of the State increase in apportionment, if any, for classified compensation, in the month such increase is effective.

ANNUAL STIPEND	
\$3,000	SCHOOL BOARD MEETING SUPPORT

CONFIDENTIAL EMPLOYEE ASSOCIATION AGREEMENT

ADDENDUM B - POSITION CLASSIFICATION SYSTEM

Effective July 1, 2014, Shoreline Confidential Employee Association and Shoreline School District agree to implement a position classification system for the Confidential Prof-Tech positions in the Association. The system provides a rubric for classifying each position according to the authority, responsibilities, technical/educational requirements of the position, and the mental efforts required to complete the responsibilities. Position Levels are identified as follows:

<u>Levels</u>	<u>Classification Values</u>
Prof-Tech Level IV	550 +
Prof-Tech Level III	500-549
Prof-Tech Level II	400-499
Prof-Tech Level I	300-399

The following positions are classified in each Level:

Level IV	Public Information Officer
Level III	HR Certificated Personnel Specialist
Level II	HR Classified Specialist/Certificated Support
Level I	Human Resources Specialist