

COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

SHORELINE SCHOOL DISTRICT NO. 412

AND

SHORELINE PROFESSIONAL-TECHNICAL ASSOCIATION
(Prof-Techs)

EFFECTIVE JULY 1, 2019 THROUGH JUNE 30, 2022

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1 RECOGNITION

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3 The employees represented by this agreement include all professional technical employees, as
4 defined herein, in Shoreline School District. The District and the Professional Technical
5 Association (Prof-Tech) have entered into this agreement to ensure balance and integrity with
6 professional-technical employees and a responsive management engaged in the service of
7 producing high quality and excellence in the Shoreline School District.

8
9 Rules and Regulations Governing Employment

10
11 This agreement of employment shall be subject to all statutes governing the public schools of the
12 State of Washington; to all relevant policies, rules and regulations of the State of Washington; to
13 all policies, rules and regulations of the District's Board of Directors existing as of the effective
14 date of this agreement; and, except where inconsistent with the express terms hereof, any future
15 policies, rules and regulations of said Board of Directors.

16
17 Work Schedule

18
19 A full-time Professional-Technical employee shall work 260 days per year, 8 hours per day,
20 Monday through Friday, from July 1 to June 30 of each year, unless an individual work schedule
21 has been assigned to an employee or otherwise approved on an exception basis by the
22 employee's supervisor. The work schedule shall also include such other times as required in
23 performance of assigned duties, EXCEPT for compensated absences authorized and approved
24 as described in this agreement. Absence from work at times other than the times heretofore stated
25 shall result in reduction of an employee's salary at the annual rate of per diem for each day of
26 absence. Approved attendance at conferences, workshops, and other professional meetings shall
27 be considered part of the work schedule. Any employee hired with less than a full year work
28 schedule will receive a pro-rated salary, vacation days, holidays, personal days and any other
29 benefits applicable to prof tech employees with 260-day contracts. In those years when the
30 regular Monday through Friday work schedule results in more than 260 work days in a year, Prof-
31 Tech employees shall be entitled to take one day of uncompensated leave for each day in excess
32 of 260 days they would otherwise be scheduled to work.

33
34 Compensation

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36 The annual salary for each classification level is described in Addendum A to this Agreement.
37 Each July 1st, the annual salary for each level shall be adjusted to match a percentage of the
38 annual salary then in effect for a Middle School Assistant Principal position. The percentage for
39 each level is also described in Addendum A.

40
41 In addition, a Prof-Tech employee will be eligible to receive a maximum of one annual Education
42 Stipend as listed on Addendum A for completed educational degrees and/or advanced
43 certifications that meet the following criteria:

- 44 1. The education degrees/advanced certification are in excess of the minimum
45 qualifications of the employee's position; and
- 46 2. The education degrees/advanced certification are specifically relevant to
47 responsibilities of that position.

48
49 The employee shall submit documentation of credits/certifications to HR for review and
50 determination of eligibility for the stipend. If the employee is eligible for the Education Stipend,
51 the following implementation rules shall apply:
52

- 1 1. If documentation (or proof that documentation was requested) is provided within 30
2 days after the date of the orientation, the Education Stipend payment will be made
3 retroactive based on the employee's date of hire.
- 4 2. Education Stipend documentation requested and submitted to HR beyond 30 days of
5 the date of orientation will be paid pro rata from the date received in HR.
- 6 3. Should the hire date be after July 1st, payment of the Education Stipend for the
7 first year of employment shall be pro-rated based on the employee's first work
8 day.
- 9 4. An existing employee who provides documentation to HR of their eligibility for the
10 Education Stipend after July 1st of any year shall receive a pro-rated payment,
11 effective as of the date the documentation is received in HR.

12
13 The annual educational stipend shall be increased by the percent of the State's Cost of Living
14 Adjustment for classified compensation or its equivalent, if any, in the month such increase is effective
15 in State funding.

16
17 All compensation is paid on a monthly basis in twelve equal installments, beginning with the July
18 payroll. The annual salary and education stipend, if any, shall be pro-rated for part-time
19 employees.

20
21 Special Assignments

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23 Under exceptional circumstances a Prof-Tech employee may be asked by the District to perform
24 work on a temporary basis that falls outside of the normal scope of the position's responsibilities.
25 The District and the Prof-Tech Association will review such temporary assignments and may
26 agree to additional compensation for the employee, based on a review of the impact on the
27 employee's regular workload. In the event of additional compensation, the rate of pay shall be
28 determined through mutual agreement of the District and the Association.

29
30 Professional Technical Position Classifications

31
32 Each Prof-Tech position is classified at an appropriate level for compensation based on certain
33 criteria agreed to between the Association and the District. See Position Classification System,
34 Addendum B, for a list of the positions assigned to each level.

35
36 Holidays

37
38 Thirteen (13) paid holidays shall be designated on the annual work calendar for full-time
39 Professional- Technical employees, as follows:

- 40 1. Labor Day
- 2. Veteran's Day
- 3. Thanksgiving
- 4. Friday after Thanksgiving
- 5. Christmas Eve
- 6. Christmas
- 7. New Year's Eve
- 8. New Year's Day
- 9. Martin Luther King Day
- 10. President's Day
- 11. Memorial Day
- 12. Independence Day
- 13. One additional day related to Independence Day, as designated on the District calendar

41
42 In the event a part-time employee's work year calendar does not designate the day immediately
43 preceding a Holiday as a work day, that employee shall not be compensated for that holiday.

1
2 Sick Leave

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4 Professional Technical employees shall earn one (1) day of sick leave per month, to a maximum
5 of twelve (12) days of sick leave per year for illness, injury, and emergency. For the convenience
6 of the District and the employee, sick leave shall be front-loaded at the beginning of the year and
7 available for use by the employee. Unused sick leave shall accrue to a maximum number of days
8 and may be cashed out in accordance with State law. Compensation for unused sick leave shall
9 be paid at a rate of 25% of the value of 1/222nd annual pay per day. There is an annual option, as
10 a unit, of rolling sick leave cash-out into a VEBA plan as appropriate under current laws and
11 regulations.

12
13 Personal Leave

14
15 Three (3) days of personal leave shall be provided each year, front-loaded as of July 1st,
16 cumulative up to a maximum of six (6) personal leave days, and is subject to pro-rating for
17 employees who are hired after July 1 and/or less than full-year employees. Use of Personal Leave
18 shall be reported to and approved by the appropriate administrator. Personal leave may be used
19 in increments that are less than full days.

20
21 A Prof Tech employee can elect to cash out any unused portion of the current year's allocation
22 (up to a maximum of three (3) days of personal leave per year). This cash out will be at the rate
23 of 1/222nd of their annual pay per day of personal leave cash-out. This provision is not applicable
24 if the District is required to pay additional actuarial costs due to an excess compensation finding
25 by DRS. Personal leave cash out requests must be submitted and received in Payroll no later
26 than June 30 and will be paid on the July payroll. Compensation for personal leave cash out will
27 be prorated for an employee who separates from employment before June 30th.

28
29 Bereavement Leave

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

34
35 Vacation

36
37 Each full-time employee shall be entitled to twenty five (25) days of vacation, front-loaded as of
38 July 1st, and subject to pro-ration for employees who are hired after July 1 and/or less than full-
39 year employees. Scheduling of vacation must be approved in advance by the employee's
40 supervisor. An employee may accumulate up to 57 days maximum, measured each September
41 1st. To be eligible to receive payment for a maximum of 30 unused vacation days at the rate of
42 1/222nd annual pay per day, an employee shall submit to the Shoreline Board of Directors written
43 declaration of intention to separate no later than thirty days prior to retirement date or expiration
44 date of contract.

45
46 Shared Leave

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48 Prof-Tech employees shall be eligible to participate in the shared leave program as permitted by
49 state law and adopted by the Board of Directors.
50
51

1 On Call

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3 Prof Tech employees who are exempt from federal and state overtime provisions may elect to
4 work offsite and be available on an on-call basis for up to three (3) days per year. On-call days
5 need to be scheduled in advance, when feasible, and should be on non-student days and non-
6 work days for certificated staff. Examples of uses of these days are for non-school days due to
7 inclement weather where driving to work may be difficult or for an unplanned family emergency.

8
9 Health Insurance

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11 All of the provisions described in the following paragraph of this section shall expire December 31,
12 2019. Beginning January 1, 2020, the District shall provide basic and optional insurance benefits
13 through the School Employee Benefits Board (SEBB), or its successor as determined by the State of
14 Washington. The insurance offered through SEBB shall be under the rules and regulations adopted
15 by the State. The District may offer employee access to additional self-funded insurance as
16 recommended by the Shoreline Insurance Advisory Committee and approved by the Shoreline Board
17 of Directors, provided access to such insurance is allowed by the State of Washington and is wholly
18 funded by the employees. The Prof-Tech Association shall be entitled to one representative on the
19 Shoreline Insurance Advisory Committee.

20
21 *[The following paragraph expires December 31, 2019.]* Prof-Tech employees who work a
22 minimum of 17.5 hours per week shall be eligible to participate in the District's group health
23 insurance program for the following types of insurance: medical, dental, vision, life, and long term
24 disability. In addition to the monthly allocation for health insurance identified in the State
25 appropriations act for full-time school district employees, the District will contribute an additional
26 \$29 per month per eligible Prof-Tech employee. Benefit allocations and contributions shall be
27 pro-rated for part-time employees, based on total scheduled work hours per year divided by 1440.
28 For the purpose of pooling insurance allocations, all Professional Technical employees will be
29 considered as one single group.

30
31 The Parties acknowledge that the District must comply with state and federal laws concerning
32 health insurance. In the event changes in state and/or federal law require revisions in the group
33 insurance options available to Prof-Tech employees, the District will notify the Association of such
34 changes as quickly as possible.

35
36 Evaluation

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38 Each Prof-Tech employee will be evaluated once a year and the evaluation will be due to Human
39 Resources by June 30th of each year.

40
41 Professional Development

42
43 Each employee will be entitled to use up to \$760 per year to pay tuition or registration costs for job
44 related classes or conferences/workshops/membership fees. Prior approval from their supervisor is
45 required. Attendance at such approved conferences/workshops or classes can be considered as work
46 days. Unused allocations will not carry over to the subsequent year. This allocation may be used
47 to cover the costs for conferences/workshops/tuition, traveling expenses, mileage, lodging, meals
48 and other similar expenses, subject to board policy.

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Mileage Reimbursement

Mileage involved in the use of a private vehicle for work related travel shall be reimbursed to the employee at the district-approved rate based upon actual mileage involved.

Cellular Telephone Support

Prof-Tech employees whose responsibilities must be performed in multiple work sites and require the ongoing use of a cellular telephone are eligible for District support for their business-related cellular telephone use. The support that is provided may include issuance of a district-owned cellular telephone or a monthly stipend of no more than fifty dollars (\$50) to reimburse a pro-rated share of the employee's monthly cost for their personal cellular telephone. Eligibility for this support will be determined on a case-by-case basis in collaboration with HR and the employee's supervisor. Employees who wish to be considered for cellular telephone support should notify their supervisor or HR.

Employees who use their personal cell phone on an occasional basis for district-related business may be reimbursed for the actual cost of that use, by submitting an Employee Reimbursement request form to their supervisor.

Resignation/Retirement

An employee shall notify the District in writing of his/her intention of resigning his/her employment up to thirty (30) calendar days before doing so and, in such event, shall cooperate fully in training his/her replacement. The District shall notify the Employee by May 15th if the employee's position will be adversely impacted the following year.

Reclassification Process

A Prof Tech employee may request consideration for reclassification of his/her position by the Director of Human Resources and the Employee's supervisor. Requests shall be submitted to the Director of Human Resources, following approval by the supervisor. The process is outlined below:

1. For a professional technical 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. Employee must apply by February 1st to be considered for reclassification for the next contract year beginning July 1st. For the 2013-14 contract 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.
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 Position Reclassification Committee, comprised of two representatives of the Shoreline Professional Technical Association, the Director of Human Resources, and the Deputy Superintendent.
5. Based upon financial parameters and the evaluation of the request, the committee shall submit its recommendation regarding approval of the request to the Superintendent by May 1st.
6. The committee's recommendation and the Superintendent's decision are final and no

1 appeal process is provided. The employee shall be informed of the decision, and in
2 the event the reclassification is denied, the rationale for the decision.

3
4 If the reclassification request is denied, the employee must wait until the following February 1st
5 deadline to be eligible to apply again for reclassification.

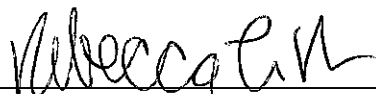
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8 Duration

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10 This Agreement is in effect beginning July 1, 2019 and expires on June 30, 2022. The parties
11 agree to reopen this Agreement prior to expiration under the following circumstances:

- 12
13 1. In the event that there are significant changes by the Legislature affecting
14 compensation, medical insurance benefits or other benefits/terms of employment
15 stated in the agreement; or,
16 2. The Superintendent chooses to make major responsibility changes in a Prof-Tech's
17 duties. In such case, the Superintendent shall inform the Prof-Tech group of planned
18 changes in a timely manner to provide an opportunity for input in advance of
19 implementation of such planned changes.

20 Dated this 29th day of October 2019.

21
22
23
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Shoreline School District #412




Rebecca Miner, Superintendent

10/29/19

Date

Shoreline Professional Technical Association



Brent Degenhardt, Representative

6/21/19

Date



Darryl Reed, Representative

7/1/2019

Date

26
27

SHORELINE PROFESSIONAL-TECHNICAL ASSOCIATION
COLLECTIVE BARGAINING AGREEMENT

ADDENDUM A
2019-20 SALARY SCHEDULE AND EDUCATION STIPEND
INITIAL (effective 7/1/2019)

Note: this Addendum may be modified by mid-point comparisons conducted in August 2019

2019-20 SALARY SCHEDULE		
LEVEL	BASE SALARY	Index to Middle School Asst. Principal Salary
Prof-Tech Level VI	\$125,181	92%
Prof-Tech Level V	\$108,853	80%
Prof-Tech Level IV	\$ 97,968	72%
Prof-Tech Level III	\$ 88,443	65%
Prof-Tech Level II	\$ 80,279	59%
Prof-Tech Level I	\$ 74,836	55%

2019-20 EDUCATION STIPEND	
BA/BS/Advanced Certification	\$ 995
MA/MS	\$ 1,097

Shoreline School District #412



Rebecca Miner, Superintendent

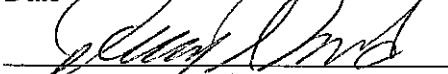
10/29/19
Date

Shoreline Professional Technical Association



Brent Degenhardt, Representative

6/21/19
Date



Darryl Reed, Representative

7/1/2019
Date

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2
3 SHORELINE PROFESSIONAL-TECHNICAL
4 ASSOCIATION COLLECTIVE BARGAINING
5 AGREEMENT

6
7 ADDENDUM B

8
9 Position Classification System

10
11 Effective September 1, 2013, Shoreline Professional-Technical Association and Shoreline
12 School District agree to implement a position classification system developed and agreed to
13 by the Parties. The system provides a rubric for classifying each position according to the
14 management skills, technical knowledge, problem-solving, independent judgment,
15 responsibility, authority, and HR responsibilities required of the position. Position Levels are
16 identified as follows:

17
18

<u>Levels</u>	<u>Classification Values</u>
19 Prof-Tech Level VI	625+
20 Prof-Tech Level V	575-624
21 Prof-Tech Level IV	500-574
22 Prof-Tech Level III	400-499
23 Prof-Tech Level II	300-399
24 Prof-Tech Level I	200-299

25
26
27

28 The following positions are classified in each Level:
29

30 Level VI Manager of Capital Projects; Network Manager; Technical Support Manager &
31 Webmaster

32
33 Level V Accounting & Business Manager
34

35 Level IV Capital Projects Accounting Supervisor; Construction Project
36 Manager; Payroll Supervisor
37

38 Level III Purchasing Supervisor; Technology Communication Specialist
39

40 Level II District Theater Coordinator; Early Learning Center Coordinator;
41 Extended Care Coordinator – Before/After School & Summer
42 Programs; Head Start Center Coordinator; Maintenance &
43 Operations Supervisor; Student Information Systems Coordinator;
44 Transportation Operations & Dispatch Lead
45

46 Level I Food Services Supervisor; Resource Conservation Coordinator;
47 School Safety/Emergency Preparedness Coordinator