

Shoreline Educational Support Professionals Association and
Shoreline School District No. 412

Memorandum of Understanding – SESPA PSP/Educational Incentive Pay

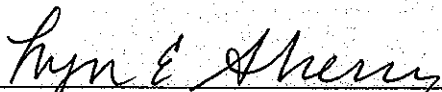
Shoreline School District (“District”) and Shoreline Educational Support Professionals Association (“SESPA”) have reached agreement to clarify the implementation of PSP/Educational Incentive pay in Section 13.2 of the 2014-2017 SESPA Collective Bargaining Agreement, as follows:

- 1) The PSP stipend is allocated and paid monthly to qualifying employees.
- 2) Employees shall be required to provide the documentation necessary to verify that they are eligible for both their position, and for the PSP/Educational Incentive.
- 3) The rate of PSP payment shall either be supported by documentation provided by the new employee prior to hire, or by providing documentation (or proof that documentation was requested) within 30 days of the date of orientation.
- 4) In such instance that documentation is pending, the employee will only be paid at the base salary required in the job posting for that position.
- 5) If documentation (or proof that documentation was requested) is provided within 30 days after the date of orientation, PSP payment will be made retroactive based on the employee date of hire.
- 6) PSP documentation requested and submitted beyond 30 days of the date of orientation will be paid pro rata from the date received.
- 7) Should the hire date be after the first day of the fiscal year, payment of the PSP/Educational Incentive shall be pro-rated based on the employee’s first work-day.
- 8) An existing employee who provides documentation to HR of their eligibility for PSP/Educational Incentive Pay after September 1st of any year shall receive a pro-rated payment, effective as of the date the documentation is received in HR.


Agreed to this 16th day of April, 2015.


For SESPA


Barbara Havens, SESPA President


Lyn Sherry, Uniserv Representative

For the District


Marla S. Miller, Deputy Superintendent


Tam Osborne, Director of HR