

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

Memorandum of Understanding – SESP AVID Tutors

Shoreline School District (“District”) and Shoreline Educational Support Professionals Association (“SESPA”) have reached agreement on the calculation of dues and insurance benefits for AVID Tutors. This agreement is supplemental to the 2014-2017 Collective Bargaining Agreement between the Parties, and effective as of the date below.

The Parties agree to the following:

- 1) Pay for AVID Tutors will be annualized and paid in 12 equal monthly installments. AVID Tutors will have a SESP A 3 classification. The Human Resources Department will be available to counsel employees on the implications of the change.
- 2) Dues shall be calculated and deducted from the AVID Tutors’ paychecks each month, based on the following calculation:
 - a. *186 days per year times hours worked per day (based on a 5 day work week) times hourly wage = yearly wage. The yearly wage dictates the monthly dues assessed by SESP A.*
 - b. *According to the September 1, 2016 Membership Packet, monthly dues will be \$22.46.**
- 3) Insurance benefit allocations shall be calculated for AVID Tutors’ each month as follows:
 - a. *Benefits calculation will be pro-rated by FTE, and based on hours and days worked.*
 - b. *Part-time employees working 3.5 hours or more per day (17.5 hours per week) will be eligible for benefits.*
 - c. *Part-time employee calculation: Hours per day x days worked per year = hours per year. Divide this amount by 1440 to get the % of full time. Multiply this amount by \$780** and that is employee’s monthly benefit allocation.*
 - d. *Full-time employees (35 hours per week or more) are entitled to \$780** per month in benefit allocation funds.*
- 4) The dues and insurance benefit calculations described in paragraphs 2 and 3, above, will begin with the first pay cycle following the effective date of this MOU.

*Dues calculations are subject to change by SESP A.

**Monthly benefit allocation is subject to change based on state funding.

Agreed to this 27 day of January, 2017.

For SESPA:

Barbara Havens
Barbara Havens, SESPA Co-President

Barbara Cruz
Barbara Cruz, SESPA Co-President

Lyn Sherry
Lyn Sherry, Uniserv Director

For the District:

Marla S. Miller
Marla S. Miller, Deputy Superintendent

J. Bailey Bertram
J. Bailey Bertram, Director of HR –
Classified Staff