

COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

SHORELINE SCHOOL DISTRICT NO. 412

AND

SHORELINE PROFESSIONAL-TECHNICAL ASSOCIATION
(Prof-Techs)

EFFECTIVE JULY 1, 2022 THROUGH JUNE 30, 2025

TABLE OF CONTENTS

Recognition 1

Rules and Regulations Governing Employment 1

Work Schedule 1

Compensation 1

Special Assignments 2

Professional Technical Position Classifications 2

Holidays 3

Sick Leave 3

Personal Leave 3

Bereavement Leave 3

Vacation 4

Shared Leave 4

Jury Duty 4

Family and Medical Leave 4

On Call 4

Children's Center 4

Health Insurance 4

Evaluation 4

Professional Development 4

Mileage Reimbursement 5

Cellular Telephone Support 5

Resignation/Retirement 5

Reclassification Process 5

Duration 7

Addendum A Salary Schedule 8

Addendum B Position Classification Process 9

Addendum C VEBA 10

1
2 In addition, a Prof-Tech employee will be eligible to receive a maximum of one annual Education
3 Stipend as listed on Addendum A for completed educational degrees and/or advanced
4 certifications that meet the following criteria:

- 5 1. The education degrees/advanced certification are in excess of the minimum
6 qualifications of the employee's position; and
- 7 2. The education degrees/advanced certification are specifically relevant to
8 responsibilities of that position.

9
10 The employee shall submit documentation of credits/certifications to HR for review and
11 determination of eligibility for the stipend. If the employee is eligible for the Education Stipend,
12 the following implementation rules shall apply:
13

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

25
26 The annual educational stipend shall be increased by the percent of the State's Cost of Living
27 Adjustment for classified compensation or its equivalent, if any, in the month such increase is effective
28 in State funding.

29
30 All compensation is paid on a monthly basis in twelve equal installments, beginning with the July
31 payroll. The annual salary and education stipend, if any, shall be pro-rated for part-time
32 employees.

33 34 Special Assignments

35
36 Under exceptional circumstances a Prof-Tech employee may be asked by the District to perform
37 work on a temporary basis that falls outside of the normal scope of the position's responsibilities.
38 The District and the Prof-Tech Association will review such temporary assignments and may
39 agree to additional compensation for the employee, based on a review of the impact on the
40 employee's regular workload. In the event of additional compensation, the rate of pay shall be
41 determined through mutual agreement of the District and the Association.

42 43 Professional Technical Position Classifications

44
45 Each Prof-Tech position is classified at an appropriate level for compensation based on certain
46 criteria agreed to between the Association and the District. See Position Classification System,
47 Addendum B, for a list of the positions assigned to each level.
48
49
50
51

1 Holidays

2
3 Thirteen (14) paid holidays shall be designated on the annual work calendar for full-time
4 Professional- Technical employees, as follows:
5

- | | |
|--|--|
| 1. Labor Day | 9. Martin Luther King Day |
| 2. Veteran's Day | 10. President's Day |
| 3. Thanksgiving | 11. Memorial Day |
| 4. Native American Heritage Day (Friday
after Thanksgiving) | 12. Juneteenth |
| 5. Christmas Eve | 13. Independence Day |
| 6. Christmas | 14. One additional day related to
Independence Day, as designated
on the District calendar |
| 7. New Year's Eve | |
| 8. New Year's Day | |

6
7
8 In the event a part-time employee's work year calendar does not designate the day immediately
9 preceding a Holiday as a work day, that employee shall not be compensated for that holiday.

10 Sick Leave

11
12 Professional Technical employees shall earn one (1) day of sick leave per month, to a maximum
13 of twelve (12) days of sick leave per year for illness, injury, and emergency. For the convenience
14 of the District and the employee, sick leave shall be front-loaded at the beginning of the year and
15 available for use by the employee. Unused sick leave shall accrue to a maximum number of days
16 and may be cashed out in accordance with State law. Compensation for unused sick leave shall
17 be paid at a rate of 25% of the value of 1/221nd annual pay per day. There is an annual option, as
18 a unit, of rolling sick leave cash-out into a VEBA plan as appropriate under current laws and
19 regulations.
20

21 Personal Leave

22
23 Three (3) days of personal leave shall be provided each year, front-loaded as of July 1st,
24 cumulative up to a maximum of six (6) personal leave days, and is subject to pro-rating for
25 employees who are hired after July 1 and/or less than full-year employees. Use of Personal Leave
26 shall be reported to and approved by the appropriate administrator. Personal leave may be used
27 in increments that are less than full days.
28

29
30 A Prof Tech employee can elect to cash out any unused portion of the current year's allocation
31 (up to a maximum of three (3) days of personal leave per year). This cash out will be at the rate
32 of 1/221 of their annual pay per day of personal leave cash-out. This provision is not applicable
33 if the District is required to pay additional actuarial costs due to an excess compensation finding
34 by DRS. Personal leave cash out requests must be submitted and received in Payroll no later
35 than June 30 and will be paid on the July payroll. Compensation for personal leave cash out will
36 be prorated for an employee who separates from employment before June 30th.

37 Bereavement Leave

38
39
40 A maximum of five (5) days of bereavement leave shall be allowed for each death in
41 the Employee's family or household, and up to two (2) days each for funerals of
42 other relatives and/or friends. An additional five (5) days bereavement leave for death in
43 the employee's family or household may be granted upon written request to the Director of
44 Human Resources.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

Vacation

Each full-time employee shall be entitled to twenty five (25) days of vacation, front-loaded as of July 1st, and subject to pro-ration for employees who are hired after July 1 and/or less than full-year employees. Scheduling of vacation must be approved in advance by the employee's supervisor. An employee may accumulate up to 57 days maximum, measured each September 1st. To be eligible to receive payment for a maximum of 30 unused vacation days at the rate of 1/221 annual pay per day, an employee shall submit to the Shoreline Board of Directors written declaration of intention to separate no later than thirty days prior to retirement date or expiration date of contract.

25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Shared Leave

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

Jury Duty

An employee who is absent because of jury duty shall be paid his/her regular rate of pay. The employee will retain fees paid as reimbursement for mileage and/or related expenses. The employee shall furnish the District with a written statement showing the date of jury duty. The employee shall report to work when released from any jury duty during any scheduled work day.

Family and Medical Leave

Family and Medical Leave shall be provided in accordance with Federal and Washington State laws and District policy. Policies and procedures are available on the District's website. The District will pay the employer premium and employees will pay the employee premium required by law to fund the Washington Paid Family Medical Leave program.

On Call

Prof Tech employees who are exempt from federal and state overtime provisions may elect to work offsite and be available to report to their work site within an hour at the request of their supervisor for up to five (5) days per year. On-call days need to be scheduled in advance, when feasible, pre-approved by the supervisor, and should be on non-student days. Examples of uses of these days are for non-school days due to inclement weather where driving to work may be difficult or for an unplanned family emergency. The Parties recognize that some positions have responsibilities that cannot be performed off-site, and this provision may not apply equally to all positions in the association.

Children's Center

Prof-Tech employees, including all regular full and/or part-time staff, shall receive a discount of 20% off the tuition rate if they choose to enroll their child(ren) in the Shoreline Children's Center program.

Health Insurance

The District shall provide basic and optional insurance benefits through the School Employee Benefits Board (SEBB), or its successor as determined by the State of Washington. The insurance offered through SEBB shall be under the rules and regulations adopted by the State. The District may offer

1 employee access to additional self-funded insurance as recommended by the Shoreline Insurance
2 Advisory Committee and approved by the Shoreline Board of Directors, provided access to such
3 insurance is allowed by the State of Washington and is wholly funded by the employees. The Prof-
4 Tech Association shall be entitled to one representative on the Shoreline Insurance Advisory
5 Committee.

6
7 The Parties acknowledge that the District must comply with state and federal laws concerning
8 health insurance. In the event changes in state and/or federal law require revisions in the group
9 insurance options available to Prof-Tech employees, the District will notify the Association of such
10 changes as quickly as possible.

11
12 Evaluation

13
14 Each Prof-Tech employee will be evaluated once a year and the evaluation will be due to Human
15 Resources by June 30th of each year.

16
17 Professional Development

18
19 Each employee will be entitled to use up to \$760 per year to pay tuition or registration costs for job
20 related classes or conferences/workshops/membership fees. Prior approval from their supervisor is
21 required. Attendance at such approved conferences/workshops or classes can be considered as work
22 days. Unused allocations will not carry over to the subsequent year. This allocation may be used
23 to cover the costs for conferences/workshops/tuition, traveling expenses, mileage, lodging, meals
24 and other similar expenses, subject to board policy.

25
26 Mileage Reimbursement

27
28 Mileage involved in the use of a private vehicle for work related travel shall be reimbursed to the
29 employee at the district-approved rate based upon actual mileage involved.

30
31 Cellular Telephone Support

32
33 Prof-Tech employees whose responsibilities must be performed in multiple work sites and require
34 the ongoing use of a cellular telephone are eligible for District support for their business-related
35 cellular telephone use. The support that is provided may include issuance of a district-owned
36 cellular telephone or a monthly stipend of no more than fifty dollars (\$50) to reimburse a pro-rated
37 share of the employee's monthly cost for their personal cellular telephone. Eligibility for this
38 support will be determined on a case-by-case basis in collaboration with HR and the employee's
39 supervisor. Employees who wish to be considered for cellular telephone support should notify
40 their supervisor or HR.

41
42 Employees who use their personal cell phone on an occasional basis for district-related business
43 may be reimbursed for the actual cost of that use, by submitting an Employee Reimbursement
44 request form to their supervisor.

45
46 In recognition that employees may be using their personal cell phones for district business,
47 the parties agree:

- 48
49
50
51
- Employee's personal devices, accounts and home networks do not become part of the district's network if they are performing official duties on behalf of the district.
 - In the event the district receives a Public Records Act request for documents, records

1 or other information created on, stored by, posted from or otherwise associated with an
2 employee's personal device used to conduct district business, the District will notify the
3 employee of the request and give parameters to the employee to conduct a search of
4 their own device for responsive materials. The employee may be asked to sign a sworn
5 attestation, setting forth the method of the search conducted and identifying the
6 responsive documents located as a result of the search. The employee will search their
7 device as requested or may ask a district representative to conduct the search on their
8 behalf. The District or its agents will not take possession of or conduct a search of an
9 employee's personal device without the employee's consent.

- 10 • The District reserves the right to require an employee to conduct follow-up searches of
11 their personal device or account when the district determines that such follow-up
12 searches are necessary for the district to comply with its obligations under the Public
13 Records Act.

14 Resignation/Retirement

15
16
17 An employee shall notify the District in writing of his/her intention of resigning his/her employment
18 up to thirty (30) calendar days before doing so and, in such event, shall cooperate fully in training
19 his/her replacement. The District shall notify the Employee by May 15th if the employee's position
20 will be adversely impacted the following year.

21 Reclassification Process

22
23
24 A Prof Tech employee may request consideration for reclassification of his/her position by the
25 Director of Human Resources and the Employee's supervisor. Requests shall be submitted to the
26 Director of Human Resources, following approval by the supervisor. The process is outlined
27 below:

- 28 1. For a professional technical employee to be eligible to apply for upward
29 reclassification they must have been in their current position at their current level for a
30 minimum of two years.
- 31 2. Employee must apply by February 1st to be considered for reclassification for the next
32 contract year beginning July 1st.
- 33 3. The Employee requesting a reclassification review must submit a letter detailing the
34 rationale for the reclassification based upon changes in job responsibilities over the
35 past two years. The employee's supervisor must provide input to and approval of the
36 changes to the job responsibilities.
- 37 4. Reclassification requests will be reviewed by the Position Reclassification Committee,
38 comprised of two representatives of the Shoreline Professional Technical Association,
39 the Executive Director of Human Resources, and the Assistant Superintendent.
- 40 5. Based upon financial parameters and the evaluation of the request, the committee
41 shall submit its recommendation regarding approval of the request to the
42 Superintendent by May 1st.
- 43 6. The committee's recommendation and the Superintendent's decision are final and no
44 appeal process is provided. The employee shall be informed of the decision, and in
45 the event the reclassification is denied, the rationale for the decision.
- 46
- 47

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

1 Duration

2
3 This Agreement is in effect beginning July 1, 2022 and expires on June 30, 2025. The parties
4 agree to reopen this Agreement prior to expiration under the following circumstances:

- 5
6 1. In the event that there are significant changes by the Legislature affecting compensation,
7 medical insurance benefits or other benefits/terms of employment stated in the agreement;
8 or,
9 2. The Superintendent chooses to make major responsibility changes in a Prof-Tech's duties.
10 In such case, the Superintendent shall inform the Prof-Tech group of planned changes in
11 a timely manner to provide an opportunity for input in advance of implementation of such
12 planned changes.

13 Dated this 16th day of June 2022.

14
15
16
17
18 Shoreline School District #412

Susana Reyes
Superintendent

6/16/22
Date

Shoreline Professional-Technical Association

Brent Degenhardt
Brent Degenhardt, Representative

6/16/2022
Date

Darryl Reed
Darryl Reed, Representative

6/16/2022
Date

19
20

Shoreline Professional-Technical Association
Collective Bargaining Agreement

1

Addendum A

2022-2023 SALARY SCHEDULE AND EDUCATION STIPEND

PROF-TECH	Effective July 1, 2022			
Position	Step 1	Step 2	Step 3	Step 4
	Yrs 0 - 4	Yrs 5 - 9	Yrs 10 - 14	Yrs 15+
Level VI (92% MSAP)	\$ 146,662	\$ 148,777	\$ 149,482	\$ 150,187
Level V (80% MSAP)	\$ 127,532	\$ 129,371	\$ 129,984	\$ 130,598
Level IV (72% MSAP)	\$ 114,779	\$ 116,434	\$ 116,986	\$ 117,538
Level III (65% MSAP)	\$ 103,620	\$ 105,114	\$ 105,612	\$ 106,111
Level II (59% MSAP)	\$ 94,055	\$ 95,411	\$ 95,864	\$ 96,316
Level I (55% MSAP)	\$ 87,678	\$ 88,943	\$ 89,364	\$ 89,786

	Effective Sept 1, 2022			
	Step 1	Step 2	Step 3	Step 4
	Yrs 0 - 4	Yrs 5 - 9	Yrs 10 - 14	Yrs 15+
Level VI (92% MSAP)	\$ 154,728	\$ 156,960	\$ 157,704	\$ 158,448
Level V (80% MSAP)	\$ 134,546	\$ 136,487	\$ 137,134	\$ 137,780
Level IV (72% MSAP)	\$ 121,092	\$ 122,838	\$ 123,420	\$ 124,002
Level III (65% MSAP)	\$ 109,319	\$ 110,896	\$ 111,421	\$ 111,947
Level II (59% MSAP)	\$ 99,228	\$ 100,659	\$ 101,136	\$ 101,613
Level I (55% MSAP)	\$ 92,501	\$ 93,835	\$ 94,279	\$ 94,724

	EDUCATION STIPEND	
	Eff. 7/1/22	Eff. 9/1/22
BA/BS/ADVANCED CERT	\$ 1,035	\$ 1,092
MA/MS	\$ 1,141	\$ 1,204

2

3

1 SHORELINE PROFESSIONAL-TECHNICAL ASSOCIATION
2 COLLECTIVE BARGAINING AGREEMENT

3
4 ADDENDUM B

5
6 Position Classification System

7
8 Effective September 1, 2013, Shoreline Professional-Technical Association and Shoreline
9 School District agree to implement a position classification system developed and agreed to
10 by the Parties. The system provides a rubric for classifying each position according to the
11 management skills, technical knowledge, problem-solving, independent judgment,
12 responsibility, authority, and HR responsibilities required of the position. Position Levels are
13 identified as follows:

14

	Classification
<u>Levels</u>	<u>Values</u>
15 Prof-Tech Level VI	625+
16 Prof-Tech Level V	575-624
17 Prof-Tech Level IV	500-574
18 Prof-Tech Level III	400-499
19 Prof-Tech Level II	300-399
20 Prof-Tech Level I	200-299

21
22

23
24
25 The following positions are classified in each Level:

26

27 Level VI	Manager of Capital Projects; Network Manager; Technical Support Manager & 28 Webmaster
29 30 Level V	Accounting & Business Manager
31 32 Level IV	Capital Projects Accounting Supervisor; Construction Project 33 Manager; Payroll Supervisor
34 35 Level III	Purchasing Supervisor; Technology Communication Specialist
36 37 Level II	District Theater Coordinator; Early Learning Center Coordinator; 38 Extended Care Coordinator – Before/After School & Summer 39 Programs; Head Start Center Coordinator; Maintenance & 40 Operations Supervisor; Student Information Systems Coordinator; 41 Transportation Supervisor
42 43 Level I	Food Services Supervisor; Resource Conservation Coordinator; 44 School Safety/Emergency Preparedness Coordinator; Public 45 Records Specialist

46

SHORELINE PROFESSIONAL-TECHNICAL ASSOCIATION
COLLECTIVE BARGAINING AGREEMENT

1
2
3
4
5
6

ADDENDUM C

VEBA