

Collective Bargaining Agreement

between

Shoreline School District No. 412

and

***Shoreline Children's Center
Association***

***Effective
September 1, 2022 to August 31, 2026***

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SHORELINE SCHOOL DISTRICT NO. 412
Salary Schedule and Provisions for
**SHORELINE CHILDREN'S CENTER ASSOCIATION/
WASHINGTON EDUCATION ASSOCIATION**
Effective September 1, 2022 through August 31, 2026

1.0 PREAMBLE

- 1.1 This Agreement is by and between the Shoreline School District No. 412 ("District") and the Shoreline Children's Center Association ("SCCA"). The Shoreline Children's Center Association (SCCA/WEA) is an affiliate of the Washington Education Association and the National Education Association.
- 1.2 The Shoreline Children's Center is designed as a self-sustaining program and the SCCA recognizes that the Center operates as a convenience to the parents and community.
- 1.3 The Head Start program is funded through federal grants and operates as a self-sustaining program, and the SCCA recognizes that the program operates as a service to eligible parents and students.

2.0 RECOGNITION

- 2.1 The District recognizes the Association as the exclusive bargaining representative for all regular early learning and Children's Center extended care provider personnel of the Shoreline School District, excluding supervisors, confidential employees and employees represented in other bargaining units. The Association was certified by the Public Employment Relations Commission on May 6, 1994, Decision 4701 - PECB following a Public Employment Relations Commission election of April 27, 1994.

3.0 DEFINITIONS

- 3.1 **Probationary Employees:** The first ninety (90) working days of employment, excluding summer school, is considered the employee's probationary period. At the end of this period, if the employee's work performance is satisfactory, such status will be changed to that of a regular employee.
- 3.2 **Regular Employees:** An employee who regularly works on a continuing basis and who has completed the probationary period is considered a regular employee and entitled to prorated benefits if

she/he is scheduled to work twenty (20) or more hours per week. Regular employees taking a temporary leave replacement remain regular employees.

3.3 **Temporary Employees:** A temporary employee is an employee who is hired on a temporary basis for the completion of a specific task or project, to accommodate a fluctuation in enrollment or to replace an employee who is on an approved leave. Temporary employees performing work in excess of ninety (90) continuous working days (excluding summer school) shall become members of the bargaining unit.

3.4 **COBRA** - Consolidated Omnibus Budget Reconciliation Act of 1985. Provides for continuation of health benefit plans under specific situations with the premium being paid by the employee or dependent and as allowed by the insurance carrier.

4.0 **SEVERABILITY**

4.1 In the event that any provision of this Agreement shall, at any time, be declared invalid by any court of competent jurisdiction, or through government rule or regulation affecting this Agreement, such decision shall not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

4.2 If any provision of this Agreement is held to be contrary to law or declared invalid through rule or regulation affecting this Agreement, upon written request of either party, bargaining on the provision(s) shall commence within ten (10) working days of said notice.

5.0 **NON-DISCRIMINATION**

5.1 There shall be no abridgement of citizenship rights or unlawful discrimination by either the District or the Association for reason of gender, race, color, religion, national origin, ancestry, pregnancy, age, marital status, medical condition or physical disability.

5.2 Employees have the right to work in an environment free from sexual harassment as defined by and under the provisions of applicable laws. An employee who has a complaint regarding sexual harassment may file that complaint according to District policy and procedures. This provision does not grant the employee the right to file a grievance regarding sexual harassment through the provisions of this Collective Bargaining Agreement. However, it does not prohibit the employee from exercising his or her rights in any other appropriate legal forum.

6.0 SCOPE OF AGREEMENT

6.1 It is agreed that the relations between the parties shall be governed by the terms of this Agreement only; no prior agreements, understandings, past practices, existing conditions, prior benefits, oral or written, shall be controlling or in any way affect the relations between the Parties, or the wages, hours and working conditions unless and until such Agreement, understandings, past practices, existing conditions, and prior agreements shall be reduced to writing and duly executed by both parties, subject to the date of this Agreement.

7.0 TRAVEL REIMBURSEMENT

7.1 Employees who travel between two or more work sites during the workday or utilize their own vehicles on District approved business shall receive mileage reimbursement at the Washington State mileage rate. This provision does not cover an employee working a split or additional assignment, at the employee's request.

8.0 JOB DESCRIPTIONS

8.1 Employees may be required to perform related tasks within the bargaining unit which are not specifically referred to on the job description. Job descriptions shall be maintained by the Human Resources Office and shared with the Association. Any revisions to the job description will be shared with the Association. All revisions that impact workload shall be bargained before taking effect. The District will have active job descriptions for the following positions upon signature of this agreement:

- Preschool Lead Teacher
- Preschool Assistant
- Extended Care Lead Teacher
- Extended Care Assistant
- Instructional Aide

8.2 Orientation training will be provided for newly hired employees by a supervisor or designee prior to placement of the new employee into their work assignment. Training shall include, but not be limited to, current curriculum, assessment tools, and any applicable requirements of the Head Start grant. Employees who attend such training shall be paid their regular hourly rate, if the training is provided outside of the employee's scheduled workday/time. Current employees covered by this agreement are not responsible for training newly hired employees regarding job responsibilities or administrative procedures, although they are expected to provide a

welcoming work environment to newly hired employees and respond to simple questions regarding workplace protocols.

9.0 COMPENSATION AND GROUP INSURANCE

9.1 All employees are paid on an hourly basis. The hourly rates of pay are shown on Salary Attachment A.

9.1.1 Rate increases will be applied to the entry rate of Preschool Lead and all other rates will be indexed from that rate in the following manner:

- The Extended Care Lead entry rate will be \$0.97 less per hour than the Preschool Lead entry rate.
- The Childcare Assistant entry rate will be \$7.49 less per hour than the Preschool Lead entry rate.
- The Instructional Aide entry rate will be \$10.24 less per hour than the Preschool Lead entry rate.

9.1.2 The Longevity column rates in the Salary Attachment A will be indexed using the following increases:

- The Preschool Lead hourly rate will be increased by \$2.00 per hour for each longevity column.
- The Extended Care Lead hourly rate will be increased by \$1.25 per hour for each longevity column.
- The Childcare Assistant hourly rate will be increased by \$0.95 per hour for each longevity column.
- The Instructional Aide hourly rate will be increased by \$0.80 per hour for each longevity column.

9.1.3 Longevity Pay. Effective September 1st of each year, the longevity increments are aligned to the longevity columns in the salary schedule based on the employees' years of employment with the Shoreline Children's Center. For the purpose of calculating eligibility for Longevity Pay, an employee must start working as a regular employee for the Children's Center on or before October 1st of each school year and remain employed through the end of that school year in order for the year to count for Longevity Pay. Work during summer session, break sessions, and/or substitute time does not count towards Longevity Pay eligibility.

9.1.4 Experience for placement on the pay scale shall include work experience, exclusive of substitute work, in a Shoreline School District preschool classroom or in another public preschool program. Such employment experience shall be documented by the former employer(s) and confirmed by HR before it is recognized through placement on the pay scale.

Total years of experience shall be rounded to the nearest whole number, with a sum of less than .5 years of experience rounded down and a sum of .5 years of experience or more rounded up.

9.1.5 If qualified, site Assistant staff shall have first right to substitute for absent Lead staff at his/her program site. Assistant staff that substitutes for Lead staff shall be paid \$2.00 per hour more on top of their current rate of pay to be reported on a timesheet.

9.2 Educational Incentive

9.2.1 To encourage and recognize personal and professional growth beyond what is required in the position held, the following annual educational incentive stipends will be paid to positions that hold advanced education beyond what is required for their position and relevant to the work being performed. These incentives would be applied upon verification based on the highest educational level achieved for fulltime Children’s Center employees in a regular position as defined below. Employees who have received an educational incentive prior to 8/31/22 will be grandfathered in at their highest degree level as of 8/31/22. The negotiated rate will be applied to that grandfathered level moving forward.

ECE Initial Certification	\$700
Associate degree or ECE Short Certification	\$850
Bachelor’s degree	\$1175
Master’s degree	\$1300

In 2024-25, \$25.00 will be added to each educational incentive level.

In 2025-26, an additional \$50.00 will be added to each educational incentive level.

Definition of “Fulltime” and Pro-ration for Part-time. For the purpose of calculating Educational Incentive pay, only, “fulltime” is defined as regularly scheduled to work 6 or more hours per day during the school year program. Employees regularly scheduled to work less than 6 hours per day during the school year program will receive a pro-rated amount of the educational incentive pay. For example, an employee regularly scheduled to work 3 hours per day would receive one-half of the annual educational stipend. Substitutes and employees working only summer and/or break sessions are not eligible for an Educational Incentive Stipend unless or until hired into a regular position for the school year program.

- a. Payment of Educational Incentive Stipend. The annual educational incentive stipend will be paid monthly in twelve (12) equal installments
- b. Verification of Degree or Certification. Official transcripts need to be received by Human Resources on or before October 15th in order for an employee to receive a stipend for a degree received.
- c. Multiple Degrees. Employees with multiple degrees (such as an Associate and a Bachelor degree) will receive only one Educational Incentive Stipend, to be paid for the highest level degree.

9.3 Group Insurance

9.3.1 SCHOOL EMPLOYEES BENEFIT BOARD (SEBB) PROGRAM:

9.3.1.1 Effective January 1, 2020, the District will implement the state's mandatory insurance program administered by the Washington Health Care authority through the School Employees Benefits Board (SEBB). The District shall pay the full portion of the employer contribution as adopted in the School Employees Health Care Coalition Agreement for all employees who meet the eligibility requirements outline below. For purposes of benefits provided under the SEBB, school year shall mean September through August, and shall also be referred to as the eligibility year.

9.3.1.2 The District will implement the School Employees Health Care Coalition agreement when collecting the employee premiums which will be paid to the Health Care Authority (HCA) through Payroll deduction for the month in which the employee receives benefits.

9.3.1.3 The District will provide benefits to employees, to include those benefits offered through SEBB, and at a minimum will include the following:

- Basic Life and Accidental Death and Dismemberment Insurance (AD&D)
- Basic Long-term Disability
- Vision
- Dental including orthodontia

- Medical Plan

9.3.1.4 Employees are eligible to participate in the Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) offered by SEBB. Employees will also have the option of enrolling in a Health Savings Account (HSA) when they select a qualifying High Deductible Health Plan (HDHP) for their medical insurance. In addition, employees will be able to utilize payroll deduction for any supplemental insurance that they choose to enroll in through SEBB (e.g., increased Life, AD&D, Long-term disability, etc.).

9.3.1.5 Eligibility:

9.3.1.5.1 All employees, including substitute employees, shall be eligible for full insurance coverage under the SEBB program if they work, or are anticipated to work, 630 hours or more in an eligibility year, so long as they maintain an employee/employer relationship. Once eligibility is established, it shall be maintained for the remainder of the eligibility year.

9.3.1.5.2 Should an employee who previously was not expected to be eligible for benefits under SEBB works 630 hours in one year, the employee will become eligible for benefits to begin the month after attaining 630 hours.

9.3.1.5.3 When an employee is hired into a position that would qualify for benefits if filled for the full eligibility year, and there are not enough days remaining in the year to achieve 630 hours, that employee will be provided with benefits coverage.

9.3.1.5.4 Any employee who has worked 630 hours in the previous two years and is returning to a similar position(s) at the same or greater FTE will be deemed eligible for benefits.

9.3.1.5.5 All compensated hours in any position within the district shall count for purposes of establishing eligibility. Part-time employees may document all hours worked for the district, including overtime hours, in order to meet benefit eligibility requirements.

9.3.1.6 Benefit Enrollment and Continuity of Coverage:

9.3.1.6.1 In the month of September, benefit coverage for eligible employees begins their first day of work, so long as the employee works on or before the first day of school. For all other eligible employees, benefit coverage will begin the first day of the month which follows the employee's first day of work.

9.3.1.6.2 Employees previously employed by a SEBB employer and eligible for SEBB coverage in the month prior to their first day of work will have uninterrupted benefit coverage if they meet the eligibility requirements above.

9.3.1.7 Leaves:

9.3.1.7.1 Paid leave hours shall count towards eligibility for benefits under this section. Employees who are otherwise eligible for benefits who go on unpaid leave and retain their employee/employer relationship will remain eligible for benefits.

9.3.1.7.2 An employee on approved leave under the federal Family and Medical Leave Act (FMLA) or the Washington State Paid Family Medical Leave (PFML) will continue to receive the employer contribution for insurance coverage in accordance with the federal FMLA or RCW 50A.04.245.

9.3.1.8 Benefit Termination:

9.3.1.8.1 Any employee eligible for benefits who terminates the employee/employer relationship shall continue to receive benefits through their final month of employment.

9.3.1.8.2 In cases where separation occurs after completion of the school year, benefit coverage will continue through the employee's final premium payment.

9.3.1.9 Substitutes:

9.3.1.9.1 Substitute employees shall be eligible for full insurance coverage under the SEBB program if they work, or are anticipated to work, 630 hours or more in an eligibility year, or have worked 630 hours in the previous two years. The District will not sever the employee/employer relationship with substitute employees in order to avoid initial or ongoing benefit eligibility.

9.3.1.9.2 The District shall create an employee effectiveness program through the District's selected provider available to each employee that includes at least four (4) counseling sessions per incident for the employee or members of the employee's family.

9.3.10 The District and the Association agree to continue participation in a medical reserve trust program on a year-to-year basis for employees separating from employment and eligible for sick leave cash-out. In addition, the District and the Association agree to participate in a medical reserve trust program on a year-to-year basis for employees who have accumulated 180 or more days of sick leave.

9.3.11 The District Insurance Advisory Committee shall periodically evaluate supplemental insurance programs. The Association shall appoint one (1) representative to the Committee.

10.0 PAY DAY

10.1 All employees shall be paid on the last business day of the month. Pay will be based on annual assigned work calendars, hours per day, and pay per hour. Pay will be annualized over a 12-month period. Additional hours worked or approved unpaid leave will be reported monthly and will be paid or deducted accordingly.

11.0 WORK WEEK/WORK DAY

- 11.1 Employees interested in obtaining extra hours (non-overtime) may notify the program administrator in writing of his/her request.
- 11.2 In the event additional hours become available, the following procedure will apply:
 - a. Additional hours will be offered first to employees in the affected room or extended care site on the basis of availability, seniority, qualifications, performance evaluations and experience.
 - b. If affected room or extended care site employees decline the additional hours, bargaining unit employees that have requested extra hours per Section 11.1 will be offered the additional hours based on availability, seniority, qualifications, performance evaluations and experience.
- 11.3 Employees working four (4) continuous hours per day shall receive a fifteen (15) minute relief break scheduled as close to mid-way through the employee's shift as possible. All breaks shall be given in accordance with legal requirements.
- 11.4 An employee working more than five (5) continuous hours per day shall be granted a thirty (30) minute unpaid duty-free lunch break, in addition to the paid break identified in Section 11.3.
- 11.5 An employee whose assignment (as determined by the administrator) requires traveling between work sites of forty-five (45) minutes or less, shall receive pay for this time. Split assignments in excess of thirty (30) minutes or additional hours when requested by the employee (even if contiguous) are not covered by this provision.

12.0 OVERTIME/COMPENSATORY TIME

- 12.1 All salaries and other provisions shall be in compliance with state and federal laws and the Fair Labor Standards Act for all employees.
- 12.2 Except for an unforeseen circumstance, employees must obtain prior approval to work beyond their assigned hours.
- 12.3 Subject to mutual agreement between the employee and the immediate supervisor, compensatory time worked beyond the

employee's regular scheduled hours may be provided in lieu of salary on an hour for hour basis.

- 12.4 Employees working forty (40) or more hours within any work week shall receive time and one-half (1-1/2) for all such time worked. Compensatory time, upon mutual agreement, may be provided at time and one-half (1-1/2) for hours worked beyond forty (40) per week.
- 12.5 Compensatory time unused within the pay period earned shall be paid to the employee during the following pay period.

13.0 WORK YEAR

13.1 The employee work year shall coincide with the Shoreline School District calendar. Prior to setting the school year calendar, SCCA will be included as a respondent in any survey conducted by the District. Additional days may be offered to employees based on enrollment and program needs beyond the normal school calendar including vacation periods.

13.2 Transition between Major Sessions. Prior to the start of the Children's Center summer school session, employees working during the summer school session will be entitled to work up to eight (8) hours for the setup of classrooms for the upcoming summer session. Employees who are changing classroom or age level for the summer school session are entitled to work up to an additional four (4) hours.

Prior to the start of the regular school year session, employees are entitled to work up to eight (8) hours to set up classrooms for the upcoming session. Employees who are changing classroom or age level for the regular school year session are entitled to work up to an additional four (4) hours.

13.3 Release time for Head Start grant responsibilities. Each Head start Lead Teacher shall be eligible for no more than 4 release days, approved in advance by the Administrator, to complete specific responsibilities of the Head Start grant that cannot be completed within the employee's regular work schedule.

13.4 The District shall supply and equip the Center facility used for summer school at such a level that movement of equipment and supplies from the satellite centers to the summer facility prior to and following the end of the summer session will not be necessary.

13.5 The District shall schedule a pre-session in-service work day of eight (8) hours in length for all employees working the school year for coordination purposes.

13.6 Holidays: Employees hired for the school year program shall receive pay for nine (9) holidays:

- Labor Day
- Veterans Day
- Thanksgiving Day
- December 25th
- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth

The Friday after Thanksgiving, December 24th, and New Year's Eve will not be workdays on the annualized calendar. The compensation for these days will be moved into the employee hourly rate.

13.7 Juneteenth Holiday: Employees assigned to work the business day immediately before and the business day immediately following the Juneteenth Holiday shall be paid for the Juneteenth Holiday. This provision does not apply to substitutes.

Independence Day (4th of July) Holiday: Employees assigned to the Summer Program who work the business day immediately before and the business day immediately following the Independence Day Holiday shall be paid for the Independence Day Holiday. This provision does not apply to substitutes.

13.8 Assignment of work on District non-student days, early release days (other than weekly early release days) and school breaks shall be first on a voluntary basis. If not enough employees volunteer to meet the student need, assignment shall be on an annual rotation basis based on reverse seniority. No more than forty-one hours will be assigned to any employee under this provision in any given year, and any hours volunteered by the employee will count toward his or her total assigned hours, according to the following:

1 to 5 years	41 hours
6 to 10 years	35 hours
11 to 15 years	29 hours

16 to 20 years	23 hours
21 to 25 years	18 hours
Plus 25 years	12 hours

Site employees who work three (3) or four (4) consecutive half days, in accordance with the Shoreline School District Calendar and in addition to working their regularly assigned two (2) shifts per day, will have five (5) hours per day deducted from their total number of hours.

The above language is not intended to limit the number of hours an employee may volunteer. All employees who volunteer to work during non-student days and non-summer breaks shall be paid an additional \$1.50 per hour. To be eligible for this incentive, employees must volunteer by the deadline established in Article 19.8.b.

- 13.9 Lead Teachers will be allocated \$150.00 at the beginning of the school year and \$20.00 per month per class and/or site session in order to purchase supplies for their classrooms and students. Lead teachers at sites with at least 75 students enrolled will receive a total of \$40 per month. For the purpose of ensuring an inclusive and culturally-responsive learning environment, supervisors will review and approve supplies to be purchased with this allocation, which approval shall not be unreasonably withheld and shall be given or denied within three (3) business days of receipt of the request from the teacher.

14.0 LEAVES

- 14.1 Sick Leave. An employee shall be granted ten (10) days annually for sick leave. These days will be frontloaded. Any unused sick leave shall be accumulated up to 180 days (as measured on September 1 each year). Employees shall be compensated annually and/or upon retirement or death for unused sick leave in a timely manner and in accordance with District policies and the laws of the State of Washington.
- 14.2 Accumulated days of sick leave may be used for illness or disability, including medical or dental appointments which cannot be scheduled outside the regular workday, maternity leave, and to care for a child of the employee under the age of eighteen with a health condition that requires treatment or supervision up to the limit of accumulated days. Supporting statements from the attending physician or licensed practitioner may be required for each personal illness or disability absence of five (5) or more consecutive workdays or for each absence for five (5) or more

consecutive workdays to care for a child under the circumstances described above. Sick leave may also be used for serious immediate family or household member illness other than to care for a child of the employee under the age of eighteen with a health condition that requires treatment or supervision. Following childbirth or adoption, sick leave may also be used for care of a newborn (or adoptee) or spouse who gave birth, provided the need for the employee's care is verified by the treating physician.

14.2.1 The immediate family shall consist of spouse, domestic partner, other children, parents, grandparents, and siblings of the employee or spouse.

14.3 Vacation Leave

14.3.1 Effective September 1, 2022, vacation leave will be moved into the salary schedule as compensation. Employees who have accrued carryover vacation can utilize it per the procedures in 14.3.2 until it is exhausted or can choose to cash out their existing vacation balance if requested prior to October 15, 2022. The one-time cash out will be paid at 150% value.

14.3.2 Procedures

- a. Except in the case of illness or unplanned personal emergencies, use of vacation leave must be approved by the administrator at least one week in advance and subject to the ability to cover the absence. No more than 5% of the employees at the Edwin Pratt Early Learning Center (including summer) and 5% of the employees in the before and after school program may use vacation leave on the same day. (If 5% equates to fewer than two employees in either case, a minimum of two employees may be approved to use vacation leave on the same day.) Scheduling of the use of vacation leave will be done on a first come, first serve basis.
- b. School year employees working during summer school may use accumulated vacation leave during such period.
- c. All absences from work require adherence to the district reporting process.

- d. Employees may cash out any unused current year's vacation allocation or may carry over a maximum of thirty (30) days of unused vacation annually. A maximum of thirty (30) days of unused vacation may be cashed out upon termination at the individual's per diem rate of pay.

14.4 Personal Leave

Three (3) days personal leave shall be allocated each employee each year. Employees may carryover a maximum of one year's unused allocation. These days will be frontloaded. Employees are encouraged to provide advance notice of use of personal leave. Absences for personal leave shall be reported on the district-approved form.

14.5 Leave of Absence

14.5.1 Upon written request by an employee, the Director of Human Resources or designee may grant leave of absence without pay for such things as: a) illness, b) family emergency, c) maternity, upon the exhaustion of all compensated leave. This leave of absence will terminate at the end of the calendar year (August 31) in which such leave was granted. Additional leave time may be granted, upon written request, for up to an additional three (3) month period.

14.5.2 Jury Duty Leave

- a. An employee who is absent because of jury duty shall be paid his/her regular rate of pay.
- b. The employee will report to work when released from any jury duty during any scheduled work day.

14.5.3 Bereavement Leave (non-accumulative)

- a. 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 close friends. Such absence shall be reported on Form PS 102. An additional five (5) days bereavement leave for death in the employee's family or household may be granted upon written request to the Director of Human Resources. These additional days shall be deducted from sick leave under Article 14, Section 1.

- b. Such absence shall be reported on the district-approved form.

14.5.4 Sick Leave Coordination - Industrial Insurance

- a. Employees suffering illness or injury compensable under state industrial insurance shall be allowed, upon written request, to use sick leave to the amount accumulated less any industrial insurance payments received. Sick leave charged to the employee shall be proportionate to that portion of the employee's salary paid by sick leave. The combined insurance and sick leave payments cannot total more than the employee's normal base pay.

14.5.5 Association Leave

- a. The Association may be allowed up to one hundred twenty (120) hours of leave for Association business. The Association shall pay the cost of the substitute. The Association shall make request to the District at least seven (7) days in advance of such absence on the district-approved form to the Human Resources Office.
- b. When a member of the Association is elected or appointed to a council, state or national association office, up to an additional twenty (20) days of leave may be provided, with all substitute costs borne by the Association.

14.5.6 Family and Medical Leave

The parties agree that District Policy and Procedure 5321 governing family and medical leave shall apply. Policies and procedures are available on the District's website.

15.0 PERSONNEL FILE

- 15.1 Upon request to the Human Resources Office, an employee shall have the right to inspect and review his or her personnel file(s) kept by the District and its administrators and may be provided a copy of evaluation/performance reports and other personnel materials contained within the file(s). The employee shall be notified of those communications that are related to job performance and included in the personnel file.

- a. The employee shall have the right to add relevant information into the personnel file.
- 15.2 An employee shall be allowed to authorize inspection of his/her personnel file to a representative of the Association by submitting a written request to the Human Resources Office.
- 15.3 Letters of reprimand shall be removed from the personnel file upon request provided that twenty-four (24) months have elapsed and no further disciplinary action has occurred during that period of employment, except for information about verbal or physical abuse or sexual misconduct that must be retained pursuant to Chapter 29, 2004 Laws of Washington, and any implementing regulations thereunder, when the district has made a determination that there is sufficient information to conclude that the abuse or misconduct has occurred.

16.0 RESIGNATION

- 16.1 Employees shall give fifteen (15) calendar days notice when the employee plans to resign or retire. If there are circumstances that require resignation with less than fifteen (15) calendar days' notice, approval must be obtained from the school district.

17.0 DISCIPLINE AND DISCHARGE

- 17.1 The District and the Association agree to support a practice of administrative discipline when such action is required to maintain professional standards as established by this Agreement and District policy. When administrative discipline is required, confidentiality, fairness and respect for the individual receiving the discipline shall be the standard application.
- 17.2 Employees shall have the right to full due process regarding any formal disciplinary action taken by the District. Due process shall include notice of the proposed disciplinary action and the right of the employee to respond prior to any formal action being taken.
- 17.3 The District supports the concept of progressive discipline including non-formal oral warnings, formal written reprimands and/or suspension and termination. The degree of progressive discipline may vary depending upon the seriousness of the employee's conduct. No employee shall be disciplined without just cause.
- 17.4 Employees shall have the right to have a union representative of his/her choice present at an investigatory interview pertaining to the potential discipline, discharge, or suspension of that employee or

when being formally disciplined by any member of the administration; such request shall not unreasonably delay the meeting. The Association shall provide a list of union representatives for this purpose.

18.0 NEW EMPLOYEE PROBATION

- 18.1 A probationary period for all new employees of ninety (90) calendar days will be required, exclusive of summer school.
- 18.2 Termination procedures and grievances regarding termination are not applicable to new employees during their probationary period.
- 18.3 New employees shall be entitled to all other provisions of this Agreement.
- 18.4 New employees will be required to undergo a background and criminal records check, including a fingerprint check, by both the State Patrol and the FBI in accordance with the applicable provisions of RCW 28A.400 and RCW 43.43.

19.0 VACANCIES AND PROMOTIONS

- 19.1 A vacancy is a newly created position or a position currently not staffed and the District has determined that the position shall be staffed. All vacancies will be visibly posted during the school year. Summer vacancies will be posted and updated regularly on the District's website.
- 19.2 Positions outside the bargaining unit which allow for promotion will be posted in work locations during the school year. Summer vacancies will be posted in the Human Resources Office and updated regularly on the District's website.
- 19.3 Employees covered by this agreement are encouraged to apply for any position available. An employee is encouraged to seek a career conference when the individual is interested in a transfer or reassignment or promotion from their current position.
- 19.4 The criteria for filling vacancies covered by this agreement shall be program need.
- 19.5 Employees may apply for positions during the summer session and break sessions. Summer school child care is optional for the employee, but position availability is based upon student enrollment and attendance, and is not necessarily guaranteed. Employees working during the regular school session shall be given first

consideration in accepting employment for the summer school program before employment for the summer school program is offered to outside candidates.

A priority will be to create consistent staffing for all children attending summer and/or break sessions; to that end, a preference will be to assign staff to the same age level as their regular assignment and to select staff who are able to work the same assigned shift during the entire break period. First consideration will be given on the basis of seniority, qualifications, performance evaluations and experience.

- 19.6 During break sessions and summer sessions, class size and staffing levels will be consistent with class size and staffing levels during the regular school year program.
- 19.7 Employees assigned to a position at the beginning of a program (school year, summer) and additional non-student days will receive written notification of placement at least five (5) business days following the deadline established in 19.8.b below but no later than five (5) days prior to the beginning of the assignment. Administrators will identify the minimum number of classrooms that will be staffed by the deadline established in 19.8.b below, and reserve the right to add classrooms after that deadline based on enrollment.

Staff who are assigned to work breaks during the year will be invited to participate in a committee to identify themes for each break. The committee will complete its work prior to the last work days of September and the themes will be communicated in announcements pertaining to breaks.

Staff who have volunteered to work during a break but are not assigned will have an opportunity to unenroll their child(ren) from program participation during break without penalty, provided their notification of withdrawal is received within five (5) days of notice they were not assigned.

- 19.8 Administrators shall identify the following deadlines prior to the first day of the new school year:
 - a. Dates for parents to register their child(ren) for each break in the school calendar;
 - b. Dates for staff to volunteer to work each break during the year; and
 - c. The date for administrators to implement the process described in Article 13.8.

19.9 Lead and Assistant Positions

- 19.9.1 Vacant Lead positions will be posted and hired at the beginning of the school year as Regular positions. Employees will assume Regular employee status upon completion of the 90-day probationary period. Lead positions are considered Regular except for the following: Openers and Closers.
- 19.9.2 Any Lead position that becomes vacant and is filled by January 31 will be hired as a Regular employee with a 90-day probationary period. The position will not have to be reposted at the end of the year.
- 19.9.3 A Lead position that becomes vacant and is filled after January 31 will be filled on a temporary basis for the remainder of the school year. Lead positions which become vacant mid-year will be posted as Temporary. The position will then be re-posted at the end of the current school year as a Regular position to be filled for the upcoming school year.
- 19.9.4 If an Assistant applies for and moves into a leave replacement or temporary Lead position, that Assistant may retain and return to the original Assistant hours at the end of the leave replacement assignment or end of the school year.

20.0 **TRANSFERS**

20.1 **DEFINITIONS**

A transfer shall be defined as a change in assignment by an employee from one bargaining unit assignment to another.

A voluntary transfer shall be defined as an employee-initiated reassignment.

An involuntary transfer shall be defined as an Employer-initiated reassignment of an employee.

For the purpose of this section, a day shall be defined as a district business day.

For the purpose of this section, good standing shall be defined as: the employee's most recent evaluation has been satisfactory; they have not been disciplined within three years of the transfer

opportunity; and they have participated in all mandatory training within the past year.

20.2 VOLUNTARY TRANSFER PROCEDURE

Employees shall have five (5) days after the posting date of a vacancy to file a voluntary transfer request with the Employer.

The most senior employee in good standing requesting the transfer, who meets the stated position certification, license, and/or entry level qualifications, shall be interviewed for the position. Every employee in good standing requesting a transfer to the same position in another location shall be interviewed for the position.

An employee making a request for a voluntary transfer to a vacancy, and whose request is denied, shall be given written reasons for the denial. A denial shall not be based on the District's desire to keep an employee in a position that may be perceived as harder to fill.

No external applicant shall be hired for a position until all internal transfer requests have been considered as described in the prior paragraph.

20.3 INVOLUNTARY TRANSFER PROCEDURE

An involuntary transfer may be initiated by the District to address staffing requirements at a location. In rare instances the District may also initiate an involuntary transfer to improve the educational and/or work environment. Prior to providing notice to the employee of the District's intention to implement an involuntary transfer, the Human Resources Director and Association Representative(s) shall meet and discuss the circumstances of, and necessity for, the proposed involuntary transfer.

In the event the District needs to address staffing requirements at a location, the District will first request volunteers for transfer. Should transfers be necessary beyond those accommodated by volunteers, the District may transfer the least senior employee who meets the stated qualifications for the position.

Any employee involuntarily transferred shall be given written reason(s) for such transfer.

Members working at the Edwin Pratt Early Learning Center shall not be involuntarily transferred to extended care sites and vice versa, without mutual agreement of the Association and the District.

21.0 SENIORITY

- 21.1 Seniority for the purpose of this agreement shall mean bargaining unit seniority based on the employee's hire date into a Regular or Temporary position, unless otherwise noted.
- 21.2 Substitute experience does not qualify an individual to accumulate seniority.
- 21.3 If an employee takes a leave of absence, seniority is retained but does not accumulate during the leave period.
- 21.4 If an employee resigns his/her position with the Children's Center seniority is not retained and is not accumulated.

22.0 LAYOFF AND RECALL

- 22.1 If at any time during the year the District determines that a reduction in force is necessary due to loss of enrollment and fiscal considerations the following procedures shall apply:

Retention of staff shall be by seniority where ability and qualifications are substantially equal and the employee possesses the required job skills and qualifications stated in the official job descriptions.
- 22.2 The District will meet with designated SCCA representatives to review the seniority list, the positions to be eliminated, the open positions, and the position to be offered to affected employees in seniority order.
- 22.3 Except for an unforeseeable situation, a minimum of fifteen (15) days notice shall be provided to the employee who will be laid off.
- 22.4 In cases where more than one employee has the same anniversary date and accumulated seniority, lay-off will be determined by lottery.
- 22.5 Laid off employees will be placed in a recall pool. Employees in the recall pool shall be given priority for 12 months for available positions for which they are qualified.
- 22.6 Employees in the recall pool shall be notified of new job openings. Employees will inform the Human Resources Office of a current address, email address and/or phone number for this purpose. The employee must respond within five (5) calendar days. Refusal of an offer of employment shall remove the employee from the recall

pool. Employees may remain in the recall pool for a total of twelve (12) months.

22.7 All employees reinstated shall assume their previously accumulated seniority and longevity.

23.0 PROVISION FOR SUBSTITUTES

23.1 A substitute will be provided for an absent employee when needed as determined by the program administrator based on program enrollment/attendance. Toward this end, the Center will advertise and post positions for substitutes on a regular basis for the Children's Center. Substitutes may be accessed through the Children's Center office.

23.2 The District shall provide twenty-four hour communication equipment available to employees which may be used by employees to report absence to the Center.

24.0 WORKING OUT OF CLASSIFICATION

24.1 When an assistant is temporarily assigned to fill a lead position, the employee shall receive the higher rate of pay.

25.0 STAFF MEETINGS

25.1 Six (6) staff meetings of a minimum of one (1) hour in length shall be held per year. Attendance at such meetings is mandatory and will be paid at the employee's regular hourly rate.

25.2 One (1) staff meeting of one (1) hour in length will be mandatory for summer program staff.

26.0 STAFF DEVELOPMENT

26.1 The staff development program, designed for the professional development of employees, is a cooperatively planned program sponsored by the District. This program is designed to assist employees in their professional education to increase skills, performance and other related areas consistent with job requirements.

26.2 Employees are encouraged to continually enhance their knowledge and skills through continuing education and through District-sponsored staff development activities.

- 26.2.1 All employees shall be granted eight (8) hours of professional development. Such hours must be used in the year they are granted.
- 26.2.2 Employees will be paid up to eight (8) hours at their regular rate for attendance at pre-approved professional development classes, workshops or other experiences. Said professional development must be educational in content and relevant to improving the staff member's ability to perform his/her job duties and responsibilities.
- 26.2.3 Application for pre-approval must be made to the Administrator prior to attendance at the desired training.
- 26.2.4 Professional development hours may be used for the following committee work: Summer/Break Planning, Emergency, Scheduling, Curriculum, and Race and Equity.
- 26.2.5 Beginning February 1 of the current school year, any unused or undesignated professional development hours will be put into a Professional Development (PD) pool. At that time, all employees assigned to the same program (Shoreline Children's Center, Head Start) will have access through the application process to pool hours. To the best of the administrator's ability, the parties agree that pooled hours will be shared equitably between employees assigned to the same program requesting additional hours.
- a. On February 1 and continuing through August 31 of the current school year, any employee may request usage of pooled hours, per the above parameters.
 - b. Application for pooled hours must include the name and subject matter of the course, the hours needed from the pool, and the date said hours will be used. A form will be available for this purpose. An application must be submitted to the Administrator prior to attendance at the training/experience.
 - c. Employees who wish to reserve their pool hours for use after January 31 can do so by emailing a reservation request to the Administrator stating the employee's intent to use the hours. The reservation must include the name and subject matter of the course, the hours need to participate, and the date(s) of intended use.

26.2.6 The District shall track employee usage of Professional Development funds and provide updates to the Labor Management Committee upon request.

26.2.7 Employees are encouraged to bring any questions to the Labor Management Committee through their SCCA building representative or Children's Center Administrator.

26.3 CPR and First Aid Training

26.3.1 The District shall provide CPR, Food Handler, and First Aid Training if it is required.

26.4 District Required SafeSchools Training

26.4.1 Annual SafeSchools training will be provided by the SCC Director or designee. Training that is not provided and completed during the employee workday prior to October 15 of each year can be completed by employees outside of their working hours and submitted on a timesheet between October 16 and November 30.

27.0 RIGHTS

27.1 District Rights

In order to operate its program, the District retains and shall have the following rights: to determine the number, location and type of facilities; to determine the type and/or quality of services rendered; to determine the methods, techniques and equipment utilized; to hire, supervise, evaluate; to assign work; to establish and make known reasonable administrative procedures and safety rules for all employees; and to determine the number of employees assigned to any particular operation or shift. All other traditional rights of management are also expressly reserved to the District and the express provisions of this Agreement constitute the only limitations upon the District's right to manage its program.

27.2 Rights to Subcontract: The District retains the right to subcontract or otherwise change the operation of the program covered by this Agreement such that it is operated by any other party subject to the following procedures:

27.2.1 The District shall notify the Association of such proposal at least ninety (90) calendar days prior to such subcontract or change.

- 27.2.2 The District shall also notify prospective subcontractors that preference in employment of employees covered by this Agreement shall be given to such employees on the basis of seniority.
- 27.2.3 The District shall make every effort to assure that any subcontracting or other change shall not result in the lowering of working conditions or benefits of current employees.
- 27.2.4 Employees impacted by such subcontract, at their request and in seniority order, shall have priority for employment as substitute instructional assistants within the school district.
- 27.2.5 For one (1) year following the beginning of the subcontract or change in the operation of the program, employees impacted shall be interviewed for all advertised positions within the district providing such employees submit an application for the advertised vacancy and meet minimal qualifications.

27.3 Association Rights

27.3.1 Dues and Association Fees

- a. The District agrees to deduct from the paycheck of each employee who has authorized it, the regular monthly dues uniformly required of members of the Association and any additional amount the employee voluntarily authorizes for deduction for political purposes. The amounts deducted shall be transmitted monthly to the Association on behalf of the employees involved. Authorization by the employee shall be on a form approved by the parties hereto and may be revoked by the employee upon written request.
- b. The District agrees to provide written notification monthly as applicable to the Association of all newly hired bargaining unit members and indicate the hourly rate, number of hours, and days to be worked so that the Association can notify the District of the amount of monthly Association dues deduction.

c. The Association agrees to indemnify and save harmless the employer from any and all liability resulting from the dues check off system.

27.3.2 The District agrees that a designated representative of the Association and the Association president or designee shall have access to District facility premises during regular school hours to conduct Association business so long as such business does not disrupt program activities, as determined by the Administrator or building principals.

27.3.3 The Association shall have the right to post notice of activities and matters of Association concern on a bulletin board identified solely for the use of the Association, located at the Edwin Pratt Early Learning Center.

27.3.4 The District shall provide a copy of the final Shoreline School District budget to the Association president in advance of the public hearing. The Board meeting visitor's agenda may be accessed on the District website twenty-four (24) hours prior to a scheduled board meeting.

27.3.5 The Association shall have access to staff mail boxes and District email for communication purposes.

27.3.6 No rival organization shall enjoy any of the rights contained herein except as provided by law.

27.3.7 The District agrees to post the collective bargaining agreement on the District's website.

27.4 Employee Rights

27.4.1 In accordance with Board Policy No. 8310, the Board shall hold employees harmless and defend them from any financial loss, including reasonable attorney's fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the employee so indemnified was in compliance with policies and procedures of the District.

27.4.2 District insurance will be provided for employees' personal property that is damaged, stolen or destroyed which is being utilized within the classrooms for program purposes.

27.4.2.1 In order to be considered for coverage under the District insurance program, the item must have

been approved in writing by the administrator and listed on a property inventory form maintained by the District.

- 27.4.3 It is agreed that employees' personal property, such as clothing, eyeglasses or other personal effects, which is accidentally damaged in the performance of their duties will be covered under the District's insurance program.
- 27.4.4 Employees who administer or dispense medication shall be informed of and expected to follow District policies and procedures.
- 27.4.5 Employees shall have the right to representation in matters relating to disciplinary action.
- 27.4.6 The District agrees to inform all new bargaining unit employees of the Association's exclusive recognition and shall provide present and future employees with a copy of the Agreement.
- 27.4.7 Student behavioral concerns which require an office referral by the employee should be documented on a Student Conduct Form. A copy of the completed form will be returned to the employee following conclusion of the referral process.
 - 27.4.7.1 It is understood that students suspended or expelled from other Shoreline Schools will be excluded from the Children's Center until completion of the suspension period or re-admission if expelled.
 - 27.4.7.2 Employees at the work site shall be notified as soon as reasonably possible of the student's suspension or expulsion.
- 27.4.8 Tuition Discount. Staff covered by this Agreement will receive a twenty (20) percent discount on tuition charges when enrolling their child(ren) at the Shoreline Children's Center and/or Extended Care sites.

28.0 PERFORMANCE EVALUATION

- 28.1 A performance evaluation of each employee shall be completed annually no later than June 7 using the form provided as Attachment C to this Agreement.

- 28.2 The District administrator will discuss any performance difficulties with an employee, as soon as the concerns become known to the administrator and will work with the employee to improve his or her job performance.
- 28.3 Performance evaluations must be signed by the employee to acknowledge receipt and a space shall be provided for employee comment. The employee's signature acknowledges receipt of the evaluation but does not necessarily represent agreement with the evaluation. Any employee may elect to submit a response to the performance evaluation within a period of thirty (30) calendar days for inclusion with the performance evaluation in the personnel file. (See Attachment C - Evaluation Form.)
- 28.4 A probationary employee will receive an initial performance review in writing by the designated District administrator during the first sixty (60) working days (exclusive of summer school) of employment.

29.0 GRIEVANCE PROCEDURE

- 29.1 In the event that any difference arises between Shoreline School District and the Association, or any employee, concerning the interpretation, application or compliance with the provisions of this Agreement, such difference shall be deemed to be a grievance and shall be settled only in accordance with the grievance procedure set forth herein. Employees who participate as parties in a grievance, whether as grievant(s), witness, representatives, or designees for the Association, shall be guaranteed fair treatment and freedom from any adverse action by the District or its Administrators for their participation in the grievance process.

For the purposes of Section 28, "day" is defined as District business days.

Grievance Steps:

29.1.1 Informal Resolution

The employee or Association shall first discuss the grievance with the administrator assigned to the program. At the employee's request, a designated representative of the Association may be present. Every effort should be made at this level to resolve the grievance. This provision may be waived by mutual consent of the parties. All grievances shall be brought to the attention of the administrator assigned to the program within thirty (30) days of the date of the violation or the date when the employee knew or should have known of the violation.

29.1.2 Step One

If no settlement is reached at the informal resolution step, the grievant or the Association may reduce the grievance to writing within ten (10) days of the informal resolution meeting and submit to the program administrator. The grievance shall be submitted in writing using the Form attached as Attachment B. The program administrator shall respond to the grievance within ten (10) days.

29.1.3 Step Two

If no settlement is reached at Step 1, the grievant or the Association representative shall submit the grievance to the Director of Human Resources within ten (10) days of receipt of the Step One response. The District will respond in writing to the grievance within ten (10) days.

29.1.4 Step Three

If no settlement has been reached in Step 2 within the specified time limits, the grievant or the Association representative may, within ten (10) days of the receipt of the Step Two response, submit the written grievance to the Superintendent or designee of the Shoreline School District. The Superintendent or his/her designee shall provide a written response to the grievant and the Association within ten (10) days.

29.2 Arbitration

If the grievance is not resolved at Step 3, the Association, at its sole discretion, may advance any grievance to final and binding arbitration within fifteen (15) days of receipt of the Step 3 response. The arbitrator shall be selected from a list provided by the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). The parties shall separately rank and strike the names of the arbitrators on the list and return their list to the appropriate agency for final arbitration selection. Hearings shall be conducted in accordance with the rules of the agency that was selected.

29.2.1 The Arbitrator shall limit her/his decision strictly to disputes involving the application, interpretation or alleged violation of specific articles and/or sections of this Agreement.

- 29.2.2 There shall be no appeal from the Arbitrator's decision if within the scope of her/his authority. It shall be final and binding on the Association, the employee(s) involved, the Administration and the Board.
- 29.2.3 The fees and expenses of the Arbitrator shall be shared equally by the District and Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.
- 29.3 Evaluation grievances may only be processed for alleged violations of the evaluation procedure.
- 29.4 The grievance procedure outlined in this Agreement shall not preclude the employee and/or the Association from taking legal steps available to them through the courts of competent jurisdiction.
- 29.5 The Association shall have an opportunity to be present at all grievance meetings and present the Association's interpretation of the clause(s) of Agreement in dispute.
- 29.6 If the employee and/or Association fail to submit written grievances to the next grievance step within the time limit specified, it will be assumed that the grievant has dropped the grievance or accepted the resolution of the grievance at that level. If the District at any step fails to respond within the required time limits, the grievance shall automatically move to the next step; however, the District and the Association may mutually agree to extend the time limits at any one of the steps.

30.0 CLASSROOM PREPARATION TIME

- 30.1 Head Start Leads shall be provided with 120 minutes of classroom preparation time per day, which may include one staff meeting per week that is no more than 60 minutes.
- 30.2 Head Start Assistants shall be provided with a total of thirty (30) minutes of classroom preparation time per day.
- 30.3 Extended Care Leads shall be provided with thirty (30) minutes of classroom preparation time for the morning shift on M/T/Th/F and 30 minutes of preparation time for the afternoon shift on M/T/Th/F. On Wednesdays, Extended Care leads shall be provided with forty-five (45) minutes of classroom preparation time for the morning shift and fifteen (15) minutes of classroom preparation time for the

afternoon shift. Preparation time shall be scheduled by the administrator.

- 30.4 Extended Care Assistants shall be provided with fifteen (15) minutes of classroom preparation time for the morning shift and fifteen (15) minutes of classroom preparation time for the afternoon shift.
- 30.5 Instructional Aides shall be provided with a fifteen (15) minute preparation time per day.
- 30.6 To provide for coordination of classroom coverage, scheduling of such classroom preparation time shall be approved by the Administrator.
- 30.7 Activities appropriate during preparation time are limited to the following:
 - a. Planning, setting up and tearing down activities
 - b. Analysis of assessment data
 - c. Communication, including checking and sending emails
 - d. Collaborating with partner leads, if preparation time is concurrent and all parties agree
 - e. Conferring with assistants
 - f. Administrator Required Meetings. Employees who are required to attend meetings during their preparation time may at their discretion work beyond their regular hours during the following two work days up to 30 minutes to complete preparation work. Time for this purpose beyond 30 minutes must be approved by a supervisor prior to working. Employees will submit a timesheet for compensation.

31.0 SAFETY

- 31.1 Every employee is responsible for safety. To achieve the goal of providing a completely safe work place, every employee must be safety conscious. Employees are to immediately report any unsafe or hazardous condition directly to their administrator. Every effort will be made to remedy problems as quickly as possible.
- 31.2 In case of an accident involving a personal injury to any person including employees, students, or visitors, regardless of how serious, employees are to immediately report such incidents to their administrator. Failure to report accidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims.

31.3 Each Extended Care work site shall be equipped with a walkie talkie per staff person assigned and a telephone for use by employees in case of emergency.

31.4 The District shall post emergency procedures at each work site for employees to follow when immediate outside assistance is needed.

31.5 In the event of inclement weather or other emergency conditions, the following applies to the Children's Center and extended care program at elementary buildings:

If Shoreline Schools are operating 2 hours late, the Children's Center, including preschool and extended care programs, will operate 2 hours late as well.

If Shoreline Schools are closed, the Children's Center, including preschool and extended care programs, will also be closed.

If Shoreline Schools close prior to the end of the normal school day due to any emergency conditions, extended care programs will not open. There will be no after school care at the school building work sites.

If Shoreline Schools close early due to emergency conditions, the Children's Center will also close. The Children's Center will operate on limited staffing until all students are picked up.

31.6 In the event of inclement weather or other emergency conditions, the following applies to the Head Start program

If Shoreline Schools are operating 2 hours late, the Head Start program will operate 2 hours late as well.

If Shoreline Schools are closed, the Head Start program will also be closed.

If Shoreline Schools close early due to emergency conditions, the Head Start program will also close. The Head Start program will operate on limited staffing until all students are picked up.

31.7 No fewer than two (2) teachers will be on site to open and close after-school or site programs, regardless of the number of students actually present, provided the enrollment justifies staffing at least two (2) positions.

- 31.8 If the number of students enrolled in an Extended Care Program is at or above 75, an additional staff member will be assigned for the first two (2) hours of the afternoon program.
- 31.9 With the consent of the parent/guardian, an employee assigned to work directly with a student with special needs shall be provided information from that student's IEP, behavioral plan, and/or 504 plan as necessary to provide a safe environment. At the discretion of the Director, additional support may be provided to maintain the student's ability to participate safely in the Extended Care program.

32.0 LABOR MANAGEMENT COMMITTEE

- 32.1 SCCA (Shoreline Children's Center Association) and the Shoreline School District agree to convene a Labor Management Committee (LMC) at least once per month during the school year for the purpose of seeking resolution on issues of common concern. The committee will be comprised of the UniServ Representative and five (5) bargaining unit members (President and four (4) representatives) plus management representatives (Children's Center Director and any other management representatives deemed appropriate). In addition, a regular meeting between union leadership and the administration shall occur to establish and foster open and regular communication regarding topics of mutual interest.

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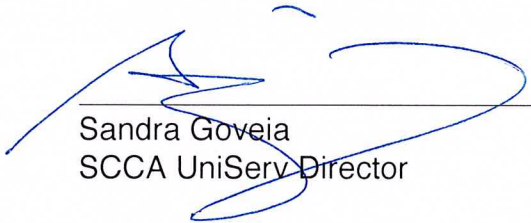
33.0 DURATION

33.1 This Agreement shall be in full force as of September 1, 2022 and shall remain in effect through August 31, 2026.

Ratified September 22, 2022 by the Shoreline Children's Center Association
Approved September 27, 2022 by the Shoreline Board of Directors


Signed this 10th day of March, 2023, by:

For the Association



Sandra Goveja
SCCA UniServ Director

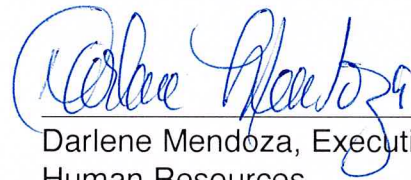
For the District



Susana Reyes, Superintendent
Secretary – Board of Directors
Shoreline School District



Layne Mohlman, President



Darlene Mendoza, Executive Director
Human Resources

ATTACHMENT A
Salary Schedule

COLLECTIVE BARGAINING AGREEMENT
Between
SHORELINE CHILDREN’S CENTER ASSOCIATION
And
SHORELINE PUBLIC SCHOOLS

SALARY SCHEDULE
Effective September 1, 2022

	Hourly Rate Years 1 - 3	Hourly Rate Years 4 – 7	Hourly Rate Years 8 - 9	Hourly Rate Years 10+
Preschool Lead Teacher	\$29.29	\$31.29	\$33.29	\$35.29
Extended Care Lead Teacher	\$28.32	\$29.57	\$30.82	\$32.07
Childcare Assistant	\$21.80	\$22.75	\$23.70	\$24.65
Instructional Aide	\$19.05	\$19.85	\$20.65	\$21.45

Year 2 (2023-24) 1.5% increase per contract provisions herein
 Year 3 (2024-25) 2.0% increase per contract provisions herein.
 Year 4 (2025-26) 3.5% increase per contract provisions herein.

Shoreline Children’s Center Association

Shoreline School District No. 412



For the Association



For the District

3/7/23

Date

3/28/23

Date

Shoreline Children's Center and Shoreline School District

NOTICE OF GRIEVANCE

Grievant:

Date of Formal Presentation:

Level filed: Step 1____ Step 2____ Step 3____

Immediate Supervisor: _____

Date alleged grievance occurred: _____

Grievance Violation: *(State the specified alleged violation of contract and section(s) of contract alleged to be violated.)*

Statement of dispute: *(Explain how the dispute is an alleged violation, misinterpretation, or misapplication of the contract.)*

ACTION REQUESTED:

Signature of Association Representative or Grievant

Date

SHORELINE SCHOOL DISTRICT CLASSIFIED PERSONNEL PERFORMANCE EVALUATION FORM



NAME: _____

LAST

FIRST

MIDDLE

PERIOD OF REPORT

EVALUATION DATE

SCHOOL OR DEPARTMENT

JOB TITLE

EVALUATION TYPE: **ANNUAL:** _____ **PROBATIONARY:** _____ **OTHER:** _____

	Meets/Exceeds Expectations	Needs Improvement	Unsatisfactory
1. INSTRUCTIONAL SKILL Developing appropriate group and individual activities to meet instructional objectives using a variety of techniques.			
2. INSTRUCTING STUDENTS Facilitating, encouraging, and expecting all students to succeed while recognizing the unique characteristics of each student.			
3. BEHAVIOR MANAGEMENT SKILLS Being attentive to conditions that affect the health and safety of students. Developing classroom procedures that clearly define expectations for student behavior. Dealing with students fairly and consistently, focusing on student behavior rather than personality.			
4. WORK ETHIC AND ACCOUNTABILITY Attending staff meetings and willingness to participate in professional development options. Maintaining good attendance and punctuality.			
5. PROFESSIONAL DEVELOPMENT AND PLANNING Demonstrating willingness to learn and explore new curriculum and instructional techniques.			
6. PARENT/STAFF COMMUNICATION AND RELATIONSHIPS Interacting with colleagues, administrators, and parents in a respectful manner.			
7. LEAD/ASSISTANT JOB PERFORMANCE <u>Lead</u> *Completes and implements lesson/activity plans. *Demonstrates leadership qualities with team. *Implements and upholds program policies and procedures. *Uses good judgment at all times. *Considers safety of children at all times. *Shows awareness of what is occurring in classroom. *Provides guidance and direction to assistants. *Knows and uses Program Emergency Preparedness System. <u>Assistant</u> *Is willing to follow directions of lead. *Takes initiative to get things done. *Is prompt, responsible and reliable. *Demonstrates ability to take leadership role when necessary. *Knows and uses Program Emergency Preparedness System. *Uses good judgment at all times. *Considers safety of children at all times. *Shows awareness of what is occurring in classroom.			

Evaluator Comments:

Employee comments will be written as an attachment and returned within 30 calendar days from the date of evaluation discussion. The signature below does not necessarily imply that the employee agrees with the preceding, but only that he/she has seen and/or discussed it with the evaluator and/or supervisor.

Evaluation Prepared by: _____

Employee Signature: _____ **Date:** _____

1. Instructional Skill

- Developing appropriate group and individual activities to meet instructional objectives;
- Preparing instructional activities designed to meet the variety of student needs and learning styles;
- Using strategies which involve students in higher levels of thinking;
- Providing opportunities for student to express themselves;
- Providing feedback as students progress toward goals;
- Giving directions in a clear, concise manner;
- Making full use of allocated instructional time;
- Lesson planning is completed consistently by leads with assistance by assistant staff in implementation;
- Keeping current with knowledge and trends in subject matter assignments;
- Relating subject matter to life experiences.

2. Instructing Students

- Expecting all students to succeed;
- Recognizing the unique characteristics of each student;
- Challenging students of different ability levels;
- Developing positive and appropriate rapport with students;
- Encouraging and recognizing diverse opinions;
- Using positive techniques to establish and maintain student motivation;
- Planning situations so that all students have the opportunity to earn praise for effort and accomplishments.

3. Behavior Management Skills

- Being attentive to conditions that affect the health and safety of students;
- Developing classroom procedures that clearly define expectations for student behavior;
- Clearly defining, communicating, and publishing to students and parents/guardians classroom behavior expectations that are consistent with school and district discipline policies;
- Showing awareness of what is occurring in the classroom and dealing with problems effectively;
- Monitoring behavior and providing clear, objective feedback to students;
- Dealing effectively with inappropriate behavior as non-disruptively as possible;
- Dealing with students fairly and consistently, focusing on student behavior rather than personality;
- Utilizing a variety of progressive interventions to encourage appropriate behavior;
- Consulting and cooperating with parents, support staff, and administrators to develop and implement remediation plans for behavior problems;
- Assisting students in developing habits of self-discipline;
- Supporting school and District discipline policies.

4. **Work Ethic and Accountability**
 - Participating in the group decision-making process;
 - Adjusting to changing conditions and unexpected situations;
 - Supporting team mates through consistent attendance and attention to lunch and other breaks;
 - Being punctual and prepared.

5. **Professional Development and Planning**
 - Continually assessing professional performance and identifying any area(s) for growth;
 - Demonstrating willingness to learn and explore new curriculum and instructional techniques;
 - Implementing approved new curriculum;
 - Demonstrating openness to suggestions for change.
 - Attending staff meetings and willingness to utilize opportunities to serve on committees;
 - Commitment to continuous improvement and growth as professional;

6. **Parent/Staff Communication and Relationships**
 - Presenting information clearly and professionally in both oral and written form;
 - Utilizing effective listening techniques;
 - Interacting with colleagues, administrators, and parents in a respectful manner;
 - Sharing ideas and resources with others;
 - Maintaining confidentiality concerning information about students and their families.

7. **Lead/Assistant Job Performance**
 - Lead**
 - Completes and implements lesson plans;
 - Demonstrates leadership with team and colleagues;
 - Implements and upholds program policies and procedures;
 - Uses good judgment at all times;
 - Considers safety of children at all times;
 - Shows awareness of what is occurring in classroom;
 - Provides guidance and direction to assistants;
 - Knows and uses Program Emergency Preparedness System.

 - Assistant**
 - Is willing to follow directions of lead;
 - Takes initiative to get things done;
 - Is prompt, responsible and reliable;
 - Demonstrates ability to take leadership role when necessary;
 - Knows and uses Program Emergency Preparedness System;
 - Assists with lesson plan implementation.