

**COLLECTIVE BARGAINING  
AGREEMENT**

**between the**

**SHORELINE SCHOOL DISTRICT  
NO. 412**

**and the**

**SHORELINE ATHLETICS AND  
ACTIVITIES ASSOCIATION  
(SAAA)**

Affiliated with the Shoreline Education Association/  
Washington Education Association/National Education Association

**September 1, 2020  
to  
August 31, 2023\***

\*Agreement Extended September 1, 2023 to August 31, 2024

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1 Collective Bargaining Agreement

2  
3 Between

4  
5 Shoreline School District and Shoreline Athletics and Activities Association

6  
7 September 1, 2020 to August 31, 2023

8  
9  
10 **PREAMBLE**

11  
12 This Collective Bargaining Agreement (hereafter "Agreement") is entered into by and between  
13 the Shoreline School District No. 412 (hereafter "District") and the Shoreline Athletics and  
14 Activities Association/SEA/WEA/NEA (hereafter "Association") in order to effectuate the  
15 provisions of RCW 41.56, the Public Employees' Collective Bargaining Act (hereafter "the  
16 Act"), and to set forth prescribed rights with respect to wages, hours, terms and conditions of  
17 employment.

18  
19 This Agreement is made and entered into on this 1st day of September 2020, by and between the  
20 District and the Association.

21  
22 **SECTION 1 - RECOGNITION**

23  
24 1.1 The District hereby recognizes the Shoreline Athletics and Activities Association  
25 (SAAA), affiliated with the SEA/WEA/NEA, as the exclusive bargaining representative  
26 for all classified employees in the bargaining unit described in Section 1.3.

27  
28 1.2 The rights and privileges of the Association and its representatives as set forth in this  
29 Agreement shall be granted only to the Association as the exclusive representative of the  
30 employees, and to no other organization(s) representing any portion of the unit or  
31 potential member of the unit.

32  
33 1.3 This Agreement is applicable to any and all employees in extra curricular and coaching  
34 positions that do not require OSPI teaching certification. Positions in the SAAA unit  
35 shall be listed in Appendix A, which shall be updated on implementation of Subsection  
36 1.7, and published annually to reflect any salary changes. *Excluded from this bargaining*  
37 *unit are all Extended Contracts Beyond School Day/School Year as noted in the SEA*  
38 *Collective Bargaining Agreement, supervisors and confidential employees pursuant to*  
39 *RCW 41.56.030, and all other employees of the District.*

40  
41 1.4 The term "employee" when used hereafter in the Agreement shall refer to all classified  
42 employees represented by the SAAA/SEA/WEA/NEA.

43  
44 1.5 The terms "SAAA/SEA/WEA/NEA" hereafter refer to the Shoreline Athletics and  
45 Activities Association, affiliated with the Shoreline Education Association/ Washington  
46 Education Association/National Education Association.

- 1 1.6 The word "day" shall mean the employee's workday unless clearly noted otherwise.  
2  
3 1.7 In the event that the District determines to add, modify or eliminate any sport or activity  
4 that would be covered by this Agreement, the District shall notify the Association and  
5 meet promptly to jointly determine stipends and other terms and conditions for the new,  
6 modified sport or eliminated activity.  
7  
8 1.8 Extracurricular contracts shall normally be offered to returning employees prior to June  
9 15 each year.

10  
11 **SECTION 2 - STATUS OF THE AGREEMENT**  
12

- 13 2.1 It is agreed that the relations between the Parties shall be governed by the terms of this  
14 Agreement only; no prior agreements, understandings, past practices, existing conditions,  
15 prior benefits, oral or written, shall be controlling or in any way affect the relations  
16 between the Parties, or the wages, hours and working conditions unless and until such  
17 Agreement, understandings, past practices, existing conditions and prior agreements shall  
18 be reduced to writing and duly executed by both Parties, subject to the date of this  
19 Agreement.  
20  
21 2.2 This Agreement may be reopened on any item(s) during the term of the contract by  
22 mutual consent of the Parties. Any modification of the contract will be by written mutual  
23 agreement of the Parties.  
24  
25 2.3 In the event of a conflict between this Agreement and District rules, regulations, policies,  
26 practices or individual contracts, this Agreement shall control.  
27  
28 2.4 All wages, hours, and terms and conditions of employment will remain in full force and  
29 effect until the effective date of a subsequent agreement.  
30

31 **SECTION 3 - CONFORMITY TO LAW**  
32

- 33 3.1 This Agreement shall be governed and construed according to the Constitution and Laws  
34 of the State of Washington. If any provision of this Agreement, or any application of this  
35 Agreement to any employee or groups of employees covered hereby shall be found  
36 contrary to law, such provision or application shall have the effect only to the extent  
37 permitted by law, and all other provisions or applications of the Agreement shall continue  
38 in full force and effect. Any provision(s) determined to be contrary to law shall be  
39 renegotiated by the Parties within two (2) weeks after receipt of a written decision  
40 determining the illegality.  
41  
42 3.2 Any provision(s) of this Agreement which may be contrary to law at the time of entering  
43 into this Agreement, but becomes lawful during the life of this Agreement, shall take  
44 effect upon becoming lawful.  
45  
46

1 **SECTION 4 - DISTRIBUTION OF AGREEMENT**

2  
3 4.1 Following ratification and signing of this Agreement, the District will publish the  
4 Agreement on the District website and the salary schedule will be readable and  
5 downloadable. Ten (10) paper copies shall be provided to the Association at no cost.  
6

7 4.2 There shall be two (2) signed original copies of the final Agreement for the purpose of  
8 record-keeping. One original shall be retained by the District and one original by the  
9 Association.  
10

11 **SECTION 5 - DUES, DEDUCTIONS AND REPRESENTATION FEES**

12  
13 5.1 The Association will establish local dues and communicate the amount to the District  
14 business office. In the event that an employee is a full dues paying member of another  
15 WEA certificated or classified bargaining unit, she/he will not be required to pay  
16 additional dues under this Agreement and shall be a member in good standing of this  
17 Association. Other members of the bargaining unit shall have the option of becoming  
18 members by completing a membership application form and paying dues.  
19

20 5.2 The District shall deduct from the employee's pay the dues required of those employees  
21 who have authorized dues deduction as described in Section 5.1 above. The amount  
22 deducted shall be transmitted each month to the Association on behalf of the employee.  
23 Authorization by the employee shall be on an approved form by the parties hereto and  
24 shall provide for revocation of dues deduction by an individual between August 15 and  
25 September 30 of the current contract year.  
26

27 5.3 The Association agrees to indemnify and hold harmless the District from any and all  
28 liability resulting from the dues payroll deduction system.  
29

30 5.4 The District shall provide the Association with a quarterly status listing of all employees  
31 covered by this Agreement within ten (10) days following the end of each quarter.  
32

33 **SECTION 6 - ASSOCIATION RIGHTS**

34  
35 6.1 The Association and its representatives shall have the right to use District buildings for  
36 meetings and to transact Association business, so long as such business does not disrupt  
37 school activities as determined by the building administrator.  
38

39 6.2 The Association shall have the right to post notices of activities and Association matters  
40 on bulletin boards, located in school buildings.  
41

42 6.3 The Association may use District mail services and employee mail boxes for  
43 communication purposes. The District assumes no responsibility for the distribution nor  
44 content of any communication.  
45

46 6.4 The District shall provide financial information to the Association in order for the

1 Association to represent its members.  
2

3 6.5 In the event an employee is asked to attend a meeting which the District believes may  
4 result in disciplinary action, the employee shall be informed of his/her right to  
5 Association representation.  
6

7 **SECTION 7 - EMPLOYEE RIGHTS**  
8

9 7.1 Employees shall have the rights freely to organize, join and support the Association for  
10 the purposes of collective bargaining and other concerted activities for mutual aid and  
11 protection. The District will not discriminate against any employee with respect to  
12 wages, hours or conditions of employment by reason of his/her membership in the  
13 Association, participation in Association activities, and/or non-membership in the  
14 Association.  
15

16 7.2 The District and the Association are committed to a working and learning environment  
17 that is free of discriminatory intimidation. Sexual harassment of students or employees is  
18 a form of illegal sex-based discrimination and will not be tolerated.  
19

20 7.3 There shall be no abridgment of citizenship rights or unlawful discrimination by either  
21 the District or the Association for reason of sex, race, color, religion, national origin,  
22 ancestry, pregnancy, age, marital status, medical condition or physical handicap.  
23 Retaliatory action against any employee filing a complaint of any type of discrimination  
24 is strictly prohibited.  
25

26 7.4 No employee shall be discriminated against for refusing to take action which violates a  
27 WIAA regulation or District policy. Prior to such refusal, the employee shall discuss the  
28 issue with the immediate supervisor and/or the athletic director.  
29

30 7.5 Employees will not be required to transport an individual student or room with an  
31 individual student.  
32

33 7.6 To maintain student discipline and order, the District will make every reasonable effort to  
34 continue to provide adult support at the middle school level at home competitive  
35 interscholastic events for football, volleyball, basketball, track and wrestling. Adult  
36 supervision at the high school level will continue to be in accordance with the WESCO  
37 agreement.  
38

39 7.7 The District shall provide adequate facilities and equipment consistent with WIAA  
40 standards.  
41

42 7.8 Building administrators must inform employees of their right to union representation for  
43 any meeting that could possibly lead to discipline or to a change in their job status. If the  
44 employee indicates a desire for union representation, no meeting will take place until the  
45 SAAA representative is present. Employees declining SAAA representation will have to  
46 sign a waiver.

1 **SECTION 8 - EMPLOYEE PROTECTION**

2  
3 8.1 The District shall support and uphold employees in their efforts to maintain discipline in  
4 student athletics and activities consistent with District policy.

5  
6 8.2 The District shall provide for the defense of an employee in any civil suit wherein the  
7 complaint charges the employee with negligence and/or gross negligence (1) in  
8 performing or failing to perform his or her pre-assigned and/or customary duties, or (2) in  
9 the performance of any act to protect school property, to prevent injury to persons on  
10 school grounds or at school functions, to maintain student discipline or control on school  
11 grounds, or at school functions, or in performing other similar services for the District if  
12 the employee acts in good faith and has reasonable grounds to believe that he or she has  
13 authority to act for the District under the particular circumstances.

14  
15 8.3 It is the intention of this paragraph to afford sufficient legal protection not only to  
16 employees who seek to render services to the District in performing regular duties, but  
17 also those who act expeditiously in uncommon situations to further the District's purpose;  
18 and it is the further intention of this paragraph to afford employees the full protection of  
19 the District's present liability insurance. The limiting factors to this paragraph are (1) the  
20 defending of the suit shall not be inconsistent with the terms and conditions of the  
21 District's present liability insurance; (2) in the event the claim is in excess of the  
22 District's present insurance coverage, the employee must provide his/her own defense as  
23 to the excess; and (3) the employee must cooperate in the defense of the suit as provided  
24 in the liability insurance policies.

25  
26 8.4 In the event an employee sustains an on-the-job injury, the employee shall immediately  
27 notify his/her supervisor. The employee shall be informed of his/her right to industrial  
28 insurance and workers' compensation, if applicable.

29  
30 8.5 The District will continue to offer CPR and first aid training classes on an annual basis.  
31 The District will provide approved first aid kits as needed.

32  
33 **SECTION 9 - PERSONNEL FILES**

34  
35 9.1 Employees or former employees shall, upon request, have the right to inspect the contents  
36 of their personnel files kept by the District. Upon request, the employee will be provided  
37 copies of any documents contained in his/her personnel file(s).

38  
39 9.2 Any derogatory material not provided to an employee prior to the end of the season or  
40 within 10 days following post season activities or within 10 days of receipt of the  
41 derogatory material shall not be used as evidence in any disciplinary action against such  
42 employee.

43  
44 **SECTION 10 - VACANCIES AND JOB POSTINGS**

45  
46 10.1 Vacancies due to retirement, resignation, death/illness, leaves and/or new positions



1 occurring during the work year will be posted on the District’s employment website until  
2 the position is filled. Position postings will indicate “In-building certificated staff  
3 preferred.”  
4

5 10.2 All known vacancies, as defined in Section 10.1 above, for the following work year will  
6 be reported to the Association and posted in each building prior to the last day of the  
7 current school year. The job posting will be updated as new vacancies become available.  
8

9 10.3 During vacation periods, the District’s employment website will be updated.  
10

11 10.4 In accordance with District procedure, applicants will be notified of their acceptance or  
12 rejection.  
13

#### 14 **SECTION 11 - LONGEVITY**

15

16 11.1 Coaches shall be paid a longevity stipend for eight (8) or more school years of District  
17 coaching experience, or five (5) or more school years coaching the same sport in the  
18 District, according to the following schedule:

- 19 • High School Head Coaches - \$750.00
  - 20 • High School Assistant Coaches - \$500.00
  - 21 • Middle School Head Coaches - \$450.00
  - 22 • Middle School Assistant Coaches - \$350.00
- 23

24 When eligible, coaches will receive a longevity stipend in each sport that they coach.  
25 The longevity stipend does not apply to Overload Coaches.  
26

#### 27 **SECTION 12 - SALARY AND PAYMENT SYSTEM**

28

29 12.1 Salaries for employees covered by this Agreement are contained in Appendix A of this  
30 Agreement and all SAAA positions shall be staffed as listed in Appendix B. All coaches  
31 will be paid in three equal installments over the course of the particular athletic season.  
32 Middle school intramural assistants will be paid in a single lump sum payment at the end  
33 of the intramural season. Experience steps shall take effect on September 1st of each  
34 year during the term of this Agreement.  
35

36 12.1.1 Beginning in the 2020-2021 school year, the District will adjust all rates on the  
37 SAAA salary schedules by the amount of any State authorized salary  
38 increases for classified school employees, effective beginning in the month in  
39 which such increase is effective in the State funding allocation model. (Such  
40 increase shall be applied to Appendix A following application of the mid-point  
41 adjustment, if any, described below.) In addition, the rates on the SAAA salary  
42 schedule will receive a midpoint adjustment, if applicable, based on a midpoint  
43 market study of the current year’s wage rates for each year for comparable  
44 positions in the following seventeen (17) school districts of King/Snohomish  
45 County: Bellevue, Edmonds, Everett, Highline, Issaquah, Lake Stevens, Lake  
46 Washington, Marysville, Mercer Island, Monroe, Mukilteo, Northshore,

1 Renton, Seattle, Shoreline, Snohomish, and Tukwila. The midpoint market  
2 study shall be completed by October 15<sup>th</sup>, using the data available at that time  
3 for the current school year, and any midpoint adjustment and State authorized  
4 salary increases shall be paid on the November paycheck and applied  
5 retroactively to September 1<sup>st</sup> of the current year.  
6

7 12.1.2 The “midpoint” shall be defined as the eighth ranked compensation amount for the  
8 benchmark positions as identified on Appendix A, at the average salary level for  
9 each district, excluding longevity stipends. For any position in the same salary  
10 band as the benchmark position, for which Shoreline’s benchmark compensation  
11 is below the midpoint, Appendix A shall be increased effective September 1 by  
12 the percentage difference between the 8<sup>th</sup> ranked compensation and the  
13 compensation for the Shoreline benchmark position. If Shoreline’s compensation  
14 is above mid-point for the benchmark position, Shoreline compensation shall  
15 remain unchanged.  
16

17 12.1.3 The Parties may agree to distribute the pool of funds generated by the mid-point  
18 market study, if any, in a method other than the application of the percentage  
19 increase generated by each position to that position.  
20

21 12.1.4 For the purposes of the midpoint market study, the benchmark positions on  
22 Appendix A shall be:  
23 a) for High School Head Coaches: football, soccer, diving  
24 b) for High School Assistant Coaches: football, soccer  
25 c) for Middle School Coaches: football, basketball  
26

27 12.2 The hours of the coaching and extra curricular positions necessarily fluctuate. Each  
28 employee who completes the full season will be paid the entire compensation due under  
29 this contract for each position as described in Appendix A; compensation will be pro-  
30 rated for employees who do not work the entire season. Employees must receive prior  
31 approval from the District Athletic Director before working more than forty (40) hours in  
32 one week.  
33

34 12.2.1 Employees otherwise employed by the District in a position eligible for overtime  
35 outside of this bargaining unit shall be paid at one and one-half times the blended  
36 rate for both positions consistent with FLSA for the week in which the overtime  
37 occurred. Each employee subject to these provisions shall complete a timesheet  
38 for all hours worked in the coaching or extra curricular activity. Timesheets shall  
39 be turned in prior to the end of the coaching season.  
40

41 12.2.2 For the purposes of calculating overtime under this Agreement, the regular hourly  
42 rate of pay for the positions will be calculated by dividing the stipend amount on  
43 Appendix A by the number of weeks designated by the WIAA for the activity,  
44 divided by the number of hours worked in the activity for the week.  
45

46 12.2.3 In the event of overpayment due to resignation or removal from a position, the

1 payroll correction shall be prorated among the remaining payroll checks of the  
2 contract year.

3  
4 12.3 The District will make every effort to provide assignment notices for employee signature  
5 prior to the start of the particular athletic or activity season involved. The assignment  
6 notice(s) will specifically list each sport/activity involved with the number of activity  
7 days and experience days for each sport/activity.

8  
9 12.4 Post-season pay is only available for post-season play in a tournament, which requires a  
10 team or individual athlete to qualify before competing-up to a maximum of four (4)  
11 weeks, for the following team sports: football, soccer, basketball, baseball, softball, and  
12 volleyball. The freshman program is excluded from this section. Head coaches will  
13 receive \$200 per week for post-season play at the district level of competition and \$250  
14 per week for state level competitions. Assistant coaches will receive \$150 per week for  
15 post-season play at the district level competition and \$200 per week for state level  
16 competitions. Post-season pay will be pro-rated for employees in shared/split positions.

17  
18 12.4.1 High school athletic trainers will be paid \$30.00 per hour for attending post-  
19 season “away” events at the request of the District athletic director. Attending  
20 these designated events will be in addition to maintaining regular office hours  
21 during the post-season period.

22  
23 12.5 Post-season pay for individualized sport events such as track, swimming, cross-country,  
24 gymnastics, tennis, golf, diving and wrestling, will be available for post-season play  
25 which requires a team or individual athlete to qualify before competing. Head coaches  
26 shall receive \$200 per week and assistant coaches shall receive \$150 per week for district  
27 level competitions. Head coaches shall receive \$250 per week and assistant coaches shall  
28 receive \$200 per week for state level competitions. Post-season pay will be pro-rated for  
29 employees in shared/split assignments.

30  
31 12.6 Shared Positions - When two persons share an athletic or activity position using the  
32 Stipend Redistribution process outlined in Section 19.0, the two persons share stipend  
33 and the experience level pay of the person with the most years of experience.

34  
35 12.7 Pro-ration Of Stipend For Partial Season Assignment – A stipend will be pro-rated in  
36 weekly increments for employees starting an assignment more than three (3) weeks after  
37 the start of the season or for employees leaving a position prior to the end of the season.

38  
39 12.8 Reimbursement of Athletic Staff Development Costs – High School Head Coaches will  
40 be reimbursed a maximum of \$150.00 per year for registration fees at WIAA or District  
41 Athletic Director approved clinics/workshops. High School assistant coaches and middle  
42 school coaches will be reimbursed a maximum of \$100.00 per year for registration fees  
43 at District Athletic Director approved clinics/workshops. Coaches in multiple  
44 assignments are eligible for only one reimbursement to be paid at their highest  
45 assignment level. Overload coaches are not eligible for reimbursement of staff  
46 development costs.

1 12.8.1 All funds that are not utilized or encumbered by April 30th of each year will be  
2 pooled. SAAA members originally eligible for the funds will be allowed to apply  
3 for additional reimbursements, with an application window between April 30<sup>th</sup>  
4 and June 30th. The District Athletic Director will approve the applications with  
5 notification of approval of the additional funds within ten (10) days of receipt of  
6 application to the Athletic Department. Employees may submit a request for  
7 reimbursement for classes which occurred prior to the application window, if  
8 within the current school year. Additional clinics must be completed by August  
9 15<sup>th</sup>.

10  
11 12.9 Classified Activity Leaders and Assistants – Each school will receive the following  
12 amount per year for classified employees at that school who assist or lead extra-curricular  
13 student activities.

14		
15	High Schools	\$750 per year/school
16	Middle Schools	\$600 per year/school
17	Elementary Schools	\$500 per year/school
18	Elementary Schools	\$600 per year/school
19	with 20% or more	
20	students on free or	
21	reduced lunch program	
22	for the current school year.	

23  
24 Up to twenty-five percent (25%) of the Classified Activity funds may be used to  
25 compensate classified employees engaged in leadership activities on behalf of their  
26 school.

27  
28 12.9.1 Allocation Process – Classified Activity Funding. Decisions regarding use of a  
29 school’s Classified Activity funding will be accomplished through the equitable  
30 participation of classified staff at that site and building administration. An  
31 equitable process will include the following principles as appropriate:

- 32 a) Confirmation of the contractual scope for appropriate use of the Classified  
33 Activity funds, per Section 12.9 of this Agreement.
- 34 b) Explaining the process for making the decision before the process begins.
- 35 c) Identifying level of input to be sought, “from whom” and “how”, which may  
36 include classified staff, students and community members.
- 37 d) Analyzing the impact of potential decision on school, students & classified  
38 staff.
- 39 e) Publicizing the process to all classified staff at the site.

40  
41 In the event that the equitable process does not produce a decision, the final  
42 determination will be made by the building administrator.

43  
44 12.10 Washington State Coaches Association Membership – Head coaches will be provided  
45 with annual membership in the Washington State Coaches Association. Assistant  
46 coaches may choose to pay for their membership from the Athletic Staff Development

1 funds referenced in 12.8, above. The District will offer Assistant Coaches the  
2 opportunity to use funds for this purpose, at least once annually.

3  
4 **SECTION 13 – EXPENSE REIMBURSEMENT**

5  
6 13.1 Employees driving private vehicles in the performance of their assignment to SAAA  
7 duties shall be reimbursed for mileage at the current I.R.S. rate, as established January 1<sup>st</sup>  
8 of each calendar year. Such instances shall include driving from a district worksite to a  
9 competition, and any other driving that aligns with IRS rules.

10  
11 13.2 Employees attending competitions shall be reimbursed for meals according to board  
12 policy.

13  
14 13.3 Employees shall be informed by the District or Building Athletic Director of their right to  
15 receive expense reimbursement for both mileage and meals at the mandatory fall, winter  
16 and spring coaches’ meetings, including a review of rules for reimbursement, and process  
17 for submitting reimbursement requests. Employees shall use the District’s standard travel  
18 expense reimbursement form, found on the Business Services – Purchasing web page in  
19 the Documents tab.

20  
21 **SECTION 14 - MANAGEMENT RIGHTS**

22  
23 14.1 In order to operate its program, the District retains and shall have the following rights: to  
24 determine the number, location and type of facilities; to determine the type and/or quality  
25 of services rendered; to determine the methods, techniques and equipment utilized; to  
26 hire, supervise, evaluate; to assign work; to establish and make known reasonable  
27 administrative procedures and safety rules for all employees; and to determine the  
28 number of employees assigned to any particular operation or shift.

29  
30 All other traditional rights of management are also expressly reserved to the District and  
31 the express provisions of this Agreement constitute the only limitations upon the  
32 District’s right to manage its program.

33  
34 14.2 The District will develop written expectations for Activity assignments in consultation  
35 with SAAA, addressing issues such as minimum requirements for appointment to the  
36 position, program expectations, primary duties and responsibilities.

37  
38 **SECTION 15 - PROBLEM SOLVING PROCESS**

39  
40 15.1 If at any time you feel you are not being treated properly, please report the problem  
41 immediately to your supervisor. A number of steps have been set up for you to receive a  
42 prompt response.

43  
44 1) Talk with your supervisor as soon as possible after you become aware of the  
45 problem. Your supervisor is the person responsible for what goes on in your  
46 immediate work area and assignment. He or she will review your problem, keep

1           you informed on the progress, and give you a reply within 10 working days.

- 2
- 3           2)     If you still feel the problem is not resolved to your satisfaction, you can file a
- 4           written statement concerning the problem with the supervisor. You will be given
- 5           a written reply within 10 working days from the time the written complaint is
- 6           received. The decision reached at this level is subject to final review by the
- 7           Superintendent or designee, if requested by the employee. A meeting shall be
- 8           held with the Superintendent or designee within 10 working days from the time
- 9           the written complaint was received by the Superintendent. A written response
- 10          shall be given to the employee within 10 working days from the date of the
- 11          meeting.
- 12
- 13          3)     A District-wide issue or class action affecting two or more employees may be
- 14          filed by the Association utilizing the same process set forth in items 1 and 2
- 15          above.
- 16
- 17          4)     The District shall not take any reprisals against employees because of their
- 18          participation in this process.
- 19

20     **SECTION 16 - PERFORMANCE APPRAISAL**

21

- 22     16.1    All coaches and activity employees will be evaluated within 30 days of the end of their
- 23            season, for fall and winter sports/activities, and by the last day of the school year for
- 24            spring sports/activities. The evaluation must be delivered and discussed in a personal
- 25            meeting with the employee. A copy of the evaluation forms can be found in Appendix B-
- 26            1 and Appendix B-2. The District Athletic Director will work with building
- 27            administrators to advise them of the proper procedures to follow in evaluating SAAA
- 28            employees.
- 29
- 30     16.2    The building evaluator or the District Athletic Director shall attend at least one practice
- 31            session for 30 minutes and at least one competition event (game, match, meet) for thirty
- 32            (30) minutes for each sport in order to accurately evaluate the job performance of the
- 33            Head Coach in each sport. The evaluator will observe at least one (1) activity session of
- 34            at least thirty (30) minutes for any activity listed in Appendix A. A copy of the
- 35            evaluation will be forwarded to the District Athletic Director.
- 36
- 37     16.3    The building evaluator shall meet with the Head Coach of each sport to receive input on
- 38            the job performance of the assistant coaches assigned to that sport. A building
- 39            administrator must sign the evaluation for any SAAA employee. A copy of the
- 40            evaluation will be forwarded to the District Athletic Director.
- 41
- 42     16.4    A meeting shall be scheduled between the employee and the supervisor when there are
- 43            areas of concern and suggestions for improvement. Such concerns must be shared with
- 44            the employee within 10 days of the supervisor becoming aware of the concerns. Failure
- 45            to share the concerns in a timely manner will prohibit the administrator from citing such
- 46            concerns as a basis for an unsatisfactory evaluation and/or removal from the position. A

1 written summary of the meeting will be provided to the employee. If the employee  
2 disagrees with the supervisor's assessment, the employee may write a statement of  
3 rebuttal and have that statement attached to the performance assessment. Such rebuttal  
4 statement must be filed within ten (10) working days of receiving the written assessment  
5 summary. Annual evaluations, correspondence or other communications to an employee  
6 will be maintained for a duration of no more than a three-year period. At the end of the  
7 three- year period, such materials will be purged from any files kept by the District and/or  
8 the building administrator, except for information about verbal or physical abuse or  
9 sexual misconduct that must be retained pursuant to Chapter 29, 2004 Laws of  
10 Washington, and any implementing regulations thereunder, when the District has made a  
11 determination that there is sufficient information to conclude that the abuse or  
12 misconduct occurred.

13  
14 **SECTION 17 - REMOVAL FROM POSITION**

- 15  
16 17.1 Appointments to supplemental assignments are on a yearly basis in accordance with  
17 RCW 28A.405.240. Employees holding supplemental assignments shall have their  
18 appointments reviewed each year by the building principal or designee. Employees in  
19 high school positions shall be notified of non-renewal by the last day of the school year  
20 for all sports/activities. Employees in middle school positions will be notified of non-  
21 renewal by August 15. Any employee not being renewed in their assignment for the  
22 following year will receive a written notice of that decision. A conference shall be held  
23 between the employee and the supervisor to explain the reason(s) for non-renewal, at the  
24 employee's request. Such request must be made within fourteen (14) calendar days of  
25 the employee receiving the written notice to non-renew.  
26  
27 17.2 Employees not re-appointed shall have the right to use the problem solving procedure in  
28 Section 14 of this Agreement.  
29  
30 17.3 Because Overload Assistant assignments end automatically at the end of the particular  
31 athletic season, Sections 16.1 and 16.2 do not apply to employees in Overload Assistant  
32 assignments.  
33

34 **SECTION 18 – DUE PROCESS**

- 35  
36 18.1 When a student, parent, community and/or staff complaint is received about an SAAA  
37 employee, the administrator in charge of investigating the complaint will commence the  
38 investigation within 10 days of receipt of the complaint. The SAAA employee will be  
39 given notice of the complaint and provided with an opportunity to be interviewed as part  
40 of the investigation. The 10-day notice and the necessity to conduct a full and fair  
41 investigation shall apply at each level of site and/or District administration which is asked  
42 to take action on the matter by the complaining party.  
43  
44 18.1 Failure to comply with the 10-day notice requirement to the employee will prohibit the  
45 District from citing such complaints/concerns as a basis for an unsatisfactory evaluation  
46 and/or removal from the position. It is understood that failure to provide required notice

1 at a lower level (site) will not preclude the District from taking timely action on a matter  
2 which is referred to the District level at a later date, provided that the District-level  
3 administrator provides the employee with the required notice.  
4

- 5 18.1 An SAAA employee shall be entitled to SAAA representation at each level of the  
6 investigative process as provided in Section 7.8 of the SAAA/District Collective  
7 Bargaining Agreement.  
8

9 **SECTION 19 –JOB REQUIREMENTS AND EXPECTATIONS**  
10

- 11 19.1 All employees shall be required to meet the WIAA Coaching certification standards,  
12 including completion of required on-line training, and shall hold a valid First Aid/CPR  
13 card and any other license or certification required by specific rule or law for the position.  
14 For newly hired employees, the District Athletic Director will waive the requirement  
15 when the employee provides evidence that the employee is enrolled in a First Aid/CPR  
16 class and obtains a First Aid/CPR card within the first 30 calendar days of hire.  
17

18 Returning employees who do not have a current, valid First Aid/CPR card shall not be  
19 allowed to coach. Coaches unable to perform their assigned duties due to lack of proper  
20 certification shall have their pay prorated as necessary.  
21

- 22 19.2 Non-Participants at Practices, Meetings and Contests. Coaches are not to bring children  
23 to meetings or practices. Children are expected to stay in the designated area for all  
24 spectators when attending contests.  
25

26 19.3 Informational Meetings with Potential Student Participants:  
27

28 19.3.1 Each High School Head Coach who is also employed in a non-coaching position  
29 in the District shall be expected to lead meeting(s) at each secondary school in the  
30 feeder pattern, for the purpose of providing information to and meeting with  
31 prospective student participants in the sport or activity for which that head coach  
32 is responsible. Each meeting will take place at a time selected by the School  
33 Administrator(s) and mutually agreed by the Head Coach.  
34

35 19.3.2 Head Coaches shall be advised by the District or Building Athletic Director of  
36 their responsibility to lead informational meetings as described in this section and  
37 shall be provided with district guidelines regarding appropriate meeting activities  
38 and student communication.  
39

40 19.3.3 When scheduling a meeting at a school other than the employee's work location,  
41 each High School Head Coach shall be encouraged to arrange for a colleague to  
42 provide hourly coverage during the meeting time, which may be scheduled at any  
43 time within the contract day. In the event a colleague is not available, the coach  
44 shall be provided a maximum of four (4) hours of release time for each scheduled  
45 informational meeting. The release time will be used to provide time for the  
46 coach to lead the meeting and be available to talk with students during the



1 appropriate non-classroom times during the school day such as lunch, advisory  
2 period, passing time, etc., on the date of the meeting.

3  
4 **SECTION 20 –TRANSPORTATION AND SUPERVISION**

5  
6 20.1 It is in the interest of both parties to assure the safe transportation and supervision of  
7 students to practice and competition sites not on Shoreline School District property,.

8  
9 Employees may be asked by the District Athletic Director to transport students in district  
10 vehicles to and from an authorized event. Employees with concerns about transporting  
11 students shall be provided a meeting to discuss those concerns. If the concerns cannot be  
12 resolved, a meeting may be scheduled with the District Athletic Director and an SAAA  
13 representative. If an employee agrees to transport students in District vehicles, they must  
14 hold any credentials required by the State of Washington and be insured by the District.

15  
16 20.2 When driving school district vehicles, the employee shall gather and submit a  
17 Washington State Drivers abstract to the transportation office prior to driving the  
18 vehicles. When the District requires the submission of a driving abstract, the athletic  
19 department will reimburse the employee for the cost of the abstract.

20  
21 20.3 The District shall reimburse employees for eligible driving expenses incurred in the  
22 performance of their duties in accordance with the District travel guidelines.

23  
24 20.4 In the event a coach is required to remain at an “away” competition site more than thirty  
25 (30) minutes after the end of the competition to supervise a student athlete(s) who has not  
26 yet been reunited with a parent or guardian, or at the middle school level if a coach is  
27 required to supervise student(s) after the departure of the activity bus, the building  
28 administrator(s) will work with the coaches to resolve the issue(s).

29  
30 **SECTION 21 - STIPEND REDISTRIBUTION (Job Share or Part-Time Coaches)**

31  
32 21.1 Appendix C is a form to be used when coaches or activity personnel wish to redistribute  
33 the stipend allotted to each position for the purposes of allowing coaches to share a pro-  
34 rata of assigned duties (job-share or part-time coaches). All employees affected by the  
35 decision need to be consulted, and their signatures need to appear on the form to  
36 demonstrate agreement. The parties need to have a written record of the approved  
37 request for payroll, auditing, and contract enforcement purposes. Only STIPENDS may  
38 be redistributed. Experience level pay is earned by the individual, not the position.  
39 Requests must be approved by the District Athletic Director, and a copy provided to the  
40 SAAA/SEA President for informational purposes. The completed form will be sent to  
41 Human Resources.

42  
43 **SECTION 22 – BENEFITS AND LEAVES**

44  
45 22.1 School Employees Benefit Board (SEBB) Program:  
46 22.1.1 Effective January 1, 2020, the District will implement the State’s mandatory

1 insurance program administered by the Washington Health Care Authority  
2 through the School Employees Benefits Board (SEBB). The District shall pay the  
3 full portion of the employer contribution as adopted in the School Employees  
4 Health Care Coalition agreement for all employees who meet the eligibility  
5 requirements outlined below. For purposes of benefits provided under the SEBB,  
6 school year shall mean September through August, and shall also be referred to as  
7 the eligibility year.  
8

9 22.1.2 The District will implement the School Employees Health Care Coalition  
10 agreement when collecting the employee premiums which will be paid to the  
11 Health Care Authority (HCA) through payroll deduction for the month in which  
12 the employee receives benefits.  
13

14 22.1.3 The District will provide benefits to eligible employees, to include those benefits  
15 offered through SEBB, and at a minimum including the following:

- 16 • Basic Life and accidental death and dismemberment insurance  
17 (AD&D)
- 18 • Basic Long-term Disability
- 19 • Vision
- 20 • Dental including orthodontia
- 21 • Medical Plan  
22

23 22.1.4 Employees who are eligible to participate in the SEBB program are also eligible  
24 to participate in the Medical Flexible Spending Arrangement (FSA) and  
25 Dependent Care Assistance Program (DCAP) offered by SEBB. Employees will  
26 also have the option of enrolling in a Health Savings Account (HAS) when they  
27 select a qualifying High Deductible Health Plan (HDHP) for their medical  
28 insurance. In addition, employees will be able to utilize payroll deduction for any  
29 supplemental insurance they choose to enroll in through SEBB (e.g. increased  
30 Life, AD&D, Long-term disability, etc.).  
31

## 32 22.2 Eligibility:

33  
34 22.2.1 All employees shall be eligible for full insurance coverage under the SEBB  
35 program if they work, or are anticipated to work 630 hours or more in an  
36 eligibility year, so long as they maintain an employee/employer relationship.  
37 Once eligibility is established, it shall be maintained for the remainder of the  
38 eligibility year.  
39

40 22.2.2 Should an employee who previously was not expected to be eligible for benefits  
41 under SEBB work 630 hours in one year, the employee will become eligible for  
42 benefits to begin the month after attaining 630 hours.  
43

44 22.2.3 When an employee is hired into a position that would qualify for benefits if filled  
45 for the full eligibility year, and there are not enough days remaining in the year to  
46 achieve 630 hours, that employee will be provided with benefits coverage.

1 22.2.4 Any employee who has worked 630 hours in the previous two year and is  
2 returning to a similar position(s) at the same or greater FTE will be deemed  
3 eligible for benefits.  
4

5 22.2.5 All compensated hours in any position within the district shall count for purposes  
6 of establishing eligibility. In order to meet benefit eligibility requirements,  
7 SAAA employees paid by stipend rather than timesheet may document all hours  
8 pre-approved by the District AD to be worked during practices and competitions.  
9

10 22.2.6 The district will not sever the employee/employer relationship with employees in  
11 the SAAA unit in order to avoid initial or ongoing benefit eligibility.  
12

13 22.3 Benefit Enrollment and Continuity of Coverage:  
14

15 22.3.1 In the month of September, benefit coverage for eligible employees begins their  
16 first day of work, so long as the employee works on or before the first day of  
17 school. For all other eligible employees, benefit coverage will begin the first day  
18 of the month which follows the employee's first day of work.  
19

20 22.3.2 Employees previously employed by a SEB employer and eligible for SEBB  
21 coverage in the month prior to their first day of work will have uninterrupted  
22 benefit coverage if they meet the eligibility requirements above.  
23

24 22.4 Leaves:  
25

26 22.4.1 Paid leave hours shall count towards eligibility for benefits under this section.  
27 Employees who are otherwise eligible for benefits who go on unpaid leave and  
28 retain their employee/employer relationship will remain eligible for benefits.  
29

30 22.4.2 An employee on approved leave under the federal Family and Medical Leave Act  
31 (FMLA) or the Washington State Paid Family Medical Leave (PFML) will  
32 continue to receive the employer contribution for insurance coverage in  
33 accordance with the federal FMLA or RCW 50A.04.245, as it is now or may  
34 hereafter be amended.  
35

36 22.5 Benefit Termination:  
37

38 22.5.1 Any employee eligible for benefits who terminates the employee/employer  
39 relationship shall continue to receive benefits through their final month of  
40 employment.  
41

42 22.5.2 In cases where separation occurs after completion of the student year, benefit  
43 coverage will continue through the employee's final premium payment.  
44

45 22.6 Employee Effectiveness Program:  
46

1 22.6.1 The District shall make an employee effectiveness program through the District's  
2 selected provider available to each SAAA employee on the same basis as the  
3 program is available to SEA employees.  
4

5 22.7 Washington Paid Family Medical Leave (PFML)  
6

7 22.7.1 Beginning January 1, 2020 employees will be provided PFML benefits as allowed  
8 by law.  
9

10 22.7.2 The District will pay the employer premium and employees will pay the employee  
11 premium required by law to fund the program.  
12

13 22.7.3 To qualify for PFML, employees must work 820 hours or more in the qualifying  
14 period, which shall be defined as the first four of the last five completed calendar  
15 quarters starting from when the employee makes their claim for benefits. All pre-  
16 approved, compensated hours worked in any position in the district shall count  
17 toward the eligibility threshold. PFML may not be taken without a qualifying  
18 event.  
19

20 22.7.4 PFML benefits shall include up to twelve (12) weeks of paid leave per year to  
21 care for self or family. The twelve-week period shall be defined as sixty (60)  
22 workdays, exclusive of weekends, holidays and school breaks. Such leave may  
23 be used as follows:  
24

25 22.7.4.1 Family Leave:

- 26 • To care and bond after a baby's birth or the adoption or  
27 foster placement of a child younger than eighteen (18)  
28 years
- 29 • To care for a family member, as defined by the State for  
30 this benefit, experiencing an illness or medical event
- 31 • Certain military-connected events

32 22.7.4.2 Medical Leave to care for self in relation to an illness or medical  
33 event

34 22.7.4.3 Possible extension of benefits:

- 35 • Total of up to 18 weeks for a serious health condition  
36 during pregnancy that results in incapacity
- 37 • Total of up to 16 weeks for multiple health events in a year  
38

39 22.7.5 Employees are responsible to file claims with the Employment Security  
40 Department (ESD) and payments will come from ESD. Employees claiming  
41 PFML shall generally be paid up to 90% of their weekly wage with a minimum  
42 weekly payment of \$100 and a maximum weekly payment of \$1000, calculated as  
43 a percentage of the employee's total qualifying wages.  
44

45 22.7.6 Employees may choose to use PFML prior to exhausting other leave options and  
46 will not be required to exhaust sick leave prior to accessing PFML. PFML may

1 be used consecutively with the employee's other paid leave entitlement s,  
2 exclusive of Washington State paid Sick Leave, at the employee's discretion.

3  
4 22.7.7 Employees may use accumulated sick leave, exclusive of Washington State Paid  
5 Sick Leave, to supplement PFML benefits up to an amount that results in no loss  
6 of compensation to the employee.

7  
8 22.7.8 Employees who are eligible for FMLA as well as PFML shall use FMLA  
9 concurrently with use of PFML.

10  
11 22.8 Employees may use any pre-approved compensated hours worked in SAAA position to  
12 qualify for eligibility for other benefits such as SEBB, PFML and FMLA.

13  
14 22.9 Association Leave:

15  
16 22.9.1 When the Association and the District agree to meet to resolve issues of mutual  
17 priority during the contract day, members of the Association who are otherwise  
18 employed by the district and required at such meeting(s) during the workday shall  
19 be released/excused without loss of pay. When a substitute is provided, substitute  
20 coverage shall be paid for by the District.

21  
22 22.9.2 The Parties shall endeavor to schedule bargaining to have the least impact on the  
23 instructional day for students. When the Association and the District agree to  
24 conduct bargaining session(s) during the contract day, members of the  
25 Association bargaining team who are otherwise employed by the district shall be  
26 released/excused without loss of pay. When a substitute is provided, substitute  
27 coverage shall be paid for by the District.

28  
29 22.10 Leave of Absence for Compelling Personal Reasons: The District may grant a leave of  
30 absence for compelling personal reasons to employees covered by this Agreement  
31 provided the employee fully intends to return to the position. Granting of such leaves  
32 shall be at the discretion of the District, and an employee's request for a leave of absence  
33 may be granted or rejected in whole or in part by the District. Leaves of absence for  
34 compelling personal reasons will be without compensation or other benefits and may be  
35 granted for up to one year. An employee granted a leave of absence under this section  
36 remains subject to Section 16.1.

37  
38 22.10.1 In such a case as a coach is anticipated to be on leave from their coaching  
39 assignment for more than two weeks, the District shall make all reasonable effort  
40 to hire and assign another coach to provide coverage for the absent coach, not to  
41 result in a reduction of the overall coaching staff for the impacted sport/season.  
42 In such cases, input from the current coaching staff and Building Athletic Director  
43 will be sought.

**SECTION 23 - COACHES ADVISORY COUNCIL**

- 23.1 The Council will assist the District Athletic Director in addressing issues and concerns. Each of the secondary schools will have a coaches' representative and an administrative representative. District representatives will attend Advisory Council meetings and/or bring matters to the Council's attention as needed. Meetings can be initiated by either the SAAA President or the District Athletic Director.
- 23.2 Athletic training needs will be monitored by the Council in order to determine whether additional services are needed for conditioning and injury assessment/treatment.

**SECTION 24 - DURATION OF AGREEMENT**

- 24.1 This Collective Bargaining Agreement shall become effective on September 1, 2020 and shall continue in effect until August 31, 2023.\*\*
- 24.2 This Agreement or any provisions herein may be extended by mutual written agreement of the Parties.
- 24.3 The District and the Association agree to maintain and update the Secondary School Athletic Policy and Guidelines Handbook. The District and the Association agree to maintain uniform SAAA evaluation procedures for all work sites in Shoreline.

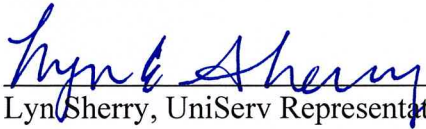
\*\* This agreement is extended by one year, to expire August 31, 2024.

Dated this 21 day of December, 2023.

For the Association:

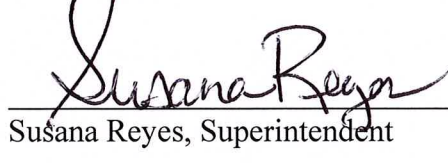


\_\_\_\_\_  
Matt Reiman, SEA/SAAA President



\_\_\_\_\_  
Lyn Sherry, UniServ Representative

For the District:



\_\_\_\_\_  
Susana Reyes, Superintendent



\_\_\_\_\_  
Randi Seaberg, Director  
Human Resources

**APPENDIX A**  
Salary Schedule

Shoreline Athletics & Activities Association					
2020-2021 Salary Schedule					
Experience steps will be awarded for all Shoreline School District coaching experience, WA experience in WIAA coaching and/or coaching in WIAA equivalent sports in other states.					
LEVEL*	Year 1	Year 2	Year 3	Year 4	Year 5 & up
Level 1	\$6,589	\$6,970	\$7,358	\$7,738	\$8,124
Level 2	\$5,557	\$5,901	\$6,240	\$6,582	\$6,922
Level 3	\$5,069	\$5,450	\$5,861	\$6,271	\$6,709
Level 4	\$4,398	\$4,808	\$5,256	\$5,702	\$6,186
Level 5	\$3,670	\$4,010	\$4,383	\$4,756	\$5,162
Level 6	\$3,308	\$3,676	\$4,045	\$4,419	\$4,789
Level 7	\$3,082	\$3,371	\$3,680	\$3,994	\$4,334
Level 8	\$3,054	\$3,426	\$3,796	\$4,168	\$4,537
Level 9	\$2,906	\$3,263	\$3,667	\$4,071	\$4,517
Level 10	\$2,037	\$2,331	\$2,630	\$2,926	\$3,223
Level 11	\$2,001	NA	NA	NA	\$2,611
Level 12	\$1,447	NA	NA	NA	\$2,008
Level 13	\$965	NA	NA	NA	\$1,528

\* Level is defined in Appendix B

Hourly Pay Assignments:	Hourly Rate
Stadium/Gym/Field Manager/Community Events	\$23.08

**APPENDIX B**

**SAAA BARGAINING UNIT PAY LEVELS**

PAY GROUP	POSITION	# of POSITIONS/ SCHOOL/ SEASON	NOTES
1	High School Head Basketball (boys)	1	
	High School Head Basketball (girls)	1	
	High School Head Cheer	1	Stipend is paid annually.
	High School Head Football*	1	
2	High School Athletic Trainer	1	Stipend shall be paid per season, not annually. High School Athletic Trainer Longevity Pay: A \$750 longevity payment will be paid to any High School Athletic Trainer with 8 or more school years (not seasons) experience as an Athletic Trainer in Shoreline. An athletic Trainer is eligible for only one longevity payment per year.
3	High School Head Baseball	1	
	High School Head Cross Country (boys)	1	At 26 participants and at every 20 participants thereafter, in the combined boys and girls program, an Overload Assistant will be hired.
	High School Head Cross Country (girls)	1	
	High School Head Drill	1	
	High School Head Flags	1	
	High School Head Golf (boys)	1	
	High School Head Golf (girls)	1	
	High School Head Gymnastics	1	For every 12 participants, an Overload Assistant will be hired.
	High School Head Soccer (boys)*	1	
	High School Head Soccer (girls)*	1	
	High School Head Softball	1	
	High School Head Swimming (boys)	1	For every 25 participants, excluding diving team members, an Overload Assistant will be hired.
	High School Head Swimming (girls)	1	
	High School Head Tennis (boys)	1	
High School Head Tennis (girls)	1		



	High School Head Track (boys)	1	If there are more than 60 participants in the combined boys and girls program, an overload assistant will be hired. In addition, an overload assistant will be hired for every 20 participants thereafter.
	High School Head Track (girls)	1	
	High School Head Volleyball	1	
	High School Head Wrestling	1	For every 25 participants, an Overload Assistant will be hired.
4	Assistant Athletic Trainer	1	Stipend shall be paid per season, not annually. May be deployed at the high school or middle school level.
	High School Basketball JV (boys)	1	
	High School Basketball JV (girls)	1	
	High School Basketball – 9 <sup>th</sup> grade (boys)	1	
	High School Basketball – 9 <sup>th</sup> grade (girls)	1	
	High School Assistant Cheer	1	Stipend is paid annually.
	High School Assistant Football*	5	Any of the assistant football coaches may be assigned to 9th-12th Grade.
	High School Football – 9th grade	2	
5	High School Baseball JV	1	
	High School Soccer JV (boys)*	1	
	High School Soccer JV (girls)*	1	
	High School Softball JV	1	
	High School Swimming JV (boys)	1	
	High School Swimming JV (girls)	1	
	High School Tennis JV (boys)	1	
	High School Tennis JV (girls)	1	
	High School Assistant Track (boys)	1	<i>See addition of overload coaches above</i>
	High School Assistant Track (girls)	1	<i>See addition of overload coaches above</i>
	High School Assistant Track / Specialty Coach	1	Specialty Track Coaches will be used to coach a specialty event, typically pole vault, for both boys and girls.
	High School Volleyball JV	1	
	High School Assistant Volleyball – 9th grade	1	
High School Assistant Wrestling	1		
6	Middle School Head Football*	1	For every 25 participants, an Overload Assistant will be hired.
	High School Assistant Baseball	1	

7	High School Assistant Soccer (boys)	1	
	High School Assistant Soccer (girls)	1	
	High School Assistant Softball	1	
	High School Weight Training	1 (plus summer)	Annual stipend may be split by semesters or by seasons. <i>The Summer Weight Room Supervisor is paid 33% of the Annual Weight Training stipend</i>
	High School Overload Assistant	Depends on participation	An overload coach will be hired once the overload trigger number for each sport has been reached. The overload coach will continue to be paid at the designated overload rate of pay, provided the number of participants remains at or above the trigger number.
8	High School Head Diving (boys)*	1	Both high schools will share the services of the specialty diving coach.
	High School Head Diving (girls)*	1	
	High School Head Unified Soccer	1	
9	Middle School Basketball (boys)*	2	During the first week of the season, to support the tryout period, one support person per grade will be hired and paid a stipend of \$300.
	Middle School Basketball (girls)*	2	
	Middle School Cross Country (boys)	1	At 26 participants and at every 20 participants thereafter, in the combined boys and girls program, an Overload Assistant will be hired.
	Middle School Cross Country (girls)	1	
	Middle School Football Assistant	1	<i>See addition of overload coaches above</i>
	Middle School Softball	1	During the first week of the season, to support the tryout period, one support person per grade will be hired and paid a stipend of \$300.
	Middle School Track (boys)	2	If there are more than 60 participants in the combined boys and girls program, an overload assistant will be hired. In addition, an overload assistant will be hired for every 20 participants thereafter.
	Middle School Track (girls)	2	
	Middle School Volleyball	2	During the first week of the season, to support the tryout period, one support person per grade will be hired and paid a stipend of \$300.
	Middle School Wrestling	1	For every 20 participants, an Overload Assistant will be hired.
10	Middle School Softball Assistant	1	
	Middle School Overload Assistant (Cross-Country, Football, Track, and Wrestling)	Depends on participation	An overload coach will be hired once the overload trigger number for each sport has been reached. The overload coach will continue to be paid at the designated overload rate of pay, provided the number of participants remains at or above the trigger number.
11	Activities: HS Competitive Dance (WIAA)	1	
	Activities: MS Annual	1	
	Activities: Elem. Safety Patrol	1	

12	Activities: High School Chess and Middle School Chess & Game Club	1	
	Activities: HS Drama Assistant	1	The HS Drama Assistant is eligible for two stipends per year, one per production. If, with written approval of the building administrator, additional productions are added at a school, an additional stipend shall be paid at the building level.
13	Activities: HS Tickets Coordinator	1	Typically drama events.

ADDITIONAL NOTES:

For Longevity payments please refer to Section 11.1 of the Agreement.

\* Used as benchmark positions for the purposes of driving midpoint salary comparables per Section 12.1 of the SAAA CBA.



**EVALUATION FORM FOR ASSISTANT COACHES**

Coach/Leader \_\_\_\_\_

Conference Date \_\_\_\_\_

Sport/Activity \_\_\_\_\_

School \_\_\_\_\_

CATEGORY	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Professional Preparation				
Planning and Organization				
Adherence to School and District Policies				
Monitoring Paperwork and Eligibility				
Supervision of Students				
Safety and Medical Oversight				
Promoting Learning & Skill Development				
Personal Skills and Conduct				
Communication				
Support of Overall Program				

Evaluator's Comments:

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Overall Rating:    Excellent            \_\_\_\_\_  
                           Satisfactory            \_\_\_\_\_  
                           Needs Improvement    \_\_\_\_\_  
                           Unsatisfactory        \_\_\_\_\_

Recommendation:    Renew                            \_\_\_\_\_  
                                   Renew with conditions\*    \_\_\_\_\_  
                                   Do not Renew\*                \_\_\_\_\_

\*Reasons must be attached in writing and must comply with Sections 17 & 18.

\_\_\_\_\_  
 Building Athletic Director

\_\_\_\_\_  
 Building Administrator

Coach's Comments:

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Intent to return for next school year: YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
 Coach's Signature

**APPENDIX E**

**SHORELINE ATHLETICS AND ACTIVITIES ASSOCIATION (SAAA)  
STIPEND REDISTRIBUTION REQUEST FORM  
(SEND TO HUMAN RESOURCES, COPY TO AND WEA-CASCADE)**

NOTE: To be implemented per Section 21.0 of the Collection Bargaining Agreement. Per Section 21.0, reallocation of stipends to fund an additional coach is limited to two (2) additional coaches for HS football and one (1) additional coach for all other HS sports.

School: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_

Current Contract Allocation of Stipends Per Individual:

Waiver Request Allocation of Stipends Per Individual:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale for Request:

Signatures of All Employees Involved

Signature of Principal/Designee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date of Request: \_\_\_\_\_

Approved:

\_\_\_\_\_  
District Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
SAAA Representative

\_\_\_\_\_  
Date

**APPENDIX F**


Shoreline Athletics and Activities Association and  
Shoreline School District No. 412  
Letter of Agreement  
Grandfathered Compensation for Certain Incumbents

Shoreline Athletics and Activities Association (SAAA) and Shoreline School District No. 412 (District) hereby agree to grandfather compensation for individuals who hold certain positions in the 2015-2019 Collective Bargaining Agreement (CBA) as of May 17, 2016.


Background: During negotiation of the 2015-2019 CBA, the Parties agreed to revise the structure of the salary schedule on Appendix A. To mitigate the impact of that revised salary schedule to incumbents in certain positions, the Parties agreed to grandfather the compensation for incumbents in those positions as follows:

1. With the exception of the individuals listed in this Letter of Agreement, all employees paid for work represented in the SAAA CBA shall be paid the stipend for the position as shown on Appendix A, implemented according to the language in the CBA.
2. Individuals who are incumbents as of May 17, 2016 in the positions listed below shall be paid stipends as shown on the 2014-2015 Appendix A, increased by COLAs, if any, as described in Section 12.1 of the CBA.
3. The stipends paid to these incumbent individuals shall not increase due to the value of mid-point adjustments, if any, as described in Section 12.1 of the CBA.
4. When the grandfathered stipend amount is less than the current stipend for the position on Appendix A, the individual shall no longer be in grandfathered status and shall be paid the stipend amount on the then current Appendix A for that position, implemented according to the language in the CBA.
5. This grandfathering applies only to the following individuals, provided they remain employed in the grandfathered position(s) without a break in service:
  - a. High School Track: Brandon Christensen, Miles Mason, Paul Villanueva
  - b. High School Varsity Wrestling: Brent Busby, Derek Norton
  - c. High School Junior Varsity Wrestling: Brandon Leach, Bryan Officer
6. This Letter of Agreement is supplemental to the 2015-2019 CBA between SAAA and the District. It is the intent of the Parties that this LOA shall be renewed until such time as none of the individuals named in this agreement remains in grandfathered status.

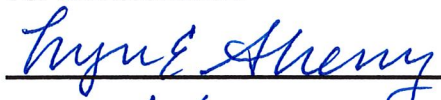
For the Association:

  
\_\_\_\_\_  
Date: 1/11/21

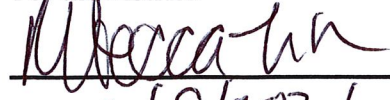
For the District:

  
\_\_\_\_\_  
Date: 2/8/2021

For the Association:

  
\_\_\_\_\_  
Date: 2/3/21

For the District:

  
\_\_\_\_\_  
Date: 2/9/2021