COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

SHORELINE SCHOOL DISTRICT NO. 412

AND

SHORELINE PROFESSIONAL-TECHNICAL ASSOCIATION
(Prof-Techs)

EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2028

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RECOGNITION

The employees represented by this agreement include all professional technical employees, as defined herein, in Shoreline School District. The District and the Professional Technical Association (Prof-Tech) have entered into this agreement to ensure balance and integrity with professional-technical employees and a responsive management engaged in the service of producing high quality and excellence in the Shoreline School District.

Rules and Regulations Governing Employment

This agreement of employment shall be subject to all statutes governing the public schools of the State of Washington; to all relevant policies, rules and regulations of the State of Washington; to all policies, rules and regulations of the District's Board of Directors existing as of the effective date of this agreement; and, except where inconsistent with the express terms hereof, any future policies, rules and regulations of said Board of Directors.

Work Schedule

A full-time Professional-Technical employee shall work 260 days per year, 8 hours per day, Monday through Friday, from July 1 to June 30 of each year, unless an individual work schedule has been assigned to an employee or otherwise approved on an exception basis by the employee's supervisor. The work schedule shall also include such other times as required in performance of assigned duties, EXCEPT for compensated absences authorized and approved as described in this agreement. Absence from work at times other than the times heretofore stated shall result in reduction of an employee's salary at the annual rate of per diem for each day of absence. Approved attendance at conferences, workshops, and other professional meetings shall be considered part of the work schedule. Any employee hired with less than a full year work schedule will receive a pro-rated salary, vacation days, holidays, personal days and any other benefits applicable to prof tech employees with 260-day contracts. In those years when the regular Monday through Friday work schedule results in more than 260 work days in a year, Prof-Tech employees shall be entitled to take one day of uncompensated leave for each day in excess of 260 days they would otherwise be scheduled to work.

Compensation

The annual salary for each classification level is described in Addendum A to this Agreement. Each July 1st, the annual salary for each level shall be adjusted to match a percentage of the annual salary then in effect for a Middle School Assistant Principal position. The percentage for each level is also described in Addendum A.

Additionally, steps compensating employees for experience are added to the base as seen in Addendum A. The steps refer only to Washington State School District experience and experience within the same position (i.e. if a person moves to a different position within the Prof-Tech Association, they start over at zero years of experience). If an employee moves from one job title to another but maintains the same responsibilities, their experience continues to accrue. If an employee moves into a new position (absent their current job title or duties being changed by the district), they begin at zero years of experience in their new position. For purposes of experience recognition on the salary schedule, an employee whose start day is from July 1st through December 31st of a given year shall be granted one year of experience for placement

on the salary schedule the following year; an employee whose start date is from January 1st through June 30th of a given year will not be granted a year of experience on the salary schedule for the following year.

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

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

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

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

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

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

Special Assignments

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

Professional Technical Position Classifications

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

Holidays

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

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

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

Sick Leave

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

Personal Leave

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

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

Bereavement Leave

A maximum of five (5) days of 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

friends. 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.

Vacation

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

Shared Leave

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

Jury Duty

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

Family and Medical Leave

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

On Call

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

Health Insurance

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

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

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

Evaluation

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

Professional Development

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

Mileage Reimbursement

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

Cellular Telephone Support

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

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

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

- Employee's personal devices, accounts and home networks do not become part of the district's network if they are performing official duties on behalf of the district.
- In the event the district receives a Public Records Act request for documents, records or other information created on, stored by, posted from or otherwise associated with an employee's personal device used to conduct district business, the District will notify the employee of the request and give parameters to the employee to conduct a search of their own device for responsive materials. The employee may be asked to sign a sworn attestation, setting forth the method of the search conducted and identifying the responsive documents located as a result of the search. The employee will search their device as requested or may ask a district representative to conduct the search on their behalf. The District or its agents will not take possession of or conduct a search of an employee's personal device without the employee's consent.
- The District reserves the right to require an employee to conduct follow-up searches of their personal device or account when the district determines that such follow-up searches are necessary for the district to comply with its obligations under the Public Records Act.

Resignation/Retirement

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

Reclassification Process

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

1. For a professional technical employee to be eligible to apply for upward reclassification they must have been in their current position at their current level for a minimum of two years.
2. Employee must apply by February 1st to be considered for reclassification for the next contract year beginning July 1st.
3. The Employee requesting a reclassification review must submit a letter detailing the rationale for the reclassification based upon changes in job responsibilities over the past two years. The employee's supervisor must provide input to and approval of the changes to the job responsibilities.
4. Reclassification requests will be reviewed by the Position Reclassification Committee, comprised of two representatives of the Shoreline Professional Technical Association, the Executive Director of Human Resources, and the Assistant Superintendent.
5. Based upon financial parameters and the evaluation of the request, the committee shall submit its recommendation regarding approval of the request to the Superintendent by May 1st.
6. The committee's recommendation and the Superintendent's decision are final and

no appeal process is provided. The employee shall be informed of the decision, and in the event the reclassification is denied, the rationale for the decision.

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

Duration

This Agreement is in effect beginning July 1, 2025 and expires on June 30, 2028. The parties agree to reopen this Agreement prior to expiration under the following circumstances:

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

Dated this 26th day of September 2025.

Shoreline School District #412

Susana Reyes

Dr. Susana Reyes, Superintendent

9/26/25

Date

Shoreline Professional-Technical Association

Brent Degenhardt, Representative

9/26/2025

Date

Brenda Semeraro

Brenda Semeraro, Representative

9/26/2025

Date

Shoreline Professional-Technical Association
Collective Bargaining Agreement

Addendum A

2025-2026 SALARY SCHEDULE AND EDUCATION STIPEND

1

PROF-TECH	Effective July 1, 2025 through June 30, 2026			
Position	Step 1	Step 2	Step 3	Step 4
	Years 0 - 4	Years 5 - 9	Years 10 - 14	Years 15+
Level VI (92% MSAP)	$ 173,288	$ 175,787	$ 176,622	$ 177,454
Level V (80% MSAP)	$ 150,684	$ 152,858	$ 153,583	$ 154,309
Level IV (72% MSAP)	$ 135,616	$ 137,573	$ 138,223	$ 138,877
Level III (65% MSAP)	$ 122,431	$ 124,197	$ 124,786	$ 125,375
Level II (59% MSAP)	$ 111,130	$ 112,732	$ 113,268	$ 113,800
Level I (55% MSAP)	$ 103,595	$ 105,090	$ 105,588	$ 106,085

Education Stipend	
BA/BS/ADVANCED CERT	$ 1223
MA/MS	$ 1349

Rates include 2024-2025 base salary plus 2025-2026 IPD increase of 2.5%
which is effective September 1, 2025 – June 30, 2026

SHORELINE PROFESSIONAL-TECHNICAL ASSOCIATION
COLLECTIVE BARGAINING AGREEMENT

ADDENDUM B

Position Classification System

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

Levels	Classification Values
Prof-Tech Level VI	625+
Prof-Tech Level V	575-624
Prof-Tech Level IV	500-574
Prof-Tech Level III	400-499
Prof-Tech Level II	300-399
Prof-Tech Level I	200-299

The following positions are classified in each Level:

Level VI	Manager of Capital Projects; Network Manager; Technical Support Manager
Level V	Accounting & Business Manager, Payroll Supervisor
Level IV	Accounting and Purchasing Supervisor; Technology Communication Specialist
Level III	Maintenance & Operations Supervisor
Level II	Assessment Coordinator, District Theater Coordinator; Early Learning Center Coordinator; Student Information Systems Coordinator; Transportation Supervisor
Level I	Food Services Supervisor

VEBA Plan
Memorandum of Understanding

Between
Shoreline School District No. 412 and Professional Technical Association

Shoreline School District No. 412 ("Employer") has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Benefit Association Trust for Public Employees in the State of Washington (collectively the "Plans"): the **Standard HRA Plan**, which shall be integrated with the Employer's or another qualified group health plan and to which the Employer shall remit contributions only on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the **Post-separation HRA Plan** to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer agrees to contribute to the Plans on behalf of all employees in the ***Professional Technical Association*** ("Group") defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

[X] **Mandatory Employee Contributions:** The District and the Group agree that the Group's compensation package will be changed such that eligible employees shall receive additional benefits in the form of VEBA Plan contributions equal to $_**50.00**__, which shall be contributed on a monthly basis, and each eligible employee's salary shall be reduced by an equal amount. Such contributions shall be made on behalf of all group employees defined as eligible and shall be considered and referred to as employer contributions.

[ ] **Unused State Allocated Employee Benefit Dollars:** Eligibility for contributions on a monthly basis is limited to employees with unused state allocated employee benefit dollars to their credit after the pooling process has been completed in accordance with RCW 28A.400.270 and 28A.400.280. To be eligible during the term of the Plan, an employee must have unused state allocated employee benefit dollars during the term of this agreement.

[ ] **Vacation Leave Contributions – Retirement or Separation from Service:** Eligibility for contributions at retirement or separation from service is limited to employees who retire or separate from service with vacation leave cash-out rights during the term of this agreement.

[ ] **Personal Leave Contributions:** Eligibility for contributions is limited to employees who have accumulated <##> days of unused personal leave. To be eligible, an employee must have unused personal leave cash-out rights during the term of this agreement.

[X] **Sick Leave Contributions – Annual:** Eligibility for contributions on an annual basis is limited to employees who have accumulated 180 days (or more if eligible[1]) of unused sick leave. To be eligible during the term of this agreement, an employee must have earned at least 180 days of unused sick leave as of the effective date, not including any front loaded days.

[X] **Sick Leave Contributions – Retirement or Separation from Service:** Eligibility for contributions at retirement or separation from service is limited to employees who retire or separate from service with sick leave cash-out rights during the term of this agreement.

NOTE: All leave cash out contributions on behalf of each eligible employee shall be based on the cash-out value of leave days or hours accrued by such employee available for contribution in accordance with statute and District policy or procedure. For sick leave cash-outs, it is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with RCW 28A.400.210. If an employee eligible for such sick leave contribution fails to sign and submit such agreement to the District, the District will not make sick leave cash-out contributions to the Plan at any time during the term of this agreement, and any and all excess sick leave which, in the absence of this agreement, would accrue to such employee during the term hereof shall be forfeited together with all cash rights that pertain to such excess sick leave.

The term of this agreement shall be from July 1, 2025 to June 30, 2026[2].

Signed for Professional Technical Association — Date: 9/26/2025

Signed for Professional Technical Association — Date: 9/26/2025

Signed for Shoreline School District No. 412 — Date: 9/26/25

[1] Employees whose employment contract exceeds 180 days may accrue sick leave up to their annual contract amount. Such employee groups may consider a higher eligibility threshold for annual sick leave contributions to the VEBA Plan. [2]The language in this model agreement assumes the term shall coincide with the employee group's contract year (i.e. September 1 to August 31).