MEET AND CONFER AGREEMENT

BY AND BETWEEN

SHORELINE SCHOOL DISTRICT NO. 412

AND THE

CONFIDENTIAL EMPLOYEE ASSOCIATION

EFFECTIVE JULY 1, 2026 THROUGH JUNE 30, 2029

TABLE OF CONTENTS

Rules and Regulations Governing Employment 1

Work Schedule 1

Compensation 1

Special Assignments 3

Holidays 3

Sick Leave 3

Personal Leave 3

Bereavement Leave 4

Vacation 4

Shared Leave 4

Jury Duty 4

Family and Medical Leave 5

Remote Work 5

Medical Insurance Benefits 5

Professional Development 5

Evaluation 6

Enrollment of Employee's Child 6

Resignation/Retirement 6

Cell Phone Support 6

Reclassification Process 7

Duration 8

Addendum A Compensation Levels for Current Agreement Year 9

Addendum B Position Classification System 10

Addendum C Annual VEBA Plan Memorandum of Understanding 11

CONFIDENTIAL EMPLOYEE ASSOCIATION AGREEMENT

The Confidential employees have united to develop a representative group to represent all confidential employee staff members. Basic to this proposition is the desire to ensure balance and integrity with a responsive management engaged in the service of producing quality and excellence in the Shoreline School District.

Confidential employees include two sub-groups:

1) Confidential Assistants:
    a. Executive Assistant III (Superintendent)
    b. Executive Assistant II (Asst. Superintendent)
    c. Executive Assistant I (Human Resources)
2) Confidential Prof-Techs:
    a. Confidential Prof-Tech IV (Certificated Specialist, Public Information Officer, Public Records and Risk Prevention Officer)
    b. Confidential Prof-Tech III (HR Classified Specialist, HR Compliance Specialist)
    c. Confidential Prof-Tech II (HR Confidential Specialist)
    d. Confidential Prof-Tech I (HR Confidential Specialist)

Rules and Regulations Governing Employment

The agreement of employment shall be subject to all statutes governing the public schools of the State of Washington; to all policies, rules and regulations of the State of Washington; to all policies, rules and regulations of the District's Board of Directors existing at 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 Confidential 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 institutes, 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 Confidential 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, Confidential 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

For the 2026-27 school year, Confidential Employee members shall:

1. Receive the Implicit Price Deflator (IPD) adjustment + the scheduled 0.5% salary increase.

For the 2027-28 school year, Confidential Employee members shall:

1. Receive the Implicit Price Deflator (IPD) adjustment + a 1% salary increase.

For the 2028-29 school year, Confidential Employee members shall:

1. Receive the Implicit Price Deflator (IPD) adjustment plus a salary increase equivalent to that of the % Index to Middle School Assistant Principal.

Compensation for Confidential members shall be based on the following indices. Specific compensation levels for the current agreement year are set forth in Addendum A.

Confidential Assistants	% Index to Middle School Asst. Principal
Executive Assistant III (Superintendent)	65%
Executive Assistant II (Asst. Superintendent)	62%
Executive Assistant I (Human Resources)	59%

Confidential Prof-Techs	% Index to Middle School Asst. Principal
Prof-Tech Level IV (Certificated Specialist, Public Information Officer, Public Records and Risk Prevention Officer)	80%
Prof-Tech Level III (Classified Specialist, Compliance Specialist)	72%
Prof-Tech Level II (Confidential Specialist)	65%
Prof-Tech Level I (Confidential Specialist)	59%

In addition to an annual salary, Confidential employees shall be eligible to receive an EDUCATIONAL STIPEND for earned professional certification or educational degrees. To be eligible for the educational stipend, the professional certification and/or educational degrees must be in excess of the minimum qualifications for the employee's position and specifically related to that position. Further, the professional certification must be earned through satisfactory completion of a program of study recognized as an industry standard and for which the employee earns recognized professional credentials. Participation in and completion of a professional development workshop does not qualify for the educational stipend. The employee shall submit documentation of credits/certification to the Director of HR for review and determination of eligibility for the stipend. The educational stipend amount for the current agreement year is set forth in Addendum A, and shall be pro-rated for the remaining months of the agreement year if submitted and approved after the agreement year has begun. Confidential employees hired prior to July 1, 2014 who have been paid an educational stipend during the 2013-14 agreement year shall continue to receive such stipend (including as it may increase from time to time).

The District shall also provide one stipend per year for the regular and ongoing work required beyond the regular work day to support SCHOOL BOARD MEETINGS. At the request of the Association the annual stipend may be pro-rated between two positions when the work

associated with the stipend is assigned to two positions. The amount of the annual School Board Meeting stipend is set forth in Addendum A.

All compensation is paid on a monthly basis in twelve equal installments, beginning with the July payroll. The annual salary and stipend(s), if any, shall be pro-rated for part-time employees and pro-rated if eligibility for a stipend begins or ends mid agreement year.

Special Assignments

A Confidential 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 Confidential 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.

Holidays

Fourteen paid holidays shall be designated on the annual work calendar for full-time Confidential 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 Day
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.

Sick Leave

Confidential employees shall be front loaded twelve (12) days of sick leave annually for illness of employee or family, injury, medical appointments, and emergency. Leave shall continue to accumulate in accordance with law. Employee shall be entitled to compensation for any unused sick leave on a per diem basis in accordance with appropriate law and regulations. Further, 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. For the purposes of sick leave cashout provisions in this agreement, per diem shall be calculated as 1/221st of the annual salary for each position.

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 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.

An employee may elect to cash out any unused portion (up to a maximum of three (3) days of personal leave per year). For the purposes of personal leave cashout provisions in this agreement, per diem shall be calculated as 1/221st of the annual salary for each position. 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 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

Vacation shall be front-loaded as of July 1st at the rate of twenty-five (25) contracted days of vacation for a full-time employee. Vacation shall be pro-rated for employees who begin after July 1st. The employee's supervisor must approve scheduling of vacation. An employee may accumulate up to 57 days maximum; if the employee is over the 57 maximum days after the frontloading of July 1st, the supervisor will need to approve the carry over to be used by August 31st.

If an employee has used fifteen (15) vacation days (in the prior year), s/he may cash-out up to seven (7) vacation days annually. The annual vacation cash-out will be paid at the employee's per diem rate of pay.

Employees who retire or resign from their position will be allowed to cash-out a maximum of thirty (30) days, provided the Employee has submitted to Human Resources a written declaration of intention to retire or resign no later than thirty (30) days prior to the effective date of their retirement or resignation. Further, there is an annual option, as a unit, of rolling vacation leave cash-out into a VEBA plan as appropriate under current laws and regulations.

Shared Leave

Confidential 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 for jury duty shall be paid her/his 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.

Remote Work

Confidential employees who are exempt from federal and state overtime provisions may elect to work remotely and be available to report to their worksite within an hour at the request of their supervisor for up to ten (10) days per year. Remote work days need to be scheduled and approved in advance. Examples of uses of these days may be due to inclement weather where driving to work may be difficult or for an unplanned family emergency. Employees approved to work remotely are in work status and expected to engage in work-related activities throughout the individual's normal work schedule. If an employee is not available to engage in work-related activities while working remotely, that employee must use appropriate leave as available elsewhere in this agreement.

Medical Insurance Benefits

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 Confidential Employees 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 Confidential employees, the District will notify the Association of such changes as quickly as possible.

Professional Development

Each Employee is eligible to use up to $1,500 per year to cover tuition or registration costs for job-related classes, conferences, workshops, or professional membership fees. Prior approval from their supervisor is required.

Professional Development funds may be carried forward for up to two years, allowing each employee to accumulate a maximum of $3,000 at any given time. Prior approval from their supervisor is required. These funds may be used for job related equipment and materials, Equipment purchased remains the property of the district.

Attendance at approved conferences/workshops or classes can be considered as work days or can be used for hourly pay (as stated below). Travel expenses for mileage/lodging/meals expenses to such conferences/workshops or classes will be allowed according to District policy. The Employee may use this allocation to receive pay at the rate of $190 for six (6) hours or a

pro-rated portion there of, for District offerings or supervisor approved materials outside their regular work day.

Evaluation

It is agreed that the Employee will be evaluated once a year and the evaluation will be due to Human Resources by June 30th of each year.

Enrollment of Employee's Child

The District shall comply with RCW 28A.225.225 with regard to applications for nonresident enrollment submitted for the children of Confidential Employees.

Students who are the children of Confidential Employees shall have preference in boundary exception decisions over students who are children of non-employee parents.

Resignation /Retirement

An Employee shall notify the District in writing of his/her intention of resigning his/her employment no less than fourteen (14) calendar days prior to their last day of work. An Employee will notify the district of his/her intention to retire thirty (30) days prior to their retirement date in order to be eligible to receive payment for unused vacation. The District will provide the Employee with at least thirty (30) calendar days notice if cause for termination arises during the employment year.

Cell Phone Support

Confidential 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 one hundred dollars ($100) 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 Human Resources and the employee's supervisor. Employees who wish to be considered for cellular telephone support should notify their supervisor or HR.

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.

Reclassification Process

Confidential Employees may request consideration for reclassification of his/her position by following the process outlined below:

1. For Confidential Employees 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. The employee must apply by February 1st to be considered for reclassification for the next agreement 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 Director of Human Resources, Classified Staff, the President of the Confidential Employees and the Assistant Superintendent of Human Resources.
5. Based upon financial parameters and the evaluation of the request, the recommendation regarding approval or denial of the request will be made by the Superintendent on or before May 1st.
6. The 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 shall be provided to the employee.

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

(The remainder of this page has been intentionally left blank.)

Duration

The duration of this Agreement begins July 1, 2026 and expires on June 30, 2029. The parties agree to reopen this Agreement under the following circumstances:

1) In the event that there are significant changes by the legislature affecting medical insurance benefits or other benefits/terms of employment mandated by the State; or,
2) In the event that the Shoreline Principal Association (SPA) position of Middle School Assistant Principal is either changed or eliminated, the parties will meet and confer to identify a new SPA position most comparable to the Middle School Assistant Principal level and calculate a percentage of the new position's annual salary, which will result in equivalent pay for the Confidential employees; or
3) Major changes in Confidential Responsibilities. If the Superintendent chooses to make major responsibility changes in a Confidential employee's duties, the Superintendent shall inform the Confidential Employee Association President of such planned changes in a timely manner to provide an opportunity for input in advance of implementation of such planned changes; or
4) In the event there are significant changes to the structure of the SPA salary schedule.

Dated this 17 day of June, 2026.

Confidential Employee Association

Angela Huffman, President

Shoreline School District No. 412

Susana Reyes, Superintendent

CONFIDENTIAL EMPLOYEE ASSOCIATION AGREEMENT

ADDENDUM A – 2026-2027 Salary Schedule and Education Stipend

		Effective July 1, 2026 – June 30, 2027			
Confidential Assistants	% Index to Middle School Asst. Principal	**Step 1** Years 0 - 4	**Step 2** Years 5 - 9	**Step 3** Years 10 - 14	**Step 4** Years 15+
Executive Assistant III	65%	$ 126,222	$ 128,043	$ 128,649	$ 129,527
Executive Assistant II	62%	$ 120,396	$ 122,133	$ 122,710	$ 123,291
Executive Assistant I	59%	$ 114,571	$ 116,222	$ 116,773	$ 117,325
Confidential Prof-Techs	% Index to Middle School Asst. Principal	**Step 1** Years 0 - 4	**Step 2** Years 5 - 9	**Step 3** Years 10 - 14	**Step 4** Years 15+
Prof-Tech Level IV	80%	$ 155,350	$ 157,591	$ 158,337	$ 159,086
Prof-Tech Level III	72%	$ 139,815	$ 141,832	$ 142,503	$ 143,177
Prof-Tech Level II	65%	$ 126,222	$ 128,043	$ 128,043	$ 129,527
Prof-Tech Level I	59%	$ 114,571	$ 116,222	$ 116,773	$ 117,325

Rates include 2025-2026 base salary plus negotiated increase of 0.5% effective July 1, 2026, and 2026-2027 IPD increase of 2.6% which is effective September 1, 2026 – June 30, 2027

EARNED PROFESSIONAL CERTIFICATION OR EDUCATIONAL DEGREE*	
$ 1,500	AA/Professional Certification
$ 1,800	BA/BS
$ 2,100	MA/MS Degree

* The annual educational stipend shall be increased by the percent of the State increase in apportionment, if any, for classified compensation, in the month such increase is effective.

ANNUAL STIPEND	
$6,000	SCHOOL BOARD MEETING SUPPORT

Dated this 17 day of June, 2026.

Confidential Employee Association

Angela Huffman

Angela Huffman, President

Shoreline School District No. 412

Susana Reyes

Susana Reyes, Superintendent

CONFIDENTIAL EMPLOYEE ASSOCIATION AGREEMENT

ADDENDUM B - POSITION CLASSIFICATION SYSTEM

Effective July 1, 2014, Shoreline Confidential Employee Association and Shoreline School District agree to implement a position classification system for the Confidential Prof-Tech positions in the Association. The system provides a rubric for classifying each position according to the authority, responsibilities, technical/educational requirements of the position, and the mental efforts required to complete the responsibilities. Position Levels are identified as follows:

Levels	Classification Values
Confidential Prof-Tech Level IV	550+
Confidential Prof-Tech Level III	500-549
Confidential Prof-Tech Level II	400-499
Confidential Prof-Tech Level I	300-399

The following positions are classified in each Level:

Level IV	HR Certificated Specialist, Public Information Officer, Public Records and Risk Prevention Officer
Level III	HR Classified Specialist, HR Compliance Specialist
Level II	HR Confidential Specialist
Level I	HR Confidential Specialist

VEBA Plan Memorandum of Understanding 2026-2027

Shoreline School District No. 412 ("Employer") has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the State of Washington ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees in the ***Confidential Employee Association*** ("Group") defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

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

☒ **Sick Leave Contributions – Retirement or Separation from Service[1]:** 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.

☒ **Sick Leave Contributions – Annual:** Eligibility for contributions on an annual basis is limited to employees who have accumulated 180 days (or more if eligible[2]), not including any front-loaded days for the current contract year, of earned and unused sick leave. Contributions are based upon the number of sick leave days earned during the previous calendar year, less any days used during that calendar year.

☐ **Vacation, Personal and Other 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 and become eligible to receive a leave cash-out[3] during the term of this Agreement. Employer contributions shall include the cash-out value[3] of unused leave days (vacation, personal, other, etc.) accrued and available for cash-out upon retirement or separation from service per negotiated agreement or Employer policy.

☐ **Vacation, Personal, and Other Leave Contributions – Annual:** Eligibility for contributions is limited to employees who become eligible to receive an annual leave cash-out during the term of this Agreement. Employer contributions shall include the cash-out value of leave days (vacation, personal, other, etc.) accrued and available for annual cash-out per negotiated agreement or Employer policy.

☒ **Mandatory Employee Contributions (no individual elections permitted):** The Employer and 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.

☐ **Direct Employer Contributions:** <insert eligibility definition[4]>. Employer contributions shall be equal to $<Amount>, which shall be contributed on a <monthly or per pay period> basis on behalf of all eligible Group employees.

☐ **Longevity/Retention Bonus:** Eligibility is limited to employees who have attained at least <##> years of service as of <Date>. Employer contributions shall be equal to $<Amount> and shall be contributed on a lump-sum basis on behalf of all eligible Group employees.

☐ **Other:** <insert eligibility and funding source definitions>

The term of this Agreement shall be from July 1, 2026 to June 30, 2027[5].

Angela Huffman — 6/15/26

Signed for Confidential Employee Association — Date

Susana Reyes — 6/26/26

Signed for Shoreline School District No. 412 — Date

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[1] School districts may offer a sick leave cash out upon separation from service or retirement in accordance with RCW 28A.400.210. Educational Service Districts (ESDs) may only offer sick leave cash outs upon retirement in accordance with RCW 28A.310.490 and Employer policy or procedure.

[2] 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.

[3] Pursuant to applicable written agreement, Employer policy, or procedure, so long as the cash-out value is not subject to individual choice.

[4] Examples include eligibility being limited to: (1) employees enrolled in a specific medical plan (high-deductible health plan); (2) full-time employees; or (3) employees who participate in the wellness program.

[5] The language in this model Agreement assumes the term shall coincide with the employee group's contract year (September 1 to August 31).