

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

Regarding: HB 2158 High Demand Supplemental Salary

Date: April 26, 2022

Upon approval by the membership of the Shoreline Community College Federation of Teachers (SCCFT or Union), AFT Local #1950, and Shoreline Community College (SCC or College) Board of Trustees, the College and Union enters into this memorandum of understanding (MOU) agreement to define and distribute the second-year and on appropriated dollars in HB 2158 for the purpose of providing High Demand Supplemental Salary (HDSS) for instructional faculty positions as agreed below.

The parties hereby recommend that the below paragraphs be added to APPENDIX A (Compensation) as a new Article in the CBA.

1. The HDSS shall be provided to instructional faculty teaching any of sixteen disciplines identified here as meeting the requirements of HB 2158, Part IV, Section 5, Paragraph (5), high demand programs. Funds shall be provided as supplemental salary to the faculty base salary amounts identified on Salary Schedules in Appendix A. The HDSS does not supplant any federal, state, and local funding already in place, nor change placement on the salary schedules.

High Demand Departments

Dept / Program	ESD High Demand*	Skills GAP CIP*	STEM Weighted CIP*
Dental Hygiene	X	X	
Computer Science	X	X	X
Engineering		X	X
Automotive	X	X	
Machining	X	X	
Business/Accounting	X		
Chemistry			X
Biology			X
Biotechnology		X	X
Clean Energy		X	
Criminal Justice		X	
HIIM	X	X	
Math			X
Medical Lab Technology	X	X	
Physics			X
VCT		X	

(*see paragraph 9.b.)

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2. Base salary for Full-Time annual, Pro-Rata, Tenured/Tenure-Track faculty is defined as the total salary amount associated with placement on the Full-Time Salary Schedule (Annual Base) (Appendix A. Article I. Section A. Paragraph 1.).
3. Base salary for Part-Time Faculty and Moonlight is defined as the total salary amount associated with placement on the Part-Time Salary Table (Quarterly Base at 100% load) (Appendix A. Article I. Section A. Paragraph 2.).
4. It is understood that the four pay categories identified on the HDSS Schedule developed for the 2020-2021 will remain unaffected to the individual faculty even though the total number of Full-Time Equivalent Faculty (FTEF or FTEf) hours (equivalent to a full-time faculty load) may be affected by changes in enrollment and the Community and Technical Colleges (CTC) allocation model.

Annual and Quarterly HDSS Increases by Salary Group

Area	Annual HDSS Increase	Quarterly HDSS Increase	Salary Group
HIIM	\$3,308	\$1,103	1
Medical Technology	\$3,308	\$1,103	1
VCT	\$3,308	\$1,103	1
Criminal Justice	\$3,308	\$1,103	1
Clean Energy Technology	\$3,308	\$1,103	1
Machining	\$3,308	\$1,103	1
Automotive	\$3,308	\$1,103	1
Dental Hygiene	\$5,954	\$1,985	2
Biology/Biotechnology	\$5,954	\$1,985	2
Chemistry	\$5,954	\$1,985	2
Business Administration	\$6,933	\$2,311	3
Accounting	\$6,933	\$2,311	3
Computer Science	\$8,038	\$2,680	4
Engineering	\$8,038	\$2,680	4
Math	\$8,038	\$2,680	4
Physics	\$8,038	\$2,680	4

5. This HDSS Schedule will be used until the parties renegotiate which departments meet HDSS. Faculty will be paid according to which of the four salary groups their department is in using the above chart.

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6. The 2021-22 HDSS payment shall be:
 - a. Retroactive to Summer Quarter 2021 and also includes Fall 2021, Winter 2022, and Spring 2022; and,
 - b. Payment shall be distributed to all eligible faculty having taught any quarter of the retroactive period by the June 25, 2022 pay date regardless of employment status.

7. All future HDSS payments beginning Summer 2022 shall be distributed as follows:
 - a. Full-Time Faculty will receive HDSS payments based on faculty selected number of pay periods (either 19 or 24) across the applicable academic contract period.
 - b. Full-Time Faculty will receive HDSS payments during the summer across the applicable summer quarter pay dates.
 - c. Part-Time Faculty and Moonlight Faculty assignments will receive the HDSS payment across the applicable pay dates for each quarter of employment.

8. The entire HDSS Schedule shall be reviewed as a part of the regular three-year CBA bargaining cycle for determination of departments that may qualify. This review shall be based on a formula applied to all departments and may include other possible revisions of the entire schedule. All changes must be agreed upon by both parties.

High Demand Supplemental Salary Schedule.

Department	Program	Total Annual FTEf Load (S, F, W, S)	Annual FTEf Count	Admin 90% Group Average	Average Salary (SCC Faculty)	Delta	Total Funds Needed to Close Gap	Percentage of Total Funds	Proportional payment	Proportional Pay After 17% Deduction	Per FTEf (Plus Cost of Benefits - 17%)	Per Full-Time Individual	
												Annual Supplemental Pay	Quarterly Supplemental Pay
Health Occ	Dental Hygiene	30.91	10.30	\$135,884	\$61,000	\$74,884	\$771,532	9.3%	\$71,767	\$61,339	\$6,966	\$5,954	\$1,985
	HIIM	16.27	5.42	\$102,606	\$61,000	\$41,606	\$225,581	2.7%	\$20,983	\$17,934	\$3,870	\$3,308	\$1,103
	MLT	8.56	2.85	\$102,606	\$61,000	\$41,606	\$118,764	1.4%	\$11,047	\$9,442	\$3,870	\$3,308	\$1,103
Humanities	VCT	12.70	4.23	\$102,606	\$61,000	\$41,606	\$176,192	2.1%	\$16,389	\$14,008	\$3,870	\$3,308	\$1,103
Soc Sci - Bus	Accounting	13.33	4.44	\$148,196	\$61,000	\$87,196	\$387,516	4.7%	\$36,046	\$30,809	\$8,111	\$6,933	\$2,311
	Business	23.52	7.84	\$148,196	\$61,000	\$87,196	\$683,666	8.2%	\$63,594	\$54,354	\$8,111	\$6,933	\$2,311
Soc Sciences	Criminal Justice	5.67	1.89	\$102,606	\$61,000	\$41,606	\$78,585	0.9%	\$7,310	\$6,248	\$3,870	\$3,308	\$1,103
STEM	Biology	54.20	18.07	\$135,884	\$61,000	\$74,884	\$1,352,832	16.3%	\$125,839	\$107,555	\$6,966	\$5,954	\$1,985
	Chemistry	32.80	10.93	\$135,884	\$61,000	\$74,884	\$818,674	9.9%	\$76,152	\$65,087	\$6,966	\$5,954	\$1,985
	Clean Energy Tech	2.77	0.92	\$102,606	\$61,000	\$41,606	\$38,480	0.5%	\$3,579	\$3,059	\$3,870	\$3,308	\$1,103
	Computer Science	8.53	2.84	\$162,099	\$61,000	\$101,099	\$287,559	3.5%	\$26,748	\$22,862	\$9,404	\$8,038	\$2,680
	Engineering	5.21	1.74	\$162,099	\$61,000	\$101,099	\$175,686	2.1%	\$16,342	\$13,968	\$9,404	\$8,038	\$2,680
	Math	56.39	18.80	\$162,099	\$61,000	\$101,099	\$1,900,213	22.9%	\$176,756	\$151,073	\$9,404	\$8,038	\$2,680
	Physics	15.13	5.04	\$162,099	\$61,000	\$101,099	\$509,964	6.1%	\$47,436	\$40,544	\$9,404	\$8,038	\$2,680
STEM-Auto	Automotive	41.30	13.77	\$102,606	\$61,000	\$41,606	\$572,744	6.9%	\$53,276	\$45,535	\$3,870	\$3,308	\$1,103
	Machining	14.13	4.71	\$102,606	\$61,000	\$41,606	\$195,905	2.4%	\$18,223	\$15,575	\$3,870	\$3,308	\$1,103
Grand Total		341.42	113.81				\$8,293,894		\$771,488	\$659,391			

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9. The current HDSS Schedule was developed using the following criteria:
 - a. Midpoint faculty salaries were determined from the midpoint (\$61,000 for this calculation) of the full-time faculty schedule found in 2019-22, Federation of Teachers, Local No. 1950, CBA Appendix A.
 - b. The High Demand (HD) programs were identified as in-demand using three data sources: [2021 Employment Security Department \(ESD\)](#), Shoreline Skills Gap Classification of Instructional Programs (CIP), and [High FTE STEM Weighted CIP](#). See the full list attached in Appendix A.
 - c. Salary wage gap was identified using [May 2019 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates Seattle-Tacoma-Bellevue, WA, Bureau of Labor Statistic](#) data, for equivalent jobs classification, identifying average salaries in each job family, and aggregating the average salaries into one of 4 groupings (see attached Appendix B), as applied to faculty job qualifications.
 - d. Total annual FTEFs for the identified programs were determined using each academic quarter FTEF including summer quarter FTEF. After the spring quarter 10th day census data was calculated, all quarterly FTEFs were calculated to determine the total for each faculty member, including releases for Faculty Program Coordination, grant-funded projects, and sabbatical leaves.
 - e. Total annual FTEFs for each HD program was multiplied by the industry salary wage gap for the program's group to establish the total funding needed to close the wage gaps per program. The percentage of total funding needed for each program was calculated and multiplied by the total amount available.
 - f. The total amount of HD funding available to each program was divided by the total number of FTEs in the program to determine the supplemental salary increase per FTE per year, reduced by 17% for benefits and payroll taxes.
10. The parties explicitly agree that the HDSS amounts shall be treated as salary, subject to all withholdings and/or fringe benefits applicable to base salary payments including but not limited to: all payroll taxes; retirement; personal days; any life or disability insurance benefit based on salary; sick leave (both current period usage and long-term payout); elective deductions for AFP; release time; and other applicable leave called out in ARTICLE XIV: LEAVES such as sabbatical, personal, disability, family leave, paid family leave, bereavement; military, professional, and jury duty.
11. HDSS shall continue to the extent the state declares or appropriates the provisions of HB 2158 including but not limited to any declared additional funds (such as cost-of-living-allocations (COLA)) specifically applicable to HDSS. This means a COLA will not apply to HDSS funds unless the legislative specifically allocates funds sufficient appropriates for such COLA. In the event the state legislature ceases to fund the provisions of HB 2158, this differential pay shall cease, and the College shall provide notice to the Federation and impacted faculty of the State's decision changing the provisions of HB 2158.

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Additional affected areas of the CBA to be revised as shown in redlining:

ARTICLE III: Section L. Release Time for Federation President and/or Members, shall be revised to include a new Paragraph to read as follows:

3. All release time used to compensate faculty members shall include any applicable HDSS differential applied to the course from which the faculty member is released. Additionally, any applicable HDSS appropriate to the released course shall be paid to the replacement faculty member. In the case of the Federation purchasing release time of its members, the reimbursement will also include any applicable HDSS and benefits as described in the paragraph above.

APPENDIX A ARTICLE I: Section D. Academic Employee Advancement, shall be revised to specifically state Salary Grid Movement will refer to base salary only for both:

1. Full-Time.

- i. Salary Grid Movement.

All advancement for Full-Time faculty is contingent upon the submission of a professional development report (see Section E. (Professional Development Report) below) and a legislatively authorized funding source that has been mutually bargained, including for funds other than a legislative appropriation. Base salary advancement shall specifically exclude HDSS. Consistent with other provisions of this Agreement, Full-Time academic employees shall be eligible to advance one (1) increment upon the completion of each full year of service and contingent upon authorized funding.

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3. Part-Time Salary Grid Movement.

All advancement for Part-Time faculty is contingent upon a legislatively authorized funding source that has been mutually bargained, including for funds other than a legislative appropriation. Base salary advancement shall specifically exclude HDSS.

APPENDIX A ARTICLE I: Section F. Substitutes, shall be revised to read:

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Employment of substitutes is an administrative responsibility. The rate of pay for substitutes who work less than the total classes scheduled in a week period (Sunday through Saturday) is at General Hourly Rate of Pay (\$50.00 per hour). The rate of pay for substitutes who work the full number of classes scheduled within a week period (Sunday through Saturday) or more in the same assignment shall be the appropriate Part-Time faculty rate of pay and shall include the HDSS for the pro-rated period of substitution.

APPENDIX A ARTICLE IV: SUMMER QUARTER shall be revised to read:

Base pay for summer quarter Full-Time faculty whose work is limited to classroom instruction and office hours shall be based upon the following:

$$\text{Salary} = \text{Annual Base Salary} \times 0.264 \times \text{teaching load}$$

Where:

- Annual Base Salary = Salary in effect for the preceding quarter.
- Teaching Load = percent of one-third (1/3) of normal annual Full-Time teaching load.

APPENDIX A ARTICLE X: FACULTY PROGRAM COORDINATORS Section A. Compensation Paragraph. 2. General Guidelines for Modes of Compensation. Shall be revised as follows:

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- b. Stipend: For faculty paid off the Full-Time faculty salary schedule, stipends shall be offered for duties essential to ongoing operations of the department/program at the individual faculty rate of pay based on their placement on the salary schedule plus any applicable HDSS for FPC designated assignments. These duties may vary from quarter-to-quarter. Stipends will be offered for assignments that require more than thirteen (13) hours but less than twenty-five percent (25%) of a quarter workload, with exceptions made at the approval of the unit administrator. For faculty paid off the Part-Time faculty salary schedule, stipends shall be offered for FPC designated assignments at General Hourly Rate of Pay (\$53.00 per hour).
- c. Release time: Release time shall be offered for FPC duties in which the scope of the work is in excess of twenty-five percent (25%) instructional contact hours. The faculty current Full-Time salary plus any applicable HDSS continues for release time.
- (1) Release time for Full-Time faculty will be a fraction of the Full-Time contact load as defined in Article VII: (Terms and Conditions of Employment) Section D. (Specific Workload Conditions).
 - (2) Duties that are expected to be performed will be commensurate with the release time.
 - (3) Unless agreed upon by the unit administrator and the involved faculty member, release time will not be offered for assignments less than twenty-five percent (25%) loads. Decisions


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regarding release time versus stipends will be transparent, consistent, and explained upon request.

APPENDIX B FACULTY COMPENSATION CALCULATIONS will be amended as appropriate to include the HDSS including:

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- (1) Part-Time Instructional Assignments;
 - (4) Substitutions;
 - (8) Superseding part-time/moonlight faculty payments.

For the Federation:

By:  2022.05.23
Eric Hamako Date
SCCFT Local 1950 President

For the College:

By:  01 June 2022
Catherine D'Ambrosio Date
Chair, Board of Trustee
Shoreline Community College