

CONTRACT AGREEMENT

between

CORVALLIS SCHOOL DISTRICT 509J

and

OSEA Chapter 2

July 1, 2015 through June 30, 2019



Corvallis School District 509J values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy of the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, marital status, national origin, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

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Preamble

This contract is entered into by the Oregon School Employees Association, Chapter No. 2, hereinafter referred to as the "Association," and School District No. 509J, hereinafter referred to as the "Board" or "District." This contract incorporates the sole and complete Agreement ("Agreement") reached between the District and the Association resulting from negotiations held pursuant to the provision of ORS 243.650, *et. seq.*

1	Article 1 Recognition
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1.1 Recognition

The Board recognizes the OSEA, Chapter No. 2 as sole and exclusive bargaining representative for all of the classified employees in the Bargaining Unit.

1.2 Bargaining Unit

The parties hereby agree that the bargaining unit consists of all regular classified employees whose job classifications appear in Attachment A of this Agreement, save and except that supervisory and confidential employees, substitutes, temporary, work experience employees, and District students are specifically excluded.

When the District creates a new classified job title and proposes to exclude it from the bargaining unit as confidential, a representative of the Association will be invited to give input to determine the appropriate bargaining unit status.

1.3 Substitute/Temporary Employees

For the purpose of this Agreement a substitute employee is an employee hired to replace an employee on excused absences. (e.g., sick leave, vacation)

For the purposes of this Agreement a temporary employee is an employee hired for a responsibility or task that is expected to be completed within 90 workdays.

1.4 Work Experience Employee

A work experience employee is a District student or a college student who is in a work-study program with a school of post high school education.

A District student may continue as a work experience employee through the end of the summer following their high school graduation.

1.5 Limited-Term Employee

- 1.5.1 A limited-term employee is an employee employed for more than 90 workdays in a school or fiscal year or hired for a fixed period not to exceed 10 months when the need for the position(s) is not expected to extend beyond that period of time.
- 1.5.2 Limited-term employees shall be subject to all the terms and conditions of this Agreement, except that such employees shall be subject to termination without the layoff and recall rights of Article 7 hereof.
- 1.5.3 A limited-term employee who: (1) successfully completes the probationary period, as set forth in the Agreement, in a job title in one school year; and (2) completes the school year in that job title; and (3) is re-employed in the same job title, by the tenth day of the subsequent school year will be designated a regular employee, and seniority will be calculated from the previous year's hire date in that job title.
- 1.5.4 Employees hired to provide assistance to a single special education student will be employed as regular employees unless the District reasonably expects the position to last 90 workdays days or less. However, they will be subject to dismissal at the District's option if the student becomes unavailable, leaves the District, is judged to no longer require such assistance or the District determines it to be in the best interest of the student to terminate the relationship.

1.6 Non-Discrimination

OSEA Chapter No. 2 shall represent all classified employees in the Corvallis School District 509J within the bargaining unit equally and without discrimination. All reference to employees covered by this Agreement designates both sexes, and whenever the male gender is used, it shall be construed to include male and female employees.

2.1 Reserved Rights/Midterm Bargaining

Except as otherwise expressly and specifically limited by the terms of this Agreement, the District retains all its customary, usual, and exclusive rights, decision-making prerogatives, functions, and authority connected with or in any way incidental to its responsibility to manage the affairs of the District or any part of the District.

The Board recognizes its statutory obligation to bargain over changes in mandatory subjects during the term of this Agreement in accordance with ORS 243.698.

If changes that impose a duty to bargain are anticipated as a result of and during a Board declared fiscal emergency, the expedited bargaining period may be reduced from 90 calendar days to 44 calendar days from the date written notice is received by the Association. All other rights and obligations provided under ORS 243.698 remain in effect.

The foregoing is not intended to prevent the parties from agreeing to discuss matters of mutual concern or to prevent the parties from agreeing to enter into negotiations over non-mandatory subjects if such negotiations are mutually desired.

2.2 Enumeration of Rights

Without limitation, but by way of illustration, the exclusive prerogatives, functions, and rights of the District shall include the following:

- a. To determine the services to be rendered to the citizens of the District.
- b. To determine and to follow the District's financial, budgetary, and accounting procedures.
- c. To direct and supervise all operations, functions, and policies of all departments.
- d. To close or liquidate any office, branch, operation, or facility, or combination of facilities, or to relocate, reorganize, or combine the work of divisions, offices, branches, operations, or facilities for budgetary or other reasons.
- e. To manage and direct the work force, including, but not limited to, the right to determine the methods, processes, and manner of performing work; the right to hire, promote, transfer, and retain employees; the right to lay off; the right to abolish positions or reorganize departments; the right to determine schedules of work; the right to purchase, dispose of, and assign equipment or supplies.
- f. To determine the need for a reduction or an increase in the work force and the implementation of any decision with regard thereto.

- g. To establish, revise, and implement standards for hiring, classification, promotion, quality of work, safety materials, and equipment.
- h. To implement new and to review or discard, wholly or in part, old methods, procedures, materials, equipment, facilities, and standards.
- i. To transfer bargaining unit work to other District employees without negotiations over the decision.
- j. To assign shifts, workdays, hours of work, and work locations.
- k. To assign and designate all work duties.
- l. To introduce new duties within the unit.
- m. To determine the need for and the qualifications of new employees, transfers, and promotions.
- n. To discipline, suspend, demote, or discharge an employee in accordance with the dismissal article of this Agreement.

3**Article 3
Contracting Out &
New Technology**

- 3.1** If the Superintendent determines it may be necessary to contract out or introduce any new technology that may reasonably be expected to result in the layoff of any bargaining unit member(s), s/he will provide written notification to the OSEA Chapter President and Field Representative concurrent with initial notification to the Board.
- 3.2** If within 14 calendar days of notification OSEA informs the Superintendent in writing of its desire to be involved in the decision-making process, a joint study committee will be formed to address the issue through an interest-based process which will include, at a minimum, the following steps: problem definition; data collection; option development and evaluation (which may include an option proposal submitted by affected bargaining unit members); and, if possible, consensus.
- 3.3** If, after the completion of the interest-based process, the joint committee fails to reach consensus or proposes a solution which involves contracting out, a subsequent decision by the Board to pursue contracting out will trigger the Board's obligation to notify and bargain with the Association pursuant to ORS 243.698.
- 3.4** If the District determines that it may be necessary to contract out bargaining unit work the District will make every effort to provide timely notice and information to the Association as well as an opportunity for input before triggering the expedited bargaining procedures outlined in ORS 243.698.

4	Article 4 Association Rights
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4.1 Association Dues

The District agrees to deduct Association dues from the wages of each employee who has so authorized it in writing on the form provided. The District agrees to continue to honor present dues deduction authorizations executed by the employee in favor of the Association. The District agrees to transmit the dues deducted to the central office of the Oregon School Employees Association. The Association agrees to hold the District harmless for any claims or liabilities incurred in providing this benefit. The District agrees to correct verified errors as soon as practicable.

4.2 Association Membership

Membership or non-membership in the Association shall be the free, independent choice of each member of the bargaining unit.

4.3 Fair Share

All bargaining unit employees shall pay fair share fees equal to the amount required by the Association for the regular membership. The District agrees to deduct such fees from the wages of each bargaining unit employee who is not a member of the Association and transmit the fair share deduction to the central office of the OSEA monthly.

In accordance with ORS 243.666, if an employee certifies to the Association, in writing, the presence of bona fide religious tenets or teachings in a church or religious body of which such employee is a member, the provisions of the above shall not apply. Such employee shall pay an amount equal to the full, regular fees to the United Way or a charity or charitable organization mutually agreed upon by the employee and the Association. The employee shall provide written proof to the District and the Association that this has been done.

The Association agrees to hold the District harmless against any and all claims, suit, orders, or judgments brought against the District as a result of the provisions of this Article.

4.4 Use of Building Facilities

Upon reasonable advance request, the Association may be allowed use of the District facilities for meetings; provided that such facility is not required for regular purpose use and that the District is reimbursed for any significant costs (excluding rent) incurred in such Association use.

4.5 Equipment Use

The Association shall have the right to use communication services and equipment, including District courier service, subject to board policy. Association use shall not occur on duty time or when equipment is required for regular purposes. The District shall be reimbursed for any consumable goods, costs incurred, or repairs caused by misuse of the equipment.

4.6 Bulletin Board Space

The District agrees to allow the Association space on existing bulletin boards for communicating with employees. All notices, memoranda, and publications shall be clearly labeled as Association material and shall bear the name and signature of the authorizing Association official. The District reserves the right to remove any form of written material that it considers to be libelous to the District or District officials.

4.7 Association Representatives Visits

Upon reasonable notice and proper introduction, official non-employee Association representatives will be allowed access to work areas. At no time shall such visits cause an interruption of work. The Association shall provide the District with an updated list of authorized representatives who shall number no more than three at any one time.

4.8 Announcements

With prior notice to the District, an Association representative may be allowed to make brief announcements at the conclusion of staff or other District meetings.

4.9 Employee Information

The District will ensure each newly hired employee will be given the OSEA packet and will provide the Association timely notice of the names and addresses of newly hired employees.

5**Article 5
Reclassification****5.1 Reclassification Notification**

The Association president shall be notified of pending classification studies and solicited for opinion and input. Such studies shall be funded by the District.

The District shall provide the Association president with a copy of all job descriptions or any changes in established job descriptions as a result of the provision of this Article. Such information shall be available to the Association prior to the District's implementation of such changes.

5.2 Reclassification Committee

The District and the Association shall form a classification review committee by each appointing three representatives. The purpose of the committee shall be to review any employee, District, or Association request for position reclassification within the established classification-and-pay plan and to make a non-binding recommendation with respect thereto. The Reclassification Committee ("Committee") shall schedule a time to review each reclassification request and make recommendations.

An employee or representative of his/her choice may present the reclassification request to the Committee.

5.3 Employee Status

Employees who seek to be reclassified must have been in the current position for equivalent of a half of a work year before reclassification can be requested.

5.4 Step Placement

Upon being reclassified an employee will be placed on the new, higher range at the same step as currently placed on the salary schedule.

5.5 Restructuring of Duties

In the event the reclassification committee recommends a reclassification, the District must do one of the following within 30 work days of the recommendation:

1. Implement the reclassification recommendation, or
2. Determine the duties will be restructured in the following school year and the reclassification designated as temporary for the remainder of the school year and if at the beginning of the following school year the employee is assigned to the same duty, the temporary reclassification will become regular, or
3. Eliminate the duties on which the reclassification is based and not implement the reclassification.

If the Committee makes a recommendation to reclassify an employee who is subsequently approved by the Human Resources Director of the District, the pay increase as defined below will go into effect retroactive to the date of the Committee's recommendation.

5.6 Step Advancement

Any employee recommended for reclassification by the Reclassification Committee after March 1 will not be eligible for step advancement on July 1 of that year.

6	Article 6 Workweek, Hours of Work
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6.1 Workweek

A full-time schedule shall consist of 40 hours within the designated workweek, worked on the basis of five eight-hour days or four ten-hour days. To the extent consistent with the operational needs and requirements of the District, such workdays shall normally be consecutive as scheduled by the District. To the extent consistent with the operational needs and requirements of the District, the District will schedule work on a Monday-through-Friday basis. The District reserves the sole discretion over operational needs and requirements.

6.2 Lunch Periods

Employees, who work five consecutive hours per day, can be assigned an uninterrupted lunch period not to exceed 30 minutes at the discretion of their District designated supervisor. For six or more hour employees, such time shall be as scheduled by the employee's District designated supervisor and be as near as possible to the halfway point of the tour of duty. Such time shall not be considered as time worked. The District will work with the Association to inform employees about breaks and lunch times.

In the event the District designated supervisor directs an employee to work during his/her unpaid lunch break, the employee will be paid for the lunch break.

6.3 Year-Round Employees

A year-round employee is an employee whose scheduled annual assignment is a 12-month period. The Martin Luther King Jr. holiday will be a non-contract day for full-time, year-round employees, except that in years in which an additional work day is required for a 260-day contract year, it will be a regular work day.

6.4 Rest Periods

Each employee shall receive a 15-minute break during each four-hour period of consecutive service, with the break as close as possible, in the immediate supervisor's judgment, to the two-hour interval. Such breaks will be controlled by the employee's immediate supervisor.

Rest breaks and lunch hours are not to be saved or combined in any manner which would allow the employee to leave work early, report to work late, claim extra pay, or compensation time. No modifications of the employee's assigned hours can be made independently by the employee without the approval of their supervisor.

6.5 Overtime

Eligible employees shall be compensated at the rate of time and one-half for work hours assigned in excess of 40 hours in any workweek, as provided by Oregon wage and hour law. Paid holiday time shall be counted as assigned work time for the purpose of determining eligibility for overtime. In no event shall such compensation be received twice for the same hours.

All overtime shall be paid, except the employee may take compensatory time in lieu of being paid, at the mutual agreement of the employee and the District.

Overtime shall be computed to the nearest quarter hour. Eligibility for overtime shall be based on the actual number of hours worked

In the event that sufficient, acceptable personnel do not accept overtime on a voluntary basis or in the event of an emergency, such District personnel as are deemed necessary by the District shall be required to work overtime.

6.5.1 Emergency Call Back

An employee who is called back to work outside of the regular assigned work hours for a building emergency will be guaranteed a minimum of one and one-half hours pay and will be paid at the overtime rate for that time, even if the employee has not worked 40 hours during the workweek.

6.6 Flex Time

At the mutual agreement of the employee and the District, a change to the regular weekly work schedule may be made for the same total number of weekly hours as normally worked. The flexed hours must be worked within the same workweek.

6.6.1 The agreement to work such a flex schedule shall be entirely voluntary on the part of both the employee and the District.

6.6.2 The flex time agreement shall specify the entire Fair Labor Standards Act workweek and shall provide for the same total number of weekly hours as are normally worked.

6.6.3 The flex time agreement shall be approved by the authorized District supervisor and the employee on the time card.

7	Article 7 Seniority & Layoffs
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7.1 Order of Displacement/Layoff

The District reserves the right to determine positions to be eliminated or reduced in annual hours of employment. Displacements and layoffs within each affected job title shall be determined by the District on the basis of seniority, provided the operational needs for special occupational skills are met. Where seniority is the same, the determination shall be made by lot. No non-probationary employees shall be displaced or laid off within a job title until all probationary employees in that job title, with same or fewer hours as the affected non-probationary employees, have been terminated in accordance with the provisions of Article 19, Probationary Period, of this Agreement.

7.2 Seniority

Seniority, for the purpose of this article, shall be defined as total length of continuous service with the District since most recent date of hire into the District. All authorized leave with pay and periods of temporary displacement shall be considered as continuous employment for the purpose of computing seniority. An employee who has not completed his/her initial probationary period shall not be considered a regular employee and shall not be considered to have seniority. An employee who is laid off and has no employment with the District and who is subsequently reinstated shall have his/her full seniority earned prior to layoff restored, but shall not earn additional seniority during the lay off.

7.3 Special Occupational Skills

The order of displacement/layoff within each affected job title shall be determined by the District on the basis of seniority, provided the operational needs for special occupational skills are met. The special occupational skills that an employee should bring to the classification would be defined as a specific ability that another person in the same job title or family would not have, and could not learn the skill with minimal training, and that the program in which the employee works would suffer should that employee be bumped out. Examples would be:

- Educational Assistant 2 in the English as a Second Language program where fluency in Spanish is needed or required.
- Educational Assistant 2 in the Special Education program working as a Supported Educational Assistant where experience working with Autism or special needs students is desired or required.
- Educational Assistant 2 – Life Skills Assistant working in a self-contained classroom with students who have significant physical, cognitive, or behavioral disabilities.

7.4 Eligibility

Provisions of Article 7.4 through 7.10.4 apply only to employees working four hours or more per day. Employees who work fewer than four hours/day are not entitled to any provisions of this article, and if have lower seniority in any bumping procedures would be considered terminated.

In order to be placed or bumped into another position, an employee must meet minimum job qualifications based on skills and training as listed on the job description and most recent job posting for that position. If a regular employee takes a limited-term assignment, their regular status and seniority accrual continues.

7.5 Definitions

7.5.1 Displacement. A "displaced employee" is one whose position has been: (1) eliminated; (2) reduced in total annual hours of assignment by more than ten percent [except for those employees in a Supported Education Assistant job title being reduced in total annual hours of assignment by more than 50 percent] in a single reduction or in aggregate reductions during a period of 36 months immediately preceding date of reduction; or (3) reduced in hours below the level necessary to qualify for medical insurance benefits.

7.5.2 Layoff. A displaced employee is considered "laid off" when no transfer or reassignment opportunity can be found and the employee, if eligible, does not have sufficient seniority to bump into another position. If a displaced employee declines a transfer or reassignment within their job title that provides at least 90 percent of their annual hours of assigned work at the time of displacement, then they are terminated without layoff rights.

7.6 Reassignment/Bumping Procedures

The administration will attempt, through reassignment/transfer, to place the employee into an opening within their job title that provides at least 90 percent of the employee's annual hours of assigned work at the time of displacement. The goal of reassignment/transfer is to attempt to restore the employee's hours to 100 percent.

- 7.6.1 Single Job Title Procedure. Displaced employees holding a single job title shall be eligible for placement/bumping as follows:
- a. The employee will first be entitled to fill any existing vacancy within their current job title that provides at least 90 percent of their total annual hours of assigned work at the time of displacement with a goal of restoring their time to 100 percent.
 - b. If no vacancies exist within the job title, the employee, based on their seniority and provided the operational needs for special occupational skills are met, will be eligible to bump the least senior person within the job title that provides at least 90 percent of their total annual hours of assigned work at the time of displacement.

- c. If there are no positions within the job title for which the employee is eligible to bump, employee will be entitled to fill any existing vacancy on an equal or lower pay range within their job family (see Attachment A—Classified Job Families and Salary Range) that provides at least 90 percent of their total annual hours of assigned work.
- d. If no vacancies exist within the job family, the employee, based on their seniority and provided the operational needs for special occupational skills are met, will be eligible to bump the least senior person at an equal or lower range within their job family that provides at least 90 percent of their total annual hours of assigned work at the time of displacement.
- e. If there are no positions within the job family for which the employee is eligible to bump, the employee will be eligible for placement or bumping into a previously or currently held job title that provides at least 90 percent of their total annual hours of assigned work at the time of displacement, provided the position was held within the last three years. An employee who selects or rejects this option does not forfeit the right to recall into the job family or title held at time of displacement.

As an exception, employees in a stand alone position, identified in the job families listed in the appendix, would be eligible for placement or bumping into a previously held job title within the last five years.

- f. The employee may accept placement or bump into positions that provide less than 90 percent of their annual hours of assigned work at the time of displacement without forfeiting their right to recall into a position of more hours during the recall period.

7.6.2 Multiple Job Title Procedure. If an employee's entire assignment is displaced, the job title with the highest numbers of hours will first be used for placement. Displaced employees holding more than one job title shall be eligible for placement/bumping as follows:

- a. The employee will first be entitled to fill any existing vacancy within the job title where the reduction occurred that provides at least 90 percent of their total annual hours of assigned work at the time of displacement with a goal of restoring their time to 100 percent.
- b. If there are no vacancies within the job title where the reduction occurred, the employee will then be entitled to fill any existing vacancy within any other jobs titles currently held that provides at least 90 percent of their total annual hours of assigned work at the time of displacement with a goal of restoring their time to 100 percent.
- c. If no vacancies exist within any of the job titles, the employee will be eligible to bump the least senior person within the affected job title that provides at least 90 percent of their total annual hours of assigned work at the time of displacement.

- d. If there are no positions within the affected job title for which the employee is eligible to bump, the employee will be eligible to bump, based on their seniority and provided the operational needs for special occupational skills are met, the least senior person at an equal or lower range within their job family (see Attachment A—Classified Job Families and Salary Range) that provides at least 90 percent of their total annual hours of assigned work at the time of displacement.
- e. If there are no positions within the job family for which the employee is eligible to bump, the employee will be eligible for placement or bumping into a previously or currently held job title that provides at least 90 percent of their total annual hours of assigned work at the time of displacement, provided the position was held within the last three years. An employee who selects or rejects this option does not forfeit the right to recall into a job family or title held at time of displacement.

As an exception, employees in a stand alone position, identified in the job families listed in the appendix, would be eligible for placement or bumping into a previously held job title within the last five years.

- f. If placement or bumping at any of the levels outlined above results in more than a ten percent reduction in annual salary, the employee may accept or reject the option without waiving recall rights.

7.7 Temporary Furlough

Where a layoff is expected to be of short duration (less than 90 days) or where a layoff could not have been planned for in advance, an employee(s) may be placed on temporary furlough for a period of up to 90 days. The District may elect to place an employee(s) on temporary furlough as an alternative to a layoff or until a layoff process can be worked out. A temporary furlough shall not exceed 90 days in duration. An employee(s) who is subject to a temporary furlough shall continue to receive the paid insurance benefits provided for under Article 11 that were received prior to the temporary furlough for the duration of such temporary furlough. Any employee contribution to those benefits must be paid to the District by the 25th of the month in order to receive benefits for the following month. In the event of a temporary furlough, seniority shall not apply, but, rather, the specific employee(s) in the positions affected shall be furloughed.

7.8 Notice of Assignment

By the end of the school year, each classified employee who will be returning for the following year will be given notice of tentative assignment as to building and classification.

7.9 Layoff

If the District determines the need for a layoff, notice of not less than two weeks shall be provided to non-probationary employees to be laid off. Notice of layoff shall be by personal delivery or by certified mail restricted to the addressee. When an employee is notified of layoff, a time for meeting with a District representative that is within two working days subsequent to receipt of the notice shall also be specified. The purpose of such meeting shall be to review recall rights and procedures.

7.10 Recall

- 7.10.1 When job openings occur within a job family that has experienced a layoff, laid off employees within that job family will be recalled in the inverse order of layoff provided they are qualified. No new employees will be hired into job families from which employees are laid off and remain eligible and qualified. Laid off employees have the right to recall into vacancies for which they are qualified within their current or previously held job family that provide at least 90 percent of their total annual hours of assigned work at the time of layoff with the goal of restoring their time up to, but no more than, 100 percent of hours held at time of layoff. If recall into a job title results in more than a ten percent reduction in annual salary, the employee has a choice to accept or reject this option and will not waive further recall rights by doing so.
- 7.10.2 Recall Notice. In the event of recall, the District shall notify the employee by certified letter at the last address filed in writing with the Human Resources Department or by personal delivery. The District shall be obliged to notify the employee of recall rights only at the time of layoff. As a condition of continuing eligibility for recall from layoff, the employee shall be required to notify the District every three months in writing or by e-mail of his/her continued availability and any change of address.
- 7.10.3 Recall Period. Recall rights shall automatically terminate under the following circumstances:
- a. Twenty-seven months have passed since the date of layoff without recall; or
 - b. The laid off employee or his/her agent does not respond within seven calendar days of receipt of a job offer; or
 - c. If after accepting a position the employee does not report to work the specified reporting date, unless disabled. Such specified reporting date shall not be less than 15 days after the date of receipt of an offer of a position; or
 - d. A laid off employee fails to notify the District every three months in writing or by e-mail of his/her continued availability and any change of address; or
 - e. A laid off employee refuses recall to a position that is in the same classification as the job title held at the time of layoff; and provides at least 90 percent of the annual compensation earned at the time of layoff.

8	Article 8 Personnel Records
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8.1 Entry

No information that reflects critically upon an employee shall be placed in an employee's personnel record that does not bear either the signature of the employee indicating that he/she has been shown the material or a statement by the employee's supervisor that he/she has been shown the material and has refused to sign it. A copy of such material shall be furnished to the employee upon request. Material placed in the personnel record of an employee without conformity with the provisions of this Article will not be used by the District in any subsequent evaluation or disciplinary proceeding involving the employee.

8.2 Removal of Material

When a formal reprimand has been placed in the employee's file and he/she has subsequently been employed for three consecutive years without further reprimand, the file shall, upon request, be purged of all extraneous documents except formal evaluation. An exception to this practice will be made when a reprimand contains a written warning of discharge.

8.3 Access

Employees may have access to review their personnel file during regular District office hours.

9	Article 9 Vacancies, Job Postings & Promotions
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9.1 Enhancing Employment Opportunities

9.1.1 It is the intent of the district to maintain full time positions when possible and to create full time positions for classified staff when possible.

9.1.2 Employees and the District recognize that there is mutual benefit to be gained by facilitating the promotion of qualified District employees. In the interest of furthering that goal, the Human Resources Department will, upon request, provide career development counseling. The purpose of such counseling shall be to help employees identify actions that they might take to enhance their promotional opportunities.

9.2 Job Opening Notice

The District will post job openings that are for two or more hours.

The District will post all bargaining unit job openings on the District's web site page. Job openings shall normally be open at least five working days prior to the closing of a position. If an employee applies for a position and meets the minimum qualifications for that position, he or she will be interviewed.

9.3 Pay Upon Promotion

9.3.1 Pay Upon Promotion in the Same Job Family

Upon receiving a promotion in the same job family an employee will be placed on the appropriate range of the position and on their current step.

9.3.2 Pay Upon Promotion in a Different Job Family

Upon receiving a promotion to a different job family an employee will be placed on the appropriate range of the position and the step on the salary schedule that represents at 80% of his/her years of experience with the District.

9.4 Interview Committee

The District shall make a reasonable effort to include a classified employee on interview committees for classified positions. Classified employee participation on an interview committee shall be voluntary and if participation on the interview committee is during the employee's regular time, the employee will be paid at his/her regular rate. Participation outside of the employee's regular employment hours will be unpaid.

10	Article 10 Compensation & Related Matters
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10.1 Salary Schedules

The 2015-19 salary schedule for the term of this agreement is shown in Appendix B-Classified Salary Schedule.

The salary schedule steps will be capped at step 15. However, employees beyond step 15 as of July 1, 2011 salaries will be redlined. (Will not move on the salary schedule)

Salary ranges will be as shown in Appendix A-Classified Job Families and Salary Range unless mutually agreed changes are made through the JLMC.

10.2 Step Advancement

Eligible employees for step advancement are defined as those who are hired into a regular status positions by March 1 and have been in a paid status a minimum of 75% of their assigned work days in the position through the end of the work year (July 1 to June 30). Employees hired into a limited term position by March 1 who are re-employed in the same job title, by the tenth day of the subsequent school year will also qualify for a step advancement. One step is defined as a single movement on the salary schedule to the next column to the right.

10.2.1 Step advancement for eligible employees will be based on a July 1 step advancement date.

10.2.2 All salary step increases shall be contingent upon satisfactory job performance as determined by the District. An employee who has been denied an annual step increase shall be reevaluated in 90 days, and if job performance is then satisfactory, based on minimum requirements of the position, the employee will then be given one step advancement on the schedule.

10.3 Acting Out of Classification

An employee, who is temporarily assigned by the District to replace an absent employee or temporarily filling a vacant position, who is in a higher-paying classification, and who is assigned to assume all the duties and responsibilities of the position, shall be considered acting out of classification.

After five consecutive workdays in such an assignment, the employee shall receive a five percent per range increase in his/her normal rate of pay retroactive to the first day of such assignment.

If the duration of the acting out of classification is more than 6 months the District will notify the association.

10.4 Salary Placement During Reassignment

- 10.4.1 An employee involuntarily transferred to a lower paid classification will be placed on the appropriate range of the new position and on the step to match as close to the hourly rate previously held, but not less than. The salary schedule is capped at step 15.
- 10.4.2 An employee who voluntarily transfers/applies to a lower paid classification will be placed on the appropriate range of the new position and on the corresponding step to match the employee's years of experience in the district.

10.5 Retired Classified Employees

The District has the right to hire PERS-retired classified employees. A classified employee who retires from the District and is then rehired shall be a member of the bargaining unit and shall continue to pay a fair share dues equal to the amount required by the Association for the regular membership.

There are two categories of post-retirement employment for classified employees who have retired from the Corvallis School District and are PERS-retired:

- 10.5.1 Employees retiring during a fiscal year that wish to complete the fiscal year in that same position.

They may be re-employed at the same salary, benefits, and leave rights for the balance of the fiscal year. Their status is temporary, however, their Article 7 Seniority and Layoffs rights will continue through the balance of the fiscal year of retirement.

- 10.5.2 District retired employees who are hired into any position after the fiscal year in which the employee retired from the District will have the following rights:

The rehired retired employee must be hired as a new employee and when hired, their employment date will be their most recent date of hire.

The rehired retiree employee will have the rights and limitations as any new employee.

If the rehired retired employee continues insurance coverage at his/her own expense during the period after retirement and reemployment the employee may be eligible for continued insurance coverage. However, if the employee drops their health insurance coverage they must re-qualify for health insurance. If a retired employee is hired in June for the next school year the District will continue its contribution for their insurance coverage over the summer.

Salary placement will be a salary step or longevity step between one and six of the salary schedule based on the rehired retiree's relevant work experience for their position.

The District will reinstate up to ten days of the rehired retired employee's unused sick leave at the time of retirement.

The rehired retiree employee may continue to be a member of the Sick Leave Bank if he or she was previously a member.

Except as provided in this section all terms of this Agreement apply to retired re-employed employees.

10.5.3 For all returning retirees:

The contract year may have fewer days than a typical school year calendar. A re-employment calendar may be mutually developed to address District needs or PERS restrictions on post-retirement employment.

Staff hired post-retirement will continue to earn one hour of sick leave for 21.6 hours worked, with a minimum of ten regular workdays for employees who work nine consecutive months during the year.

It is the employee's responsibility to maintain records and ensure compliance with all PERS regulations. If an employee exceeds the number of PERS-allowable hours, he/she will be responsible for any costs or penalties incurred.

10.5.4 For mid-year PERS-retirees who complete the school year, classified employees retiring during the school year who complete the year will continue with the same salary and benefits through June 30 of that school year. No PERS payment will be made by the District.

10.5.5 At the discretion of the District, PERS-retired staff who return in school years following the year of retirement may receive health insurance at the same level as working classified employees. The rehired employee's working conditions are subject to the terms of this Agreement as set forth above.

10.6 Longevity Pay

10.6.1 Longevity steps start at step six (6). All eligible employees who have served three years on a longevity step shall be advanced one longevity step on July 1 of given year. Eligible employees are defined as those who have completed the probationary period, are regular status by July 1 of that year, and have been in a paid status a minimum of 75% of the scheduled work year during the immediately preceding school year. "One step" is defined as a single movement on the salary schedule to the next column to the right. (This provision is suspended for the 2012-13 contract year due to the step freeze for all classified employees and subject to negotiation for 2013-14.)

10.6.2 Employees beyond step 15 as of July 1, 2011 will be redlined until the salary schedule catches up. (Will not move on the salary schedule)

10.6.3 Employees on step 15 and below as of July 1, 2011 are on a salary schedule that caps at step 15.

10.7 Method of Compensation

All classified employees will be paid in 12 equal monthly installments.

10.8 Public Employees Retirement System Pickup

The District shall continue to pick up, or pay, the employees' retirement contribution for the duration of this Agreement.

10.9 Club Advisor

A club advisor continuing in an assignment shall be required to complete a new application form for these positions each year. The District retains the right to change club advisors at its option without being subject to the contract discipline and just cause procedure (Article 20).

10.10 Travel Reimbursement

Travel reimbursement will be approved for all travel pertaining to assignments split between buildings as the result of the staffing process. If the travel is the result of the employee's request for split assignments or the result of the employee applying and being hired for additional assignments, travel reimbursement does not apply and therefore will not be approved.

The District's established rate per mile shall be allowed as travel reimbursement when employees are required to use their own cars on school business. Reasonable, actual expenses shall be paid for meals and lodging when employees are required to attend out-of-town meetings.

Approval for reimbursement of expenses must be received prior to the travel. Employees requesting such reimbursement must provide proper receipts in order to qualify.

10.11 Food Handlers Cards

The District shall reimburse food service employees for their out-of-pocket and receipted expenses incurred in obtaining a food handler's card.

10.12 Site Councils

Membership in site councils is a voluntary activity for employees. However, an employee who is a member of a site council may be eligible for compensation or flex time, at the discretion of the building/site council.

10.13 Shift Differential

10.13.1. The District agrees to provide premium compensation of \$.35 per hour to employees working four or more hours of the graveyard shift (10 p.m. to 8 a.m.).

10.13.2. The District agrees to provide a shift differential of 5% added to the hourly wage of those Educational Assistant 2 Life Skills Assistants who serve in a self-contained classroom. If they are assigned any Educational Assistant 2 position other than Life Skills Assistant the 5% differential will end.

11.1 Coverage

The District will continue to offer medical, dental, vision, long-term disability, and employee and dependent life insurance plans at least at the level of benefits that exist as of June 2015 during the term of this contract.

Eligibility for District paid benefits in a particular month shall be determined by dividing the total number of days worked for the year plus the number of any paid leave days for the year by the number of contract days and multiply the results by 12 months to determine the number of months of earned coverage.

The District's monthly contribution for classified employees who work less than a full school year shall be prorated by dividing the employee's number of worked contract days by full July-June contract days (based on their individual work calendar), and multiplying the result by 12 months to determine the number of covered months (decimals shall be rounded up to the next whole number). Should an employee not have enough pay to cover employees portion of the premium then the employee will be billed for their portion.

New employees will qualify to begin receiving District-paid insurance benefits on the first day of the month following a 30-day waiting period.

11.2 Joint Benefits Committee

A Joint Benefits Committee (JBC) shall be created to determine the medical benefit plans for employees eligible for the District insurance contribution and to determine the amount of employee out-of-pocket expense for the medical insurance plans. The total dollars available to cover the health plan premiums shall be the District contribution amount in Article 11.3, the employee out-of-pocket contribution, and any dollars available in section 11.6.

The JBC shall have six members, three appointed by the Association and three by the District. JBC decisions shall be by consensus. Once a decision is made the decision shall be the status quo until another decision is made.

11.3 Cap in Cost

Effective October 1, 2014 the District contribution towards health insurance, which includes medical, dental, vision, life, long term disability, for a full time employee will be a maximum of \$1,240.

The District shall deduct the composite premium amount that exceeds the District's contribution, less any offsets determined by the JBC from the employee's monthly payroll checks.

11.4 Insurance Prorate

- 11.4.1 Full-time employees of the District shall be eligible to receive the full level of insurance coverage as selected by JBC.

Full-time employees are defined, for insurance benefit purposes, as those who work 37.5 - 40 hours per week and at least nine months a year.

- 11.4.2 Half-time employees of the District shall be eligible to receive a *prorata* insurance contribution based upon the relationship of their weekly work schedule to that of a full-time employee

Half-time employees are defined, for insurance benefits purposes, as those who work at least 20 hours per week, but less than 37.5 hours per week (7.5 hours per day) and at least nine months a year.

Employees who receive a *prorata* insurance contribution shall have the option of selecting medical coverage only or the full package of insurance benefits, including medical, provided they also authorize a payroll deduction for the difference between the full cost of the coverage selected and the District contribution.

- 11.4.3 Should any member commence work on a half-time basis, but less than 7.5 hours per day at any time during this Agreement, that member shall have the District's contributions prorated in half-hour increments on the employee's FTE (full-time equivalency) as compared to a 40-hour workweek. These employees will have the option to choose: (1) medical coverage only, (2) dental, vision, life and long-term disability only; or (3) the full insurance package, or (4) to decline all insurance benefits.

Hours/Day Worked	% Paid by Employer
	Medical & DVL/LTD
7.5 to 8.0 hrs.	100%
7.0 to 7.49 hrs.	88%
6.5 to 6.99 hrs.	81%
6.0 to 6.49 hrs.	75%
5.5 to 5.99 hrs.	69%
5.0 to 5.49 hrs.	63%
4.5 to 4.99 hrs.	56%
4.0 to 4.49 hrs.	50%

- 11.4.4 Part-time employees are ineligible to receive insurance benefits from the District.

Part-time employees are defined, for insurance benefit purposes, as those who work less than 20 hours per week.

- 11.4.5 Half-time employee's insurance contributions will be determined by the contract hours in place the first of the month following the effective date of an assignment change.

11.4.6 Staff members whose assignment is less than full time and whose spouse or domestic partner is also eligible for insurance and an employee of the District can combine their District insurance contribution and apply the total toward the medical premium and dental/vision/life/long-term disability premium.

11.4.7 The half-time employee may apply their entire prorated insurance allocation (medical, dental, vision, life, long-term disability) towards their medical premium or divide the prorated allocation contributed by the District between medical and dental/vision/life/long-term disability.

11.5 Health Savings Account

If the Joint Benefits Committee selects a high deductible major medical plan that can be partnered with a Health Savings Account (HSA) per federal regulation, the District will make contributions to the HSA account for employees eligible to receive insurance benefits. The District's contribution will be pro-rated based upon FTE and the contract bargained employer contribution amounts less medical/dental/vision/life/ltd premium deductions, but not in excess of the IRS allowable limit defined for individual and family classifications. Additionally, an employee may contribute funds to bring the total employer and employee contributions up to the IRS allowable maximum for the calendar year.

The employee is responsible to ensure account activities are in compliance with IRS regulations. Also, the employee is responsible for setting up the HSA account during the open enrollment period or the first time an individual is eligible to enroll in insurance.

11.6 Insurance Waiver Savings

During this contract, the annual savings in premium cost to the District related to those employees who decline to enroll in the basic medical insurance plan, effective as of October 1 of each contract year will be available to the JBC to reduce the amount of out-of-pocket cost for employees, up to a maximum of \$200,000 per insurance year.

12	Article 12 Holidays
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12.1 General

- 12.1.1 Holiday pay at the employee’s regular rate of pay shall be allowed for regular employees who are actively employed at the time of the holiday.
- 12.1.2 When a designated holiday falls on Sunday, the following Monday shall be observed as the holiday. When the holiday falls on Saturday, the preceding Friday shall be observed.
- 12.1.3 To be eligible for holiday pay, an employee must have worked the last scheduled workday before and the first scheduled workday after the holiday or have been on authorized leave with pay or on authorized leave without pay for no more than five working days.

12.2 Designated Holidays

The following are observed holidays for 12 month employees:

1. Independence Day	6. Christmas Eve or New Year’s Eve, as scheduled by District designee
2. Labor Day	7. Christmas Day
3. Veteran’s Day	8. New Year’s Day
4. Thanksgiving Day	9. Memorial Day
5. Day Following Thanksgiving Day	

The following are observed holidays for 9-11 month employees:

1. Labor Day
2. Veteran’s Day
3. Thanksgiving Day
4. Day Following Thanksgiving Day
5. Memorial Day

- 12.3 The adoption of the school year calendar will not result in fewer holidays for less-than-12-month staff than would normally be granted.

13	Article 13 Vacation
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13.1 Eligibility

13.1.1 To be eligible for vacation accrual, an employee shall have an assignment for a minimum of four hours a day, five days a week, and shall have completed their first six months of employment.

13.1.2 All year-round employees regularly employed four hours or more per day shall be entitled to paid vacation. New year-round employees shall not be entitled to paid vacation until they have completed six full months of continuous service.

13.2 Accrual

Vacation shall be accrued in accordance with the following schedule, and shall include allowance for employees with years of continuous service as follows:

Years of Service	Rate of Accrual for Each 26 Hours Worked	For example: Vacation Earned for an 8 Hour per Day/260 Day Work Calendar Employee
Less than 5	1 hour	80 hours / 10 days
5 but less than 10	1.5 hours	120 hours / 15 days
10 but less than 15	1.7 hours	136 hours / 17 days
15 and over	2 hours	160 hours / 20 days

For employees hired prior to January 1, 1988, the existing practice of advancing all employees from one vacation accrual category to the next July 1 following their qualifying anniversary shall be continued. Employees hired after January 1, 1988, shall not have initial probationary service count as years of service for vacation accrual service. Such employees shall advance from one vacation accrual category to the next on the actual anniversary of their completion of probationary service.

13.3 Utilization

All vacation periods must be approved by the school official to whom the employee is directly responsible.

13.3.1 Year-round employees shall take their earned vacation during June, July, August, and the spring and winter break, and any other time shall be by permission of the District only. No vacations shall be scheduled in the first week immediately preceding and the first week following the opening of school in the fall or the first week immediately preceding and the first week following the last day of school, unless the immediate supervisor, in consultation with the building administrator, deems it will not hamper or interfere with the opening or closing of school.

13.3.2 The vacation year shall be July 1 through June 30. Year-round employees shall take earned vacation as approved by their supervisors to whom the employees are directly responsible and when during the school year, in consultation with the building administrator (if assigned to a school).

13.3.3 When a holiday observed by the District falls during an employee's vacation, that day shall not be counted as a vacation day.

13.3.4 At the beginning of the fiscal year an employee may carry over the number of vacation days accrued during the prior year. The employee shall forfeit any unused vacation days more than their yearly accrual. If an employee is concerned about forfeiting vacation days, then upon request by the employee, the employee's supervisor will meet with the employee and schedule sufficient vacation time during the balance of the vacation year to avoid forfeiture. The employee must make this request by no later than the fourth Monday in January of the vacation year. The employee and supervisor shall meet within 15 working days of the employee's request.

13.3.5 Utilization of Vacation

Unused vacation (and all personal leave) must be taken prior to approval of any unpaid leave. Unpaid leave is granted at the discretion of the District.

14	Article 14 Leaves
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14.1 Bereavement Leave

Upon request, up to three days leave with pay shall be allowed in the event of death in the immediate family. For the purpose of this Article, immediate family is defined as blood relatives and in-laws, to include spouse, children (including stepchildren and children towards whom the employee stands in loco parentis), parents, grandparents, brothers, sisters, aunts, uncles, or any relative or domestic partner living in the immediate household. With the approval of the superintendent, bereavement leave may be extended beyond three days when substantial justification exists.

The superintendent may, at his/her discretion, grant use of bereavement leave for individuals not listed above.

14.2 Personal/Emergency Leave

Each employee shall receive three days of personal/emergency leave with pay each year. The leave shall be available upon request with no questions asked. One additional closure emergency leave day, based on the classified employee's daily hours, will be available for district called school closures and/or delayed starts only. This day may be taken in one hour increments as needed and used first for school closure and/or delayed starts.

14.2.1 When possible, the employee shall provide the District with 48 hours notice in advance of his/her intention to take leave.

14.2.2 Leave shall not be granted if a substitute is not available.

14.2.3 Personal/emergency leave (and all vacation leave) must be taken prior to approval of any unpaid leave. Unpaid leave is granted at the discretion of the District.

14.2.4 This leave may be taken in half day increments. Exception: Personal/Emergency leave can be used in one hour increments for sick leave when an employee runs out of sick leave and for late start or school cancellation.

14.2.5 At the end of June, each employee who has worked the full year shall be paid for all unused personal/emergency leave days except that 260-day employees will have unused personal/emergency leave credited as additional vacation for the next year. No pay off will be allowed for the closure emergency leave day.

14.3 Military Leave

Military leave will be provided pursuant to applicable Federal Statutes and ORS 408.290.

14.4 Professional Leave

Professional leave may be granted by the superintendent or his/her designee for conferences, workshops, or job-related visitation when, in the District's judgment, the operations would not be hampered by the absence and the activity appears to have sufficient potential value to the District to warrant such leave.

14.5 Sick Leave with Pay

All employees shall accrue sick leave as insurance against the impact of personal illness or injury. Sick leave shall be accrued at the rate of one hour for 21.6 hours worked, with a minimum of ten regular workdays for employees who work nine consecutive months during the year. Unused sick leave shall accumulate to an unlimited total.

An employee whose term of illness extends through June 30 of any given fiscal year and at that time has not used up all accumulated sick leave shall continue to receive paychecks against prior years' accumulated sick leave. However, in these cases, such employee's sick leave account shall not be credited for additional hours in the new fiscal year until he/she has returned to work. An employee with an illness covered by accumulated sick leave benefits shall be subject to disciplinary action, if other unauthorized employment is undertaken while off the job.

An employee shall not consider sick leave as a right that allows absence at any time for other than the reasons set forth in this Article. Certification of one or more physicians that an illness or injury prevents an employee from carrying out his/her duties shall not usually be required unless the employee is absent in excess of five consecutive days. If medical evidence indicates an employee can return to his/her duties, he/she shall return or in continued absence be terminated. Sick leave shall not be considered available as terminal leave, either in time or in dollars, except as reported to the Public Employees Retirement System upon retirement.

Sick leave shall be utilized for personal medical, dental, and optical appointments on an hour-for-hour basis. Sick leave may be utilized for absence due to personal illness or injury and absence due to critical illness/injury of a member of the immediate family.

The immediate family shall be defined as blood relatives and in-laws, to include spouse, children (including stepchildren and children towards whom the employee stands in loco parentis), parents, grandparents, brothers, and sisters.

When an employee is absent due to illness or injury compensable under workers' compensation laws, the District's obligation to pay under this sick leave article is limited to the difference between the payment received from workers' compensation and the employee's regular salary. In such instances, prorated charges will be made against accrued sick leave.

14.6 School Cancellation, District Closure, and Delayed Start

When school is cancelled, the District is closed, or there is a delayed start due to inclement weather or other circumstances beyond the District's control, the District shall attempt to notify employees by phone, radio, District web site, or television announcement.

14.6.1 School Cancellation

The school office and maintenance staff with a 225 work day calendar or more shall report to work and if unable may use closure emergency leave or personal/emergency leave time. One school maintenance employee may be designated by the District as emergency crew and will report to work as is safely possible and be paid as emergency crew. Employees with less than a 225 work day calendar shall not report to work and may use closure emergency leave or personal/emergency leave for closure day(s). If the District elects to make up school closure day(s), employees with less than a 225 work day calendar shall report to work.

14.6.2 District Closure

When the District is closed for the day, only the emergency crew is to report to work. Members of the emergency crew (only staff members designated by their administrator) will report to work as close to their assigned time as they can safely arrive. When this occurs, the emergency crew member may use closure emergency leave or personal/emergency leave at straight time until able to report. Emergency crew will be paid double time (two times the regular hourly rate) for all time worked on a District closure day. Employees who are on double-time pay shall, so long as such continues, not be eligible for the minimum call-back or overtime pay specified in Section 6.4 hereof. The provision of this section shall not be construed as to interfere with the right of the District to lay off employees pursuant to Article 7. The District may, at its option, apply the provision of this section to temporary school closures that are due to causes other than inclement weather.

14.6.3 Delayed Start

When a delayed start is announced, all classified employees are requested to report as close to their assigned time as they can safely arrive. If an employee cannot report to work at their assigned time then they may use their closure emergency leave, or if unavailable, their personal/emergency leave, for any work time missed.

14.7 Jury Duty

If an employee is called for jury duty, he/she shall receive the regular hourly rate for the hours of work lost as a result of such duty, less the amount of monies (excluding mileage reimbursement which the employee keeps) paid by the court.

Day-shift employees will be required to report for work if their jury duty ends on any day in time to permit at least two hours work in the balance of their regular shift. They shall not receive pay for any hours not worked or in court. Other shift employees will not be required to report for work on any day they have performed jury duty more than one-half (1/2) day. Hours paid for jury duty will be counted as hours worked for the purpose of computing leave benefits and insurance contributions.

14.8 Legal Leave

Necessary leave time will be granted for any legal proceeding connected with the classified employee's employment with the school District or any other legal proceeding, if the employee is required by law to attend. This leave shall be without loss of regular pay; the classified employee will retain all fees and the District will reduce the employee's pay by a like amount, excluding expenses. However, the leave will be without pay if the employee is:

- a. Involved as a litigant or appearing as a party in interest to the proceeding; or
- b. Appearing as a representative of the Association; or
- c. Initiating a cause of action against the District.

14.9 Leave Without Pay

The District may grant unpaid leaves of absence for a specific period of time up to one year when, in the District's judgment, such leaves would not hamper the District's operations. Such leaves shall not be granted for the purpose of other employment.

Upon application by a regular employee, and at the discretion of the Superintendent or superintendent designee, unpaid leave for the purpose of personal illness or injury of the employee may be granted after sick leave with pay has been exhausted.

An employee's seniority date will be adjusted for any authorized unpaid leave taken in excess of 90 consecutive calendar days, starting with the 91st calendar day. This will include unpaid leave taken during any school break periods. An employee on such leave shall maintain, but not add to, seniority and sick leave. Authorized unpaid leave less than 90 consecutive days will not have an impact on the employee's seniority. Upon return, the employee shall be returned to the same position or one of comparable pay.

All vacation and personal leave must be taken prior to approval of any unpaid leave. Unpaid leave is granted at the discretion of the District.

14.10 Association Leave

Association District employee representatives may be granted 160 hours of leave per fiscal year (non-cumulative) to be used as Association representatives for the purpose of representing employees under the terms of ORS 243.650 through 243.766. The cost for the Association Representative's release time (all hourly wage and related costs) shall be reimbursed to the District by the Association. The District must be given prior notice of the expected leave and approval for the leave is conditioned on the District's determination that the representative's District responsibilities can be covered by the availability of a qualified substitute or other means. This paid leave time isn't work time as defined by state and federal wage and hour law and regulations.

15	Article 15 Sick Leave Bank
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15.1 Purpose

The purpose of the Sick Leave Bank (“Bank”) is to extend to eligible employees additional sick leave days should a personal illness or injury cause the member to exhaust all accumulated paid leave.

15.2 Eligible Employees

Employees eligible for participation in the Bank must be actively employed members of the classified bargaining unit who have completed their first six months of employment. Exclusions from eligibility under this paragraph include, but are not limited to, limited term, substitute, temporary, and student employees.

15.3 Membership

Members of the Bank are eligible employees who have voluntarily elected to join by signing the required form and contributing accrued, unused sick leave as provided below. Membership in the Bank may be voluntarily terminated by submitting written notice to the Human Resources Department. Members who leave District employment are automatically terminated from membership in the Bank. All sick leave contributed to the Bank will remain in the Bank upon termination of membership in the Bank. An employee who has voluntarily terminated membership in the Bank will not be eligible for membership for 12 months from the date of termination. After 12 months they may renew membership in accordance with enrollment procedure below.

15.4 Enrollment Procedure

Eligible full-time employees working eight hours/day or 40 hours/week who desire to become members may do so by contributing the equivalent of two workdays, 16 hours, of accrued, unused sick leave and signing the District’s application form signifying voluntary membership within 30 calendar days of the effective date of this Agreement. Eligible employees working less than eight hours/day or 40 hours/week must contribute the equivalent of two workdays to join, and follow the same procedure detailed above. (Example: An employee working four hours/day or 20 hours/week must contribute eight hours of accrued unused sick leave to join.)

Thereafter, eligible employees may elect to become members in the Bank during the month November and April each year by completing the enrollment procedure.

An employee must have at least two sick leave days remaining in order to enroll.

The number of hours contributed to and drawn from the sick leave bank will be based on the number of hours worked at time of enrollment.

Sick leave contributed to the Bank will be regarded as if it had been used by the employee for sick leave. Employees understand that sick leave contributed to the Bank is no longer credited to the employee's District sick leave account and, specifically, will not be reported to the Public Employee Retirement System ("PERS") as accrued, unused sick leave.

15.5 Additional Contributions

In the event a request for additional Sick Leave Bank days is necessary, members must donate two days. If a Sick Leave Bank member is unable to donate two sick days, he/she can still be a member of the Bank, but the first two accrued sick days go automatically into the Sick Leave Bank. Members wishing to terminate their Sick Leave Bank membership before the automatic deduction must submit written notice to Human Resources.

15.6 Access to the Sick Leave Bank

Eligible employees may request sick leave from the Bank if they meet all of the following criteria:

- a. The member has exhausted all other forms of paid leave.
- b. The member has not previously accessed the Bank during the current calendar year; subject to review in cases of extreme hardship.
- c. The member has experienced a personal physical illness or disability that prevents performance of the essential functions of the work assignment for a minimum of seven consecutive workdays.
- d. The member submits the required form and attaches a doctor's written statement certifying personal physical illness or injury. The doctor's statement is to include information regarding whether the return-to-work release is for full or partial workdays. Requests must be submitted to Human Resources within ten working days of returning to work for verification that all access criteria have been met.

The maximum amount of leave that may be requested by a member shall be 30 workdays. The 30 days may be used for full or for partial workdays; partial workdays are allowed if released by a physician to return to work for only partial days following an extended leave due to an illness or injury that qualifies for Bank access. These days shall be applied starting on the first day following the exhaustion of all accumulated paid leave.

15.7 Oversight

Requests that meet the access criteria will be forwarded to JLMC (Article 17) for review and decision-making at the next scheduled meeting after receipt by Human Resources. JLMC may approve, modify, or deny the request after consensus has been reached if possible.

If the committee fails to reach consensus, the District shall make the final decision regarding the request. If an applicant desires to appeal a rejection, he/she may file under the contract grievance procedure.

The District will maintain Sick Leave Bank records and may provide a bi-annual report to JLMC upon request.

JLMC will review the available sick leave bank balance on a bi-annual basis to determine the need for additional member contributions. Additional member contributions will be limited to one occurrence per calendar year.

JLMC will retain the right to terminate membership in the Bank and/or obtain financial reimbursement from a member in the event of sick leave bank fraud or misuse.

16	<p style="margin: 0;">Article 16</p> <p style="margin: 0;">Staff</p> <p style="margin: 0;">Development/Classified</p> <p style="margin: 0;">Tuition Reimbursement</p>
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16.1 Staff Development/Tuition Reimbursement

The district is committed to providing appropriate training to our classified employees on an ongoing basis.

In keeping with the policy of encouraging professional growth and development, employees who have successfully completed six months of employment shall be eligible for reimbursement to cover fees for workshops, seminars, conferences and trainings, college tuition and textbook costs when recommended by their supervisor and approved by the Human Resources Department. The reimbursement will be subject to the following:

- a. Tuition and fee reimbursement for classes, workshops and/or tests, with passing results, related to the employee’s duties. The classes, workshops and/or tests must be job-related or education focused and approved in advance of enrollment in the course by the Human Resources Department.
- b. The maximum reimbursement amount per member shall be \$750 per annum, except that employees who work less than four hours per day shall be eligible for a maximum reimbursement of \$375.
- c. Reimbursement of approved course work shall be made after the employee has submitted proof of successful completion thereof to the District. Successful completion of course work means a grade of “C” or a grade of “pass.” A University/college transcript or a certificate of completion from the testing, training, workshop or conference is required as proof of completion.
- d. A maximum District cost for classified professional development of \$15,000 for each fiscal year will be approved under the terms of this agreement. If and when course work totaling the above amount has been approved, no additional tuition or fees will be paid for that year. If the annual allotment has not been used by March 1, then staff that have already received reimbursement earlier in the year may apply for additional reimbursement, if qualified. A third reimbursement may be requested before June 30, if funds are available, subject to prior approval and verification of course completion.

17	Article 17 Joint Labor Management Committee
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17.1 Purpose

The Joint Labor Management Committee (“JLMC”) is established to promote a partnership between the Association and the administration. The parties commit to address issues and concerns at their earliest stage. JLMC’s goal is to examine all points of view, to reach understanding, and to solve problems collaboratively.

17.2 Topics

The JLMC may address all issues, except active grievances and individual personnel issues. If contract issues are raised to or by the JLMC, the committee will either, (a) agree to discuss the issue, or (b) refer it to the appropriate parties for bargaining. All decisions or changes to the contract are subject to the respective parties’ approval procedures.

17.3 Membership

The JLMC will be composed of three individuals appointed by the administration and three individuals appointed by the Association. Each party will determine whether its JLMC appointments are for fixed-term or ongoing membership, and agree that, in normal circumstances, only one member from each party will leave the committee in any given school year.

17.4 Additional Human Resources

The JLMC may appoint subcommittees to address particular issues. Membership and duties of subcommittees will be determined by the JLMC, based upon the specific issue to be addressed. The committee may also request that particular employees, who are affected by an issue, or their representative(s), attend specified meetings to provide input on the issue in question.

17.5 Meetings

The JLMC will meet on a regular basis for up to two hours per month. Additional time will be arranged upon mutual agreement.

17.6 Observation of Meetings

The JLMC meetings will be open for observation by any District employee, District representative, or Association representative.

17.7 Compensation

In order to attend meetings, classified members of the JLMC will flex their work schedules for up to two hours per month. If flexible work scheduling is not possible, each member will receive compensation at his/her assigned pay rate for up to two hours per month for meeting attendance. Any additional hours will not be compensated unless mutually agreed upon by the JLMC.

17.8 Operating Agreements

The JLMC will develop and maintain its operation agreements, including:

- a) Agenda development
- b) Meeting times, location, frequency and duration
- c) Record-keeping
- d) Ground rules supported by administration and Association
- e) Process by which affected employees and/or supervisors raise issues
- f) Format for issue discussion and decision making
- g) Communication with/to administration and Association
- h) Mechanism for addressing unresolved issues
- i) Monitoring and evaluation of process

17.9 Training

The JLMC will engage a qualified instructor to provide training as needed for the committee. The parties will split any costs associated with training. Specific details regarding the training or instructor will be mutually agreed upon before the training.

18	Article 18 Uniforms
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18.1 Food Service Employees

Food Service personnel shall receive three uniform shirts, provided by the District.

18.2 Maintenance Employees

Maintenance personnel shall receive three sets of pants and shirts or clothing appropriate to their trade, provided by the District.

18.3 Custodial Employees

Custodial employees shall receive three shirts, provided by the District.

18.4 Uniform Selection and Maintenance

At the discretion of the District a new uniform may be selected. A “new uniform” is defined as any significant change in color, style, or type of fabric. The District shall meet with a committee of employees selected by the Association to choose any new uniform. If no consensus is reached, the District shall select the uniform. All uniforms are the property of the District. Employees will furnish their own laundry. Uniforms will be replaced as needed. All employees shall be required to wear such uniforms in a visible manner at all times while on duty.

19	Article 19 Probationary Period
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19.1 New Employees

The parties recognize that the probationary period is an integral part of the employee selection process and provides the District with the opportunity to upgrade and improve operations by observing an employee’s work, training, and aiding employees in adjustment to their positions, and by providing an opportunity to reject an employee whose work performance fails to meet required work standards. Thus, every new employee hired into the bargaining unit shall serve a probationary period of nine working months on the job. During the probationary period, one formal check in will be made at the mid-point of probation with the probationary employee by the supervisor and submitted to Human Resources.

19.2 Status

The District has the unrestricted right to terminate new employees on a probationary status. The Association also recognizes the right of the District to demote an employee on promotional probationary status to his/her previous position if, in the District’s judgment, his/her work performance fails to meet required work standards. The right to demote a promoted probationary employee shall not be construed so as to prevent the District from dismissing such an employee pursuant to the provision of Article 20.

20	Article 20 Evaluation, Discipline, and Dismissal
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20.1 Evaluation

Regular employees shall be evaluated at least once each two years. Written copies of the evaluation(s) shall be given to the employee.

20.2 Flagrant Misconduct

In the event of flagrant misconduct, the employee may be suspended immediately from employment until such charges are investigated and a decision is made to continue or terminate employment. If the employee is cleared of the charges, the affected employee will be immediately reinstated without loss of pay or other benefits. If the charges are upheld, the termination date will be the date of suspension. Investigation and decision concerning charges for suspended employees will not exceed ten days from time of suspension.

20.3 Just Cause

No employee shall be subject to a disciplinary action involving suspension without pay, temporary reduction in salary, demotion, or termination without just cause.

20.3.1 Exceptions

20.3.1.1.a Notwithstanding Article 20.2 above, an employee who has completed an initial probationary period and has subsequently been promoted may be returned to the employee's previous job classification within three months of the date of the promotion.

20.3.1.2.b Probationary employees as defined in Article 19.1 are excluded from the terms of Article 20.

20.4 Right to Appeal

If an employee has been disciplined, he or she shall have the right to choose one of the following to appeal the disciplinary action:

20.4.1 Grievance Procedure. An employee may appeal the disciplinary action through the grievance procedure as provided for in Article 22 of this Agreement

20.4.2 School Board. Any employee who has been subject to any one of the above specified disciplinary actions shall have the right to appeal such action to the School Board. The appeal must be filed in writing within 15 days of the date of the disciplinary action. Such appeal must be in accordance with all of the requirements of ORS 332.544.

20.4.3 Election of Remedies. It is recognized that employees have the right to appeal certain disciplinary action to the School Board under ORS 332.544. The District's agreement to allow such disciplinary actions to be appealed through the grievance procedure to Arbitration as provided for in Part 1 above is allowed only when the employee has elected not to exercise their rights under ORS 332.544.

21	Article 21 Strikes/Work Action
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21.1 No Strike

The Association and members of the bargaining unit, as individuals or as a group, will not initiate, cause or participate, or join in any strike, work stoppage, slowdown, picketing, or any other restriction of work during the term of this Agreement. The Association recognizes and agrees that disciplinary action, including discharge, may be taken by the District against any employee or employees engaged in a violation of the provisions of this Article.

21.2 Association Obligation

In the event of a strike or other work action in any form, either on the basis of individual choice or collective employee conduct, the Association will make every effort, including public appeal, to secure an immediate and orderly return to work. This obligation and the obligation set forth above shall not be affected or limited by the subject matter involved in the dispute giving rise to such work action. Members of the bargaining unit agree that they will not honor any picket line established by the Association or by any other labor organization when called upon to cross such picket line in the line of duty during the life of the contract.

21.3 No Lockout

For the duration of this Agreement, the District will not effect a lockout of employees covered by this Agreement.

21.4 Provisions of Article 21 do not apply in the following situations:

- a. Bargaining because of a re-opener provision in the collective bargaining agreement, or
- b. Re-negotiation of an invalid provision of the collective bargaining agreement, or
- c. Bargaining over changes proposed in a mandatory subject of bargaining pursuant to all applicable laws.

22.1 Purpose

The purpose of this clause is to provide a procedure for the orderly and expeditious resolution of grievances.

22.2 Definitions

22.2.1 "Grievance" means a complaint by an employee, group of employees, or the Association that there has been to the aggrieved a violation of the terms of this Agreement.

22.2.2 "Aggrieved" is the person or persons who has/have the grievance and is presenting the complaint, also referred to as the complainant.

22.2.3 "Aggriever" is the person the grievance is filed against.

22.2.4 The "Party in Interest" is either the person or persons making the complaint or the person or persons against whom the complaint is made.

22.2.5 "Consultant" is the one who advises either party in interest.

22.2.6 "Representative" is the one who may speak for and/or advise a party in interest. The Association may represent the employee(s) in the grievance procedure after the grievance is signed by the aggrieved employee(s).

22.2.7 "Immediate Supervisor" is the one who has direct administrative or supervisory responsibilities over the aggrieved in the area of grievance.

22.2.8 "Binding Arbitration" is a decision by a single arbiter which requires compliance by both parties in interest.

22.2.9 "Days"— The terms days, when used in this Article, shall, except where otherwise indicated, mean official school workdays, except that when school is not in session it shall mean Monday through Friday, excluding holidays.

22.2.10 "Persons Officially Involved" means the Superintendent, his/her representatives and/or consultants, the aggrieved, his/her representatives and/or consultants and witnesses.

22.2.11 "Association"— Any organization representing classified employees which has been elected by a majority vote of the employees in the bargaining unit.

22.3 General Procedures

22.3.1 Parties in interest have a right to consultants or representatives of their own choosing at each level of these grievance procedures.

- 22.3.2 The time limits referred to in these procedures are to be considered maximums. Failure at any level of this procedure by the aggrieved to appeal a grievance to the next level within the specified time limits shall be deemed to be abandonment of the grievance. Failure at any level of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the aggrieved to proceed to the next level.
- 22.3.3 Forms for processing grievances shall be prepared by the District and will be printed and given appropriate distribution by the parties so as to facilitate operation of the grievance procedure.
- 22.3.4 If any member of an Association's Grievance Committee is a party in interest to any grievance, he/she shall not serve as the Association's grievance representative in the processing of such grievance.
- 22.3.5 In the course of investigating any grievance, representatives of either party in interest who need to contact any employee or student in the school will contact the building supervisor of the building being visited and will state the purpose of the visit immediately upon arrival.
- 22.3.6 Classroom and/or any other school-sponsored activities will not be interrupted for the purposes of investigating or processing grievances.
- 22.3.7 Students will not be involved in the investigation or process, except where their role is one of "key witness" and their involvement is necessary for the presentation of the case.
- 22.3.8 All parties in interest will process grievances after the regular workday or at other times which do not interfere with assigned duties.
- 22.3.9 Each grievance shall have to be initiated within ten days after the occurrence of the cause for the complaint; however, if the aggrieved did not become aware of the occurrence until a later date, then he/she must initiate action within the ten days following his/her first knowledge of the cause; in failing to thus initiate action, he/she will be considered to have no reasonable grievance.
- 22.3.10 Financial Responsibility. Each party shall pay any and all costs incurred by said party. The cost of the arbitrator in binding arbitration shall be borne equally by both parties.

22.4 Levels of Grievance

- 22.4.1 Informal. The aggrieved will first discuss his/her grievance with his/her principal or supervisor, with the objective of resolving the matter informally.

Such discussion must be requested within ten days following the act or condition which is the basis of his/her complaint, or, if the aggrieved had no knowledge of said occurrence at the time of its happening, then within ten days of the first such knowledge.

22.4.2 Level One. If the aggrieved is not satisfied with the disposition of his/her grievance, he/she may, within ten days after the discussion provided for above, reduce the grievance to writing and sign it. This grievance must, within the same ten-day period, be filed with his/her principal or other immediate superior who has administrative authority to act. This complaint shall set forth the facts and contract Article upon which the complaint is based and the reasons why the aggrieved considers the decision rendered is unacceptable. The immediate supervisor shall communicate his/her decision in writing within five days to the aggrieved. Within five days of receipt of the decision rendered by the immediate supervisor, the aggrieved, if he/she is not satisfied with the decision of the immediate supervisor, may appeal in writing to the Director of Human Resources.

If a grievance is filed, the circumstances of which similarly affect more than one employee, the names of such employees so affected shall be listed and the grievance processed as a group grievance.

22.4.3 Level Two. Appeals to the Superintendent or designee shall be heard within ten days of his/her receipt of the appeal. Written notice of the time and place of the hearing shall be given five days prior thereto to the aggrieved, his/her representative, or any other persons officially involved in the grievance.

Attendance at the hearing of appeal shall be restricted to persons officially involved. Parties in interest may elect to call witnesses who shall appear individually at the hearing.

Within ten days of the hearing the appeal, the Superintendent or his/her designee shall communicate to the parties involved and their official representatives his/her written decision, which shall include supporting reasons thereof.

If the aggrieved is not satisfied with the decision of the Superintendent or his/her designee, he/she may file a written appeal with the Superintendent or his/her designee within five days from the receipt of the Superintendent's or his/her designee's decision. The appeal shall state the aggrieved's reasons for appealing the decision of the Superintendent or his/her designee and request appeal to Level Three, Arbitration.

22.4.4 Level Three. Only the Superintendent or his/her designee or the Association may carry the grievance procedure to Level Three. Only the specific grievance as filed at Level One may be submitted to Arbitration.

22.4.5 Arbitration. Within five days of receipt of the appeal, the Superintendent or his/her designee and the aggrieved shall select a mutually acceptable arbiter. If this is not done, the parties shall, on the sixth day, initiate a request to the State Mediation and Conciliation Service for a list of five names. The party to strike the first name shall be determined by coin flip and the losing party shall strike one name. This process will be repeated. The one remaining shall be the arbitrator. The hearing shall be conducted in a manner agreed to by the parties or, failing such agreement, as determined by the arbitrator.

The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof, nor to add to, subtract from, modify or amend any terms of this Agreement. The arbitrator shall have no power to substitute his/her discretion for that of the Board in any manner not specifically contracted away by the Board. A decision or award of the arbitrator shall, within the scope of his/her authority, be final and binding on both parties.

No issues whatsoever shall be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place following the execution date of this Agreement, and no arbitration determination or award shall be made by the arbitrator which grants any right or relief for any period of time whatsoever prior to the execution date of this Agreement. In case of a grievance involving any continuing or other money claim against the District, no award shall be made by the arbitrator which shall allow any alleged accruals for more than ten days prior to the date when such grievance shall have first been presented.

It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies and a waiver of any and all rights by the appealing employee, the Association, and all persons it represents to litigate or otherwise contest the appealed subject matter in any court or other available forum. Likewise, litigation or other contest of the subject matter of the grievance in any court or other available forum shall constitute an election of remedies and a waiver of the right to arbitrate the matter.

In the event the arbitrator finds that he/she has no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.

23	Article 23 Entire Agreement
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23.1 Waiver

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of employment relations, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement constitutes the sole and entire existing Agreement between the parties and completely and correctly expresses all of the rights and obligations of the parties.

23.2 Separability of Contract Provisions

In the event any words or sections of This Agreement are declared to be invalid by any court of competent jurisdiction, by ruling by the Employment Relations Board, by statute or constitutional amendment, then upon request by either party to this Agreement, the invalid words or sections of this Agreement shall be reopened for negotiation. Such decision shall not invalidate the entire Agreement, it being the expressed intention of the parties hereto that all other provision of this Agreement not declared unlawful and the Agreement as a whole shall remain in full force and effect for the term thereof.


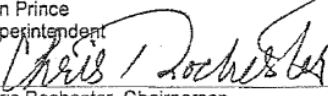
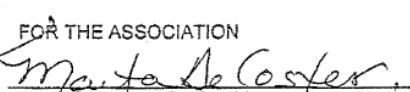
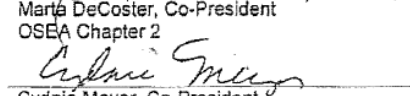
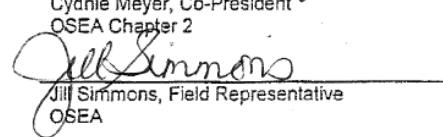
23.3 Duration

This Agreement takes effect on July 1, 2015, and remains in effect through June 30, 2019. The parties agree to re-open the contract, in years two and three, for the limited purpose of bargaining salary, insurance benefits and days only. The Agreement will continue thereafter from year to year unless one or both parties file written notice with the other of its desire to amend, modify, or terminate this contract prior to the expiration date, or any subsequent year expiration date.

23.4 Execution/Signatures

Executed this June 15, 2015 in Corvallis, Oregon, by the undersigned officers by the authority of and on behalf of the Corvallis Board of Education and the Oregon School Employees Association, Chapter 2.

This Agreement was ratified by the Association on June 15, 2015 and by the Board on June 15, 2015.

<p>FOR THE DISTRICT</p>  <hr/> <p>Erin Prince Superintendent</p>  <hr/> <p>Chris Rochester, Chairperson Corvallis School District Board of Directors</p>	<p>FOR THE ASSOCIATION</p>  <hr/> <p>Marta DeCoster, Co-President OSEA Chapter 2</p>  <hr/> <p>Cydnie Meyer, Co-President OSEA Chapter 2</p>  <hr/> <p>Jill Simmons, Field Representative OSEA</p>
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Appendix A Classified Job Families and Salary Range

Classification Family	Salary Range	Classification Family	Salary Range
Food Service		Stand Alone Positions	
Food Service Assistant*	3	Bilingual Student and Family Advocate	11
Food Service Specialist*	5	Public Access Partnership Support	12
Lead Baker*	7	Special Education Autism Assistant	13
Kitchen Manager	9	Special Education Behavior Assistant	13
Catering Manager	9	Speech Language Pathologist Assistant	19
Central Kitchen Manager	12	Brailist	19
Food Service Foreman	17	Electrician Specialist	23
Clerical		Student Behavior	
Secretary	6	Student Behavior Assistant	9
Administrative Assistant 1	7	Student Behavior Support 1	10
Health Service Assistant	9	Student Behavior Support 2	12
Administrative Assistant 1 – Elementary Office	9	Campus Behavior Support	13
Administrative Assistant 2	10	Student Behavior Support 3 - grandfathered	16
Registrar 1	12		
Career Center Specialist	12	Maintenance	
Administrative Assistant 2/Operations Assistant	13	Maintenance 1	7
Administrative Assistant 3	13	Lead Maintenance	8
Registrar 2	13	Warehouse Delivery	10
Administrative Assistant 3/Operations Assistant	14	Campus Steward 1	12
		Campus Steward 2	13
Business		Maintenance 2	13
Fiscal Clerk 1	8	Campus Steward 3	14
Fiscal Clerk 2	11	Maintenance 3	17
Fiscal Clerk 2/Operations Assistant	13	Maintenance 4	18
Payroll / Benefit Specialist	14	Maintenance Foreman	19
Staff Accountant	19		
		Technology	
Instructional Assistants		Technology/Computer Lab Assistant 1 (<i>bldg</i>)	10
Child Care Provider	3	Technology/Computer Lab Assistant 2 (<i>bldg</i>)	11
Educational Assistant 2*	9	Information Services Training and Support	12
Educational Assistant 3	11	Information Services Technical Support 1	14
School-to-Career Transition Specialist	12	Information Services Technical Support 2	18
		Information Services Technical Support 3	23
Assessment			
Assessment Technician	11	Library	
District Assessment and Data Specialist	14	Library Media Assistant 1	7
		Instructional Media Center Assistant 1 (<i>CIMC</i>)	7
*Baking and Lifeskills positions receive shift differential per Article 10.13.		Library Media Assistant 2	10
		Instructional Media Center Assistant 2 (<i>CIMC</i>)	10

Appendix B Classified Salary Schedule July 1, 2015 through June 30, 2016

Range	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	Step 5.5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
3	9.91	10.15	10.41	10.66	10.93	11.21	11.48	11.77	12.07	12.37	12.68	12.93	13.19	13.46	13.66	13.87	14.07	14.28	14.50	14.71	
3B*	10.26	10.50	10.76	11.01	11.28	11.56	11.83	12.12	12.42	12.72	13.03	13.28	13.54	13.81	14.01	14.22	14.42	14.63	14.85	15.06	
4	10.40	10.65	10.92	11.20	11.47	11.76	12.06	12.35	12.66	12.98	13.30	13.57	13.84	14.12	14.34	14.55	14.76	14.99	15.21	15.44	
5	10.92	11.20	11.47	11.76	12.06	12.35	12.66	12.98	13.30	13.64	13.98	14.25	14.54	14.83	15.05	15.28	15.50	15.74	15.97	16.21	
5B*	11.27	11.55	11.82	12.11	12.41	12.70	13.01	13.33	13.65	13.99	14.33	14.60	14.89	15.18	15.40	15.63	15.85	16.09	16.32	16.56	
6	11.46	11.75	12.05	12.34	12.65	12.97	13.29	13.63	13.97	14.32	14.67	14.97	15.27	15.57	15.81	16.04	16.29	16.53	16.78	17.03	
7	12.03	12.33	12.64	12.96	13.28	13.61	13.95	14.29	14.65	15.02	15.40	15.71	16.02	16.34	16.58	16.83	17.09	17.34	17.60	17.86	
7B*	12.38	12.68	12.99	13.31	13.63	13.96	14.30	14.64	15.00	15.37	15.75	16.06	16.37	16.69	16.93	17.18	17.44	17.69	17.95	18.21	
8	12.64	12.96	13.28	13.61	13.95	14.29	14.65	15.02	15.40	15.79	16.19	16.51	16.84	17.18	17.43	17.70	17.97	18.23	18.51	18.78	
9	13.27	13.60	13.94	14.28	14.64	15.01	15.39	15.78	16.18	16.58	17.00	17.34	17.69	18.05	18.31	18.59	18.87	19.15	19.44	19.73	
9S*	13.94	14.28	14.64	15.01	15.39	15.78	16.18	16.58	17.00	17.43	17.87	18.23	18.60	18.97	19.25	19.54	19.84	20.13	20.44	20.75	
10	13.94	14.28	14.64	15.01	15.39	15.78	16.18	16.58	17.00	17.43	17.87	18.23	18.60	18.97	19.25	19.54	19.84	20.13	20.44	20.75	
11	14.63	15.00	15.38	15.77	16.17	16.57	16.99	17.42	17.86	18.31	18.77	19.15	19.53	19.92	20.21	20.52	20.83	21.15	21.46	21.78	
12	15.37	15.76	16.16	16.56	16.98	17.41	17.85	18.30	18.76	19.23	19.71	20.11	20.51	20.92	21.24	21.55	21.88	22.21	22.55	22.88	
13	16.14	16.53	16.94	17.36	17.79	18.24	18.70	19.17	19.65	20.14	20.64	21.05	21.47	21.90	22.23	22.57	22.90	23.25	23.60	23.96	
14	16.94	17.36	17.79	18.24	18.70	19.17	19.65	20.14	20.64	21.16	21.69	22.12	22.56	23.01	23.35	23.70	24.06	24.42	24.79	25.15	
15	17.79	18.24	18.70	19.17	19.65	20.14	20.64	21.16	21.69	22.23	22.78	23.24	23.70	24.17	24.53	24.90	25.28	25.65	26.04	26.43	
16	18.68	19.15	19.63	20.12	20.62	21.14	21.67	22.21	22.76	23.33	23.92	24.40	24.89	25.39	25.77	26.16	26.54	26.94	27.35	27.76	
17	19.61	20.10	20.60	21.11	21.65	22.19	22.74	23.31	23.90	24.49	25.10	25.60	26.11	26.64	27.03	27.44	27.85	28.27	28.69	29.12	
18	20.59	21.10	21.64	22.18	22.73	23.30	23.89	24.48	25.09	25.72	26.36	26.89	27.43	27.99	28.41	28.83	29.26	29.70	30.15	30.60	
19	21.63	22.17	22.72	23.29	23.88	24.47	25.08	25.71	26.35	27.00	27.68	28.23	28.79	29.37	29.81	30.26	30.71	31.17	31.64	32.11	
20	22.71	23.28	23.87	24.46	25.07	25.70	26.34	26.99	27.67	28.36	29.07	29.65	30.25	30.85	31.31	31.78	32.26	32.74	33.23	33.73	
21	23.84	24.44	25.05	25.67	26.32	26.97	27.65	28.34	29.05	29.78	30.52	31.14	31.76	32.39	32.88	33.37	33.88	34.39	34.90	35.42	
22	25.04	25.66	26.31	26.96	27.64	28.33	29.04	29.76	30.51	31.28	32.06	32.70	33.35	34.02	34.53	35.05	35.57	36.10	36.65	37.20	
23	26.29	26.94	27.62	28.31	29.02	29.74	30.49	31.26	32.03	32.83	33.65	34.33	35.01	35.71	36.24	36.78	37.33	37.89	38.47	39.04	
												2% between increments					1.5% between increments				
5% between ranges																					
2.5% between steps																					
Longevity increases (step 6-15) effective every three years																					
2.25% COLA																					
*Baking (B) positions receive \$.35 shift differential and Lifeskills (S) positions receive 5% shift differential per Article 10.13.																					

Appendix B Classified Salary Schedule July 1, 2016 through June 30, 2017

Range	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	Step 5.5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
3	10.11	10.35	10.62	10.87	11.15	11.43	11.71	12.01	12.31	12.62	12.93	13.19	13.45	13.73	13.93	14.15	14.35	14.57	14.79	15.00
3B*	10.46	10.70	10.97	11.22	11.50	11.78	12.06	12.36	12.66	12.97	13.28	13.54	13.80	14.08	14.28	14.50	14.70	14.92	15.14	15.35
4	10.61	10.86	11.14	11.42	11.70	12.00	12.30	12.60	12.91	13.24	13.57	13.84	14.12	14.40	14.63	14.84	15.06	15.29	15.51	15.75
5	11.14	11.42	11.70	12.00	12.30	12.60	12.91	13.24	13.57	13.91	14.26	14.54	14.83	15.13	15.35	15.59	15.81	16.05	16.29	16.53
5B*	11.49	11.77	12.05	12.35	12.65	12.95	13.26	13.59	13.92	14.26	14.61	14.89	15.18	15.48	15.70	15.94	16.16	16.40	16.64	16.88
6	11.69	11.99	12.29	12.59	12.90	13.23	13.56	13.90	14.25	14.61	14.96	15.27	15.58	15.88	16.13	16.36	16.62	16.86	17.12	17.37
7	12.27	12.58	12.89	13.22	13.55	13.88	14.23	14.58	14.94	15.32	15.71	16.02	16.34	16.67	16.91	17.17	17.43	17.69	17.95	18.22
7B*	12.62	12.93	13.24	13.57	13.90	14.23	14.58	14.93	15.29	15.67	16.06	16.37	16.69	17.02	17.26	17.52	17.78	18.04	18.30	18.57
8	12.89	13.22	13.55	13.88	14.23	14.58	14.94	15.32	15.71	16.11	16.51	16.84	17.18	17.52	17.78	18.05	18.33	18.59	18.88	19.16
9	13.54	13.87	14.22	14.57	14.93	15.31	15.70	16.10	16.50	16.91	17.34	17.69	18.04	18.41	18.68	18.96	19.25	19.53	19.83	20.12
9S*	14.22	14.57	14.93	15.31	15.70	16.10	16.50	16.91	17.34	17.78	18.23	18.59	18.97	19.35	19.64	19.93	20.24	20.53	20.85	21.17
10	14.22	14.57	14.93	15.31	15.70	16.10	16.50	16.91	17.34	17.78	18.23	18.59	18.97	19.35	19.64	19.93	20.24	20.53	20.85	21.17
11	14.92	15.30	15.69	16.09	16.49	16.90	17.33	17.77	18.22	18.68	19.15	19.53	19.92	20.32	20.61	20.93	21.25	21.57	21.89	22.22
12	15.68	16.08	16.48	16.89	17.32	17.76	18.21	18.67	19.14	19.61	20.10	20.51	20.92	21.34	21.66	21.98	22.32	22.65	23.00	23.34
13	16.46	16.86	17.28	17.71	18.15	18.60	19.07	19.55	20.04	20.54	21.05	21.47	21.90	22.34	22.67	23.02	23.36	23.72	24.07	24.44
14	17.28	17.71	18.15	18.60	19.07	19.55	20.04	20.54	21.05	21.58	22.12	22.56	23.01	23.47	23.82	24.17	24.54	24.91	25.29	25.65
15	18.15	18.60	19.07	19.55	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.70	24.17	24.65	25.02	25.40	25.79	26.16	26.56	26.96
16	19.05	19.53	20.02	20.52	21.03	21.56	22.10	22.65	23.22	23.80	24.40	24.89	25.39	25.90	26.29	26.68	27.07	27.48	27.90	28.32
17	20.00	20.50	21.01	21.53	22.08	22.63	23.19	23.78	24.38	24.98	25.60	26.11	26.63	27.17	27.57	27.99	28.41	28.84	29.26	29.70
18	21.00	21.52	22.07	22.62	23.18	23.77	24.37	24.97	25.59	26.23	26.89	27.43	27.98	28.55	28.98	29.41	29.85	30.29	30.75	31.21
19	22.06	22.61	23.17	23.76	24.36	24.96	25.58	26.22	26.88	27.54	28.23	28.79	29.37	29.96	30.41	30.87	31.32	31.79	32.27	32.75
20	23.16	23.75	24.35	24.95	25.57	26.21	26.87	27.53	28.22	28.93	29.65	30.24	30.86	31.47	31.94	32.42	32.91	33.39	33.89	34.40
21	24.32	24.93	25.55	26.18	26.85	27.51	28.20	28.91	29.63	30.38	31.13	31.76	32.40	33.04	33.54	34.04	34.56	35.08	35.60	36.13
22	25.54	26.17	26.84	27.50	28.19	28.90	29.62	30.36	31.12	31.91	32.70	33.35	34.02	34.70	35.22	35.75	36.28	36.82	37.38	37.94
23	26.82	27.48	28.17	28.88	29.60	30.33	31.10	31.89	32.67	33.49	34.32	35.02	35.71	36.42	36.96	37.52	38.08	38.65	39.24	39.82
												2% between increments					1.5% between increments			
5% between ranges																				
2.5% between steps																				
Longevity increases (step 6-15) effective every three years																				
2% COLA																				
*Baking (B) positions receive \$.35 shift differential and Lifeskills (S) positions receive 5% shift differential per Article 10.13.																				

Appendix B Classified Salary Schedule July 1, 2017 through June 30, 2018

Range	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	Step 5.5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
3	10.31	10.56	10.83	11.09	11.37	11.66	11.94	12.25	12.56	12.87	13.19	13.45	13.72	14.00	14.21	14.43	14.64	14.86	15.09	15.30
3B*	10.66	10.91	11.18	11.44	11.72	12.01	12.29	12.60	12.91	13.22	13.54	13.80	14.07	14.35	14.56	14.78	14.99	15.21	15.44	15.65
4	10.82	11.08	11.36	11.65	11.93	12.24	12.55	12.85	13.17	13.50	13.84	14.12	14.40	14.69	14.92	15.14	15.36	15.60	15.82	16.07
5	11.36	11.65	11.93	12.24	12.55	12.85	13.17	13.50	13.84	14.19	14.55	14.83	15.13	15.43	15.66	15.90	16.13	16.37	16.62	16.86
5B*	11.71	12.00	12.28	12.59	12.90	13.20	13.52	13.85	14.19	14.54	14.90	15.18	15.48	15.78	16.01	16.25	16.48	16.72	16.97	17.21
6	11.92	12.23	12.54	12.84	13.16	13.49	13.83	14.18	14.54	14.90	15.26	15.58	15.89	16.20	16.45	16.69	16.95	17.20	17.46	17.72
7	12.52	12.83	13.15	13.48	13.82	14.16	14.51	14.87	15.24	15.63	16.02	16.34	16.67	17.00	17.25	17.51	17.78	18.04	18.31	18.58
7B*	12.87	13.18	13.50	13.83	14.17	14.51	14.86	15.22	15.59	15.98	16.37	16.69	17.02	17.35	17.60	17.86	18.13	18.39	18.66	18.93
8	13.15	13.48	13.82	14.16	14.51	14.87	15.24	15.63	16.02	16.43	16.84	17.18	17.52	17.87	18.14	18.41	18.70	18.96	19.26	19.54
9	13.81	14.15	14.50	14.86	15.23	15.62	16.01	16.42	16.83	17.25	17.69	18.04	18.40	18.78	19.05	19.34	19.64	19.92	20.23	20.52
9S*	14.50	14.86	15.23	15.62	16.01	16.42	16.83	17.25	17.69	18.14	18.59	18.96	19.35	19.74	20.03	20.33	20.64	20.94	21.27	21.59
10	14.50	14.86	15.23	15.62	16.01	16.42	16.83	17.25	17.69	18.14	18.59	18.96	19.35	19.74	20.03	20.33	20.64	20.94	21.27	21.59
11	15.22	15.61	16.00	16.41	16.82	17.24	17.68	18.13	18.58	19.05	19.53	19.92	20.32	20.73	21.02	21.35	21.68	22.00	22.33	22.66
12	15.99	16.40	16.81	17.23	17.67	18.12	18.57	19.04	19.52	20.00	20.50	20.92	21.34	21.77	22.09	22.42	22.77	23.10	23.46	23.81
13	16.79	17.20	17.63	18.06	18.51	18.97	19.45	19.94	20.44	20.95	21.47	21.90	22.34	22.79	23.12	23.48	23.83	24.19	24.55	24.93
14	17.63	18.06	18.51	18.97	19.45	19.94	20.44	20.95	21.47	22.01	22.56	23.01	23.47	23.94	24.30	24.65	25.03	25.41	25.80	26.16
15	18.51	18.97	19.45	19.94	20.44	20.95	21.47	22.01	22.56	23.12	23.70	24.17	24.65	25.14	25.52	25.91	26.31	26.68	27.09	27.50
16	19.43	19.92	20.42	20.93	21.45	21.99	22.54	23.10	23.68	24.28	24.89	25.39	25.90	26.42	26.82	27.21	27.61	28.03	28.46	28.89
17	20.40	20.91	21.43	21.96	22.52	23.08	23.65	24.26	24.87	25.48	26.11	26.63	27.16	27.71	28.12	28.55	28.98	29.42	29.85	30.29
18	21.42	21.95	22.51	23.07	23.64	24.25	24.86	25.47	26.10	26.75	27.43	27.98	28.54	29.12	29.56	30.00	30.45	30.90	31.37	31.83
19	22.50	23.06	23.63	24.24	24.85	25.46	26.09	26.74	27.42	28.09	28.79	29.37	29.96	30.56	31.02	31.49	31.95	32.43	32.92	33.41
20	23.62	24.23	24.84	25.45	26.08	26.73	27.41	28.08	28.78	29.51	30.24	30.84	31.48	32.10	32.58	33.07	33.57	34.06	34.57	35.09
21	24.81	25.43	26.06	26.70	27.39	28.06	28.76	29.49	30.22	30.99	31.75	32.40	33.05	33.70	34.21	34.72	35.25	35.78	36.31	36.85
22	26.05	26.69	27.38	28.05	28.75	29.48	30.21	30.97	31.74	32.55	33.35	34.02	34.70	35.39	35.92	36.47	37.01	37.56	38.13	38.70
23	27.36	28.03	28.73	29.46	30.19	30.94	31.72	32.53	33.32	34.16	35.01	35.72	36.42	37.15	37.70	38.27	38.84	39.42	40.02	40.62
												2% between increments					1.5% between increments			
5% between ranges																				
2.5% between steps																				
Longevity increases (step 6-15) effective every three years																				
2% COLA																				
*Baking (B) positions receive \$.35 shift differential and Lifeskills (S) positions receive 5% shift differential per Article 10.13.																				

Appendix B Classified Salary Schedule July 1, 2018 through June 30, 2019

Range	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	Step 5.5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
3	10.52	10.77	11.05	11.31	11.60	11.89	12.18	12.50	12.81	13.13	13.45	13.72	13.99	14.28	14.49	14.72	14.93	15.16	15.39	15.61
3B*	10.87	11.12	11.40	11.66	11.95	12.24	12.53	12.85	13.16	13.48	13.80	14.07	14.34	14.63	14.84	15.07	15.28	15.51	15.74	15.96
4	11.04	11.30	11.59	11.88	12.17	12.48	12.80	13.11	13.43	13.77	14.12	14.40	14.69	14.98	15.22	15.44	15.67	15.91	16.14	16.39
5	11.59	11.88	12.17	12.48	12.80	13.11	13.43	13.77	14.12	14.47	14.84	15.13	15.43	15.74	15.97	16.22	16.45	16.70	16.95	17.20
5B*	11.94	12.23	12.52	12.83	13.15	13.46	13.78	14.12	14.47	14.82	15.19	15.48	15.78	16.09	16.32	16.57	16.80	17.05	17.30	17.55
6	12.16	12.47	12.79	13.10	13.42	13.76	14.11	14.46	14.83	15.20	15.57	15.89	16.21	16.52	16.78	17.02	17.29	17.54	17.81	18.07
7	12.77	13.09	13.41	13.75	14.10	14.44	14.80	15.17	15.54	15.94	16.34	16.67	17.00	17.34	17.60	17.86	18.14	18.40	18.68	18.95
7B*	13.12	13.44	13.76	14.10	14.45	14.79	15.15	15.52	15.89	16.29	16.69	17.02	17.35	17.69	17.95	18.21	18.49	18.75	19.03	19.30
8	13.41	13.75	14.10	14.44	14.80	15.17	15.54	15.94	16.34	16.76	17.18	17.52	17.87	18.23	18.50	18.78	19.07	19.34	19.65	19.93
9	14.09	14.43	14.79	15.16	15.53	15.93	16.33	16.75	17.17	17.60	18.04	18.40	18.77	19.16	19.43	19.73	20.03	20.32	20.63	20.93
9S*	14.79	15.16	15.53	15.93	16.33	16.75	17.17	17.60	18.04	18.50	18.96	19.34	19.74	20.13	20.43	20.74	21.05	21.36	21.70	22.02
10	14.79	15.16	15.53	15.93	16.33	16.75	17.17	17.60	18.04	18.50	18.96	19.34	19.74	20.13	20.43	20.74	21.05	21.36	21.70	22.02
11	15.52	15.92	16.32	16.74	17.16	17.58	18.03	18.49	18.95	19.43	19.92	20.32	20.73	21.14	21.44	21.78	22.11	22.44	22.78	23.11
12	16.31	16.73	17.15	17.57	18.02	18.48	18.94	19.42	19.91	20.40	20.91	21.34	21.77	22.21	22.53	22.87	23.23	23.56	23.93	24.29
13	17.13	17.54	17.98	18.42	18.88	19.35	19.84	20.34	20.85	21.37	21.90	22.34	22.79	23.25	23.58	23.95	24.31	24.67	25.04	25.43
14	17.98	18.42	18.88	19.35	19.84	20.34	20.85	21.37	21.90	22.45	23.01	23.47	23.94	24.42	24.79	25.14	25.53	25.92	26.32	26.68
15	18.88	19.35	19.84	20.34	20.85	21.37	21.90	22.45	23.01	23.58	24.17	24.65	25.14	25.64	26.03	26.43	26.84	27.21	27.63	28.05
16	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.77	25.39	25.90	26.42	26.95	27.36	27.75	28.16	28.59	29.03	29.47
17	20.81	21.33	21.86	22.40	22.97	23.54	24.12	24.75	25.37	25.99	26.63	27.16	27.70	28.26	28.68	29.12	29.56	30.01	30.45	30.90
18	21.85	22.39	22.96	23.53	24.11	24.74	25.36	25.98	26.62	27.29	27.98	28.54	29.11	29.70	30.15	30.60	31.06	31.52	32.00	32.47
19	22.95	23.52	24.10	24.72	25.35	25.97	26.61	27.27	27.97	28.65	29.37	29.96	30.56	31.17	31.64	32.12	32.59	33.08	33.58	34.08
20	24.09	24.71	25.34	25.96	26.60	27.26	27.96	28.64	29.36	30.10	30.84	31.46	32.11	32.74	33.23	33.73	34.24	34.74	35.26	35.79
21	25.31	25.94	26.58	27.23	27.94	28.62	29.34	30.08	30.82	31.61	32.39	33.05	33.71	34.37	34.89	35.41	35.96	36.50	37.04	37.59
22	26.57	27.22	27.93	28.61	29.33	30.07	30.81	31.59	32.37	33.20	34.02	34.70	35.39	36.10	36.64	37.20	37.75	38.31	38.89	39.47
23	27.91	28.59	29.30	30.05	30.79	31.56	32.35	33.18	33.99	34.84	35.71	36.43	37.15	37.89	38.45	39.04	39.62	40.21	40.82	41.43
												2% between increments					1.5% between increments			
5% between ranges																				
2.5% between steps																				
Longevity increases (step 6-15) effective every three years																				
2% COLA																				
*Baking (B) positions receive \$.35 shift differential and Lifeskills (S) positions receive 5% shift differential per Article 10.13.																				

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