



AGREEMENT

between

Corvallis School District

and

Corvallis Education Association

effective

July 1, 2019 – June 30, 2021

The Corvallis School District values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. The district does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination and Title IX: Jennifer Duvall, Human Resources Director,

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Article 1—Status of Agreement

A. Recognition

This Agreement is entered into by and between the Board of Directors of the Corvallis School District 509J (hereinafter referred to as the "District") and the Corvallis Education Association (hereinafter referred to as the "Association").

The District recognizes the Association as the exclusive representative for all teachers of the Corvallis School District within the bargaining unit defined as all full and part-time TSPC-licensed teaching personnel (including counselors and librarians), speech therapists, state-board licensed social workers, mental health providers and nurses employed by the District on matters of salaries, related economic policies, and other conditions of employment. All bargaining unit members are referred to as "teacher" or "teachers."

Temporary teacher is defined as a teacher employed to fill a position designated as temporary, experimental, or to fill a vacancy which occurs after the opening of the school. The terms in this Agreement Articles 14 (Transfers and Vacancies), 15 (Layoff and Recall), and 16.G. (Other Leaves) do not apply to temporary teachers.

Excluded from the bargaining unit are: all administrative and supervisory positions, and substitute teachers.

It is understood that nothing in this Agreement should be construed as requiring the Association to provide representation to a non-member of the Association.

B. Waiver/Maintenance of Standards

This document represents the full agreement between the parties and shall modify, replace, or add to any policies, rules, regulations, procedures, or practices of the District which are contrary to these terms. Both the District and the Association waive the right to bargain upon any subject or matter during the life of this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time this Agreement was executed except as described below in this paragraph. Furthermore, all terms and conditions of employment not covered by this Agreement shall continue to be subject to the direction and control of the District.

However, neither the foregoing, nor anything else in this Agreement, shall be interpreted and/or applied in a way that deprives members of the bargaining unit of any established benefit which is a mandatory subject of bargaining, unless the benefit has been specifically eliminated by this Agreement.

C. Savings

If any provision of this Agreement is held to be invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such court, the remainder of the Agreement shall not be affected thereby and, upon request of either the District or the Association, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

D. Individual Contracts

The provisions of this Agreement take precedence over inconsistent provisions of individual teacher contracts.

E. Termination

This Agreement takes effect on July 1, 2019 with the financial components in effect through June 30, 2020, and language remains in effect through June 30, 2021.

By January 15 of the year in which this Agreement terminates, both parties agree to have assembled bargaining teams and to have conducted a first meeting to identify issues of concern to each party. Proposals will be exchanged by March 1, thus commencing the 150 days of table bargaining required by ORS 243.712. The timelines in this paragraph may be amended by mutual agreement of the parties and should not be construed to limit the parties' ability to enter into any non-traditional bargaining processes or to adjust as necessary to meet unexpected challenges such as delayed state school funding projections.

This Agreement shall automatically be extended unless either the District or the Association gives 10 days' notice terminating the Agreement or its successor is put into effect.

Article 2—Non-Discrimination

The District and the Association agree that they shall not discriminate against any teacher because of age, race, religion, sex, sexual orientation, gender identity, disability, national origin, marital status, residence, or membership or non-membership in the Association. Any alleged violation of this Article shall be processed through the appropriate outside agency or court and not through the Grievance Procedure in this Agreement. However, if no outside agency or court claims jurisdiction over discrimination as to residence, then the grievance procedure, Article 17 shall apply.

Article 3—Payroll

A. Deductions

The District agrees to deduct the following from the salaries of teachers:

1. Association dues which include CEA, OEA, and NEA dues.
2. Premiums for health insurance programs.
3. Contributions to supplemental retirement savings programs that have been mutually approved by the District and the Association. All supplemental retirement savings programs that are available for deduction effective July 1st of the first year of this Agreement shall remain available to teachers. However, if any program drops below 10 participants, the District reserves the right to close participation to any new enrollees.
4. Payments to the Benton County Schools Credit Union.
5. Contributions to the United Way.

B. Pay Installments

Teachers will receive their annual compensation in twelve equal monthly installments.

C. Direct Transfer of Funds

The District agrees to make available direct deposit of payroll to designated local commercial banks and savings and loan associations. A list of all sources of pay and payroll deductions shall be provided to those teachers who authorize direct transfer of funds.

D. Resignations

Resignations shall be in writing and submitted to the Human Resources Department. Final payment of wages shall be made on the final day of the corresponding pay period for separation of services, other than termination.

Article 4—Association Dues

A. Dues Deduction

The District agrees to deduct dues paid by members of the Association beginning with the paycheck issued in October and continuing for a total of nine consecutive months. Teachers hired after the beginning of school shall have such deductions prorated according to the portion of the year employed pursuant to Association policies.

CEA deductions shall be remitted to the CEA and OEA/NEA dues shall be remitted to the OEA via electronic funds transfer. However, the CEA reserves the right to have all dues remitted directly to the CEA upon written request by the CEA President. If the CEA invokes this right, the District will begin to remit all dues to the CEA within thirty (30) calendar days of that request.

B. Membership Authorization

The Association shall present a roster of active membership to the District by October 15th for the purposes of dues deduction for the membership year. This roster shall be accompanied by signed copies of redacted dues deduction authorization forms for any teachers who have newly joined the Association.

The Association will provide signed copies of redacted dues deduction authorization forms for any teachers who newly join the Association during the course of the work year. The District agrees to initiate dues deduction for the new member pursuant to the terms of this Article within thirty (30) calendar days of the receipt of the authorization.

Teachers who inquire with the District about joining or withdrawing Association membership shall be directed to the Association President and/or Association UniServ office.

C. Hold Harmless

The Association shall hold the District harmless from any claims of an objecting non-member that the payroll deduction or the amount of the deduction is unlawful. This hold-harmless agreement shall be effective provided the District (1) gives notice within 30 days of any such claim, (2) tenders to the Association the defense of any claim, and (3) fully cooperates with the Association and its designated counsel in the defense of the claim.

Article 5—Association Rights

A. School Courier

Inter-school courier facilities and teacher boxes may be used for distribution of Association communications so long as such communications are labeled as Association materials and contain the name of the authorizing official. The Association will hold the District harmless against any claims or suits brought against the District on account of this provision providing the District notifies the Association in a timely manner of any potential claim or suit.

B. School Facilities

School facilities may be used for Association meetings, provided that such meetings shall not interfere with normal school operations and are limited to District staff and their representatives. Arrangements for such use shall be made directly with the building principal, and the Association shall designate a District teacher responsible for the facility and reimburse the District for any out-of-pocket costs incurred.

C. School Equipment

The Association shall have the right to use school equipment, such as computers, photocopying machines, and all types of audio-visual equipment, when such equipment is not otherwise in use. Arrangement for such use shall be made directly with the building principal, and the Association shall designate a District teacher responsible for the equipment. The Association shall pay for consumable supplies used and any repairs necessary as a result of its use.

D. Bulletin Boards

The Association shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards. All such posted material shall be clearly identified as originating from the Association.

E. Announcements

Upon request, an Association representative shall be allowed to make brief announcements at the conclusion of faculty or other professional meetings.

F. Information

The Association will be provided with the names, addresses, and phone numbers of new teachers on a timely basis. The District will work with Association membership staff upon request to identify any membership tracking discrepancies. Other public information shall be available to the Association.

G. Association Leave

1. By April 1 of the prior school year, the Association shall notify the District of the FTE that the Association President intends to take as leave. The District will grant the Association President an unpaid leave of absence for an amount of at least .50 FTE or as agreed to by the District and Association for the entire school year that the President is in office, subject to the provisions stated below.

The District will bill the Association for the full cost to the District of the salary and benefits paid on behalf of the Association President. However, if the Association President declines benefit coverage, said amount will not be paid into the insurance reserve account and the Association will not be billed for reimbursement to the District. Upon return from the leave, the Association President shall be allowed movement on the salary schedule as would apply if he or she had worked his or her regularly scheduled work year.

To ensure the District can staff the least disruptive environment for the students involved, the Association President shall establish with his/her supervisor a defined work schedule prior to April 1 of the school year prior to the year of the intended leave. The work schedule must have mutual agreement of the parties for the leave to be granted.

This leave shall not be used for purposes which require the contacting of other teachers during their classroom time or otherwise interfering with the teacher's other professional responsibilities.

2. The Association shall be granted 100 days' non-accumulative leave over the life of this Agreement to be used by Association representatives for the purpose of conducting Association business during the term of this Agreement. Requests for this leave must be pre-approved by the designated Association representative. The leave may be taken in whole or half-day segments, and the cost of the substitute shall be paid by the Association.

H. District Safety Committee

The Association president will be a member of the district's safety committee.

Article 6—District Rights

The District retains and reserves unto itself all powers, rights and authorities, duties and responsibilities conferred upon and invested in it by the laws and the Constitution of the State of Oregon. By way of illustration, such powers, rights, authority, duties and responsibilities shall include but are not limited to:

- A. The executive management and administrative control of the school system and its properties and facilities.
- B. The determining of qualification, conditions of employment, dismissal, and promotion of all teachers subject only to the provisions of law and the specific provisions of this Agreement.
- C. The right to contract or subcontract work. Although the Board has no current plans to subcontract out bargaining unit work, should the District propose to enter into a subcontracting arrangement which would displace current bargaining unit personnel, prior to entering into that subcontracting arrangement, the District agrees to bargain the impacts of such an arrangement, upon a timely demand to bargain from the Association.

The exercise of the foregoing powers, rights, authority, duties and responsibilities and the adoption of policies, rules, regulations, and practices shall be limited only by the specific and express terms of the Agreement.

Article 7—Evaluation

- A.** The District will follow the requirements of ORS 342.850 for teacher evaluations. An evaluation handbook will be collaboratively developed by the district and association.
- B.** Additional observations may be conducted at the request of the teacher.
- C.** An evaluation conference with the teacher shall precede the submission of any formal written evaluation document(s) to the Human Resources Office.
- D.** Evaluation procedures shall be in accordance with minimum fairness procedures intended to insure teacher notice of and the opportunity to be heard and the opportunity to respond to evaluation reports. Teachers shall have the right to timely notice as to the basis(es) for an evaluation, and the results of the evaluation, the right to have evaluative statements reduced to writing, the right to file teacher objections to evaluation reports. Teachers will be informed of the annual schedule for observations and evaluation.
- E.** The evaluation process required by ORS 342.850(2)(a) shall be developed in collaboration with teachers belonging to and appointed by the Association.
- F.** The criteria for evaluations shall be clearly defined and will be made known to teachers. The District will post the current procedural guidelines on the district web site.
- G.** A formal evaluation will be conducted for a contract teacher prior to the contract teacher being placed on a Plan of Assistance for a deficiency described as inefficiency, neglect of duty, inadequate performance, or failure to comply with such reasonable requirements as the Board may prescribe to show normal improvement and evidence of professional training and growth.
- H.** If a teacher is to be notified of the teacher's placement on a program of assistance, the teacher shall be given 24 hours' written notice prior to the meeting and shall be entitled to representation, including pre- and post-evaluation conferences under the program of assistance to advise the teacher. The terms of Section H. only apply to a teacher on a program of assistance.
- I.** When a teacher is expected to be placed on a program of assistance, the teacher will be told that the Association president will be informed of the teacher's expected program of assistance unless the teacher asks that the Association not be informed.
- J.** The District and the Association will each appoint up to four representatives to review the teacher evaluation process, monitor the implementation of the evaluation process, and when needed, develop recommendations for the evaluation handbook. For the length of this agreement, this committee will generally meet four times a year, but minimally twice per year.

- K.** The District will make every reasonable effort to provide the teacher evaluation required by law on or before the Friday before the last student day of school of the evaluation year.
- L.** Teachers shall be notified of their evaluator(s) prior to the commencement of their evaluation.

Article 8—Personnel Files

- A.** The official personnel file on all teachers as well as any official electronic evaluation file is confidential, shall be kept in secure electronic storage and/or the District Human Resources Office, and shall contain all material deemed relevant by the District to the teacher's employment. Access shall be limited to the teacher, teacher designees, Board (when relevant to personnel actions), Superintendent, Superintendent's designee and teacher's administrative supervisor(s).
- B.** At the request of the teacher, any information in the personnel file which was used or has been used to determine the teacher's qualification for employment, termination, or other disciplinary action shall be made available for inspection.
- C.** No evaluation document, disciplinary document or complaint will be placed into a teacher's personnel file without a copy first being given to the affected teacher. Normally, proof that a copy has been given to the affected teacher will be accomplished by obtaining the teacher's signature on the file copy. This signature does not necessarily indicate agreement with the contents therein. A teacher may attach a written statement to any materials in the personnel file.
- D.** A teacher shall have the right upon request to review the contents of his/her personnel file and to receive a copy of any document contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such a review.
- E.** At the teacher's request, a consultation will occur with the Superintendent or designee with respect to what materials should be retained in or added to the teacher's personnel file. If the teacher and the Superintendent or designee cannot agree upon whether or not a particular item should be retained in or added to the personnel file, the Superintendent shall make a final determination.
- F.** In the event the District removes a document or electronic evaluation document from a teacher's personnel file, the document will be returned to the teacher and/or the teacher will be notified.

Article 9—Complaint Procedure

A. Determination of Merit

If a complaint is made against a teacher to the administration, such complaint shall be processed under the following circumstances.

1. If the principal intends to make a record in the evaluation report of a complaint received concerning the teacher;
2. If the principal intends to place a record of such complaint in the teacher's personnel file;
3. If, in the principal's judgment, such complaint is sufficiently relevant to the teacher's performance as to indicate the desirability of a conference.

If the complaint is to be discussed with the teacher, the teacher shall be notified in advance of the purpose of the meeting and shall have the right to representation present at such a discussion.

B. Conference

Pursuant to Section A. above, a conference shall be held with the teacher within 10 working days after the complaint is made to the administration. The complainant or administrator shall present to the teacher all available information, including the name of the person(s) making the complaint, the complaint in writing, and the requested remedy, if any.

C. Limitation

Any such complaint which the administration chooses not to discuss with the teacher or which is not discussed within the required time shall not be considered in the teacher's evaluation and shall not be used against the teacher in any subsequent action by the District.

D. Personnel File

The teacher shall have the right to attach a written statement to any written documents placed in the personnel file.

E. Non-Retaliation

A teacher shall not retaliate in any way against a student, parent, or staff member who may be directly or indirectly involved in the communication of a complaint.

Article 10—Discipline

A. Just Cause

No teacher shall be disciplined without just cause and due process.

1. Due Process

For purposes of this Article, due process shall require that the following be honored if disciplinary action is being considered.

- a. Before any decision to take disciplinary action is finalized, the following shall occur:
 - (1) The teacher will be informed of the charges in writing and given the information that is the basis for possible disciplinary action.
 - (2) After the teacher has been informed of the charges, he or she shall have the opportunity to meet and discuss the matter with the supervisor who initiated the charges. If the teacher chooses to meet with the supervisor to discuss the charges, he/she shall be allowed to have a representative of the Association present.
- b. After the decision is made, the teacher shall be given written notification thereof. If the decision is adverse to the teacher, the teacher shall have the opportunity to include a statement in his/her defense in his/her personnel file.

2. Just Cause

For purposes of this Article, just cause shall require that no teacher shall be suspended without pay, denied an incremental or longevity step increase, or given a written reprimand without just cause. If a question as to just cause exists, it may be resolved by submission to binding arbitration pursuant to the provisions of Article 17, Grievances.

B. Limitations

- 1. Except as provided for in Section C. of this Article, and except for the provisions in B.2 below, the dismissal, non-renewal or nonextension of any teacher in the bargaining unit shall be subject only to the requirements set forth in ORS 342.805-342.934 and shall not be governed by the terms of this Article or subject to a claim of a violation of this Agreement.

2. The dismissal of a nurse or of a less-than-.50-FTE teacher who has been regularly employed for a period of not less than three successive school years and who has been re-hired by the District after completion of such three-year period shall, however, be for just cause.

C. Representation

1. A teacher shall have the right to Association representation and, if requested, prior notification as to the items to be discussed at any meeting with District supervisors or the Board which the teacher reasonably believes will result in disciplinary action.
2. If during the course of a meeting with District supervisors or the Board the teacher develops a reasonable belief that the meeting will result in disciplinary action, the teacher shall have the right to recess the meeting to confer with or arrange for the presence of Association representation.
3. If a teacher is to be notified of the teacher's dismissal or nonrenewal, the teacher shall be given 24 hours' written notice prior to the meeting and shall be entitled to representation of the teacher's choice to advise the teacher.

Article 11—Personal and Academic Freedom

A. Personal Freedom

The personal life of a teacher is not an appropriate concern of the District, except where it affects the teacher's fitness for or performance of his/her contractual duties.

B. Academic Freedom

The District and the Association acknowledge the fundamental need to protect teachers from any censorship or restraint that might interfere with their obligation to perform their prescribed teaching functions. They further acknowledge the necessity for teacher discretion in the selection and use of supplementary instructional materials.

The principles of academic freedom cannot supersede the basic responsibilities of the teacher to the education profession. These responsibilities include:

1. A commitment to support the Constitution of the United States;
2. An informed concern for the welfare, growth and intellectual development of children;
3. An insistence upon objective scholarship;
4. An adherence to the District-prescribed curriculum.

There shall be no adverse impact on the employment status of a teacher as a result of exercising rights and responsibilities of this Article, provided the questioned material (a) directly relates to the District-approved course of study, and (b) has prior administrative approval.

If a request is made for Reconsideration of Instructional Material in accordance with School Board Policy, the teacher shall be entitled to be present at any level considering review of materials to state his/her views.

C. Grade Changes

A teacher may be required to demonstrate substantiation of a student grade or a student progress report. If, in the determination of the District, such reasonable substantiation is not provided, the District may request that grade or student progress report be changed. In the event that an agreement on a grade change or student progress report cannot be reached or the teacher is not available for consultation, the District may alter the grade or student progress report, but the District shall notify the teacher of the change in writing and accept the burden of proof to demonstrate that the teachers' original grade or student progress report was not reasonably substantiated.

D. Professional Learning Communities (PLC's)

When the District and the Association deem necessary, representatives shall convene an advisory committee to review Professional Learning Communities (PLC's). The guidelines for committee work are found in the Committees Memorandum of Agreement.

E. Grading and Reporting

When the District and the Association deem necessary, representatives shall convene an advisory committee to review grading and reporting practices. The guidelines for committee work are found in the Committees Memorandum of Agreement.

Article 12—Maintenance of Class Control and Discipline

- A.** If the District proposes a change in the District Standards for Student Rights and Responsibilities, the Association shall be provided with a copy of the proposed change and an opportunity to make recommendations regarding such change prior to its adoption.
- B.** A district-wide student support handbook will be collaboratively developed by the District and Association. Each party will appoint up to four representatives to review the student support process, monitor the implementation, make recommendations and update the student support handbook as needed each year. This committee will meet at least three times per year. There will be flexibility in the district's plan to allow for site-specific needs, but the overall elements will be consistent across the district.
- C.** Both parties agree that teachers and administrators share the responsibility for dealing constructively with students, and further agree that all decisions regarding student behavior must be made with the safety of students and staff as a top priority. With this in mind, building principals will provide teachers with the district-wide student support handbook and school-wide student discipline procedure at the beginning of each year. Each building staff will review this procedure annually and may recommend changes in such procedure to the building administrator.
- D.** The written school-wide student discipline procedure shall specify minimum standards of student conduct in the classroom. In addition, it will include information on how to support students with mental health needs including available district resources. It shall further specify the circumstances under which a student may be removed from the classroom, including those involving extreme behaviors that present danger to the students' and/or teacher's security.
- E.** The written school-wide student discipline procedure shall provide for consultation between the teacher and the principal or his/her designee prior to returning the student to class. A teacher will not be required to keep a student in class if the class as a whole is seriously disrupted by the physical behavior of the student, if the teacher or another student was subject to unsolicited physical contact from the student, if a student or staff member was harmed by the student, or if physical restraint was used. The principal or his/her designee shall have the final authority to resolve all student disciplinary matters referred to him/her pursuant to the provisions of this Article. Teachers may request a conference with the Superintendent and their building administrator regarding resolution of differences of opinion on implementation and/or interpretation of the written student discipline policy.
- F.** Any time a teacher is subjected to unsolicited physical contact from a student that causes injury, the teacher and building administrator will file an incident report.

- G.** The District will communicate relevant information about students with intensive behavioral needs in a timely manner to any teacher providing services to the student. In addition, notice will be provided when the District has been informed that a student has been adjudicated for engaging in a crime involving violent behavior.

Article 13—Strikes and Lockout

A. Strikes

During the term of this Agreement, the teachers covered by this Agreement will not, individually or in concert, engage in a strike or any other interruption of work within the District. Teachers who violate any of the provisions of this Article may be subject to disciplinary action.

B. Lockout

There will be no lockout of the members of the bargaining unit by the District.

Article 14—Transfers and Vacancies

A. Announcement of Vacancies

1. A list of all vacant bargaining unit positions that the District has determined to fill shall be posted using the District's web site and shall be available upon request from the District Human Resources Office.
2. Exceptions

The following position openings shall not be announced as vacancies:

- a. A position that is to be filled by a teacher returning from leave.
- b. A position that is to be filled as a result of an in-building reassignment.
- c. A position that is to be filled as the result of a transfer pursuant to Section C., first paragraph, or Section D. of this Article.
- d. A position that is less than .33 FTE that is added to the assignment of a current teacher may be brought to the Association for consideration. If approved, a MOA will be written for exceptions.

B. Application for Vacancies

1. Internal vacancies and any positions available during the school year shall be posted for minimum of five days.
2. If a position is available during the summer recess, it shall be posted for a minimum of 10 days.
3. For all vacancies, except as provided below, if a teacher applies for a position and meets the minimum qualifications for that position they will be interviewed.

An internal candidate who is not hired may request the hiring administrator or supervisor to provide an explanation of why they were not offered a position. In the explanation, the hiring administrator/supervisor will identify actions that the candidate might take to enhance their promotional opportunities.

Exception: If there are less than 24 days from the date that the vacancy was first advertised or posted until the first day on the job the District shall have the right to fill the position by appointment of a new teacher without prior consideration of applications submitted pursuant to the above.

C. Transfer Requests

Teachers who desire a change in their teaching assignment or building for the following year, may make their wishes known to the District by submission of a written request for transfer to the District Superintendent or his/her designee on the prescribed form by March 1. By June 1, the District administration will review all such requests that it has received and notify each teacher of the disposition of his/her request, except when in the judgment of the Superintendent or his/her designee it is not practicable to provide such notice.

The teacher shall not be considered for an announced vacancy unless he or she submits an application pursuant to Section B. above.

D. Involuntary Transfers

An involuntary transfer occurs when a teacher is transferred to another school at the initiation of the district.

1. **Notices**
Notice of an involuntary transfer for the following year shall be given to teachers in writing not later than June 1 of each year except when in the judgment of the Superintendent or his/her designee it is not practicable to provide such notice. The Association shall be notified of all proposed involuntary transfers along with the reasons for such transfers.
2. **Meeting and Appeal**
An involuntary transfer requires a meeting between the teacher and Human Resources Director, at which time the teacher shall be informed of the reason for such transfer.

If a teacher objects to the transfer, he/she may meet with the Superintendent. The teacher may, at his/her option, have an Association representative present at such meeting. The decision of the Superintendent shall be final and binding.

Article 15—Layoff and Recall

- A.** Seniority shall be defined as the teacher's total length of continuous service in the District as a licensed teacher. Seniority will be computed and accrue from the teacher's first day of actual service in a bargaining unit position, and shall continue to accrue during approved leaves of absence. In case two or more teachers have the same date of employment with this District, the tie will be resolved by drawing lots.
- B.** Whenever the Board determines that a layoff is necessary, it will notify the Association. As soon as practicable, written notice will be given to the affected teachers of their layoff.
- C.** In the event the Board, in its discretion, determines that a layoff is necessary, then it will determine the teachers to be retained by means of the following criteria:
 - 1. A determination of whether the teachers to be retained hold the proper license to fill the remaining position(s).
 - 2. A determination of the seniority of the teachers to be retained; and
 - 3. A determination of the competence or merit of a teacher being retained if the Board desires to lay off another teacher with greater seniority.
- D.** The Board shall retain the most senior licensed teacher in each case unless it chooses a less senior teacher through the following process.
 - 1. In the event that the District wishes to retain a less senior teacher over a more senior teacher when both have licensure to fill an available position, the District will do so only on the basis of demonstrated superior competence or merit in accordance with the procedures below.
 - 2. The parties agree that a merit determination will not be used to lay off a contract teacher over a probationary teacher. The burden of proving competence or merit shall be on the District and the proof will require a preponderance of evidence. Disputes regarding competence or merit for purposes of layoff and recall will be resolved by arbitration carried out under the provisions of Article 17, Grievances, of this Agreement.
- E.** Nothing in Section C.3. above shall be construed to limit the operation of Section C.1. above, that is, the requirement that a retained teacher be licensed to fill the remaining position.
- F.** Nothing in this Article shall be construed so as to interfere with the Board's right to dismiss or nonextend a contract teacher pursuant to the provisions of the accountability for schools for the 21st Century Law or to dismiss or nonrenew a probationary teacher pursuant to ORS 342.835.

- G.** In conducting a layoff under this Article, the District will first determine the program(s) or area(s) scheduled for reduction or elimination.
1. After such determination, the District will make every reasonable effort to transfer teachers in such program(s) or area(s) to other positions for which they are qualified and properly licensed.
 2. The District will make every reasonable effort to combine positions in a manner which allows teachers to remain qualified so long as the combined positions meet the curricular needs of the District and the competence considerations specified in subsection C.3. of this Article.
 3. Layoffs will be based upon the criteria set forth in Section C. above.
 4. If the FTE of a part-time teacher, .50 FTE to .99 FTE, is reduced by more than .17 FTE more than one time in a three-year period, the teacher will qualify to receive recall rights to the original FTE.
- H.** For the purpose of this Article, the term "competence" shall mean the ability to teach a subject or grade level based upon recent teaching experience related to that subject or grade level within the last five years or educational attainments, or both, but not based solely upon being licensed to teach.
- I.** For the purposes of this Article, the term "merit" shall mean the measurement of one teacher's ability and effectiveness against the ability and effectiveness of another teacher, as determined by the District through its evaluation, discipline, and commendation processes.
- J.** Recall—If within 27 months from the first date of layoff, a vacancy occurs within the District for which a laid off teacher is qualified as per Section K. below, the recall procedure outlined below will be followed.
1. The District shall receive the teacher's address for recall notification. In the event of a recall, the District shall notify the teacher who has expressed a desire to return to the District of the recall by certified mail, return receipt, sent to the last address given by the teacher to the District office. The teacher will have 15 calendar days from the receipt of such notice or 30 calendar days from the date of mailing of such notice, whichever is the earlier date, to notify the District of intent to return. The teacher must thereafter report on the starting date specified by the District providing that this will not be less than 14 days from the date the notice of recall was received, or lose all recall rights.

2. All benefits to which a teacher was entitled at the time of layoff, including unused accumulated sick leave, will be restored to the teacher upon the teacher's return to active employment, and the teacher will be placed on the proper step of the salary schedule. A teacher will not receive increment credit for the time spent on layoff unless the teacher was employed by an accredited school district as a teacher for a period of time equal to a majority of the District's workyear nor will such time count toward the fulfillment of time requirements for acquiring contract status. Teacher benefits do not accrue during the time of layoff.
 3. Teachers covered by this Article will have the option to continue insurance programs at their own expense subject to the approval of the insurance carrier.
 4. Teachers covered by this Article will be placed on the preferred list for substitute teaching at the teacher's request; such will not affect teacher recall rights.
- K.** In determining which teacher or teachers to recall, the Board will utilize the criteria set forth in Section C. above. Any teacher who does not accept a recall will lose all further recall rights and will be deemed to have resigned from District employment. Any teacher not recalled pursuant to this Article within 27 months of layoff will be deemed to have resigned from District employment.
- L.** Any "appeal" from the Board's decision on layoff or recall pursuant to this Article shall be by means of a grievance filed pursuant to the Article on Grievances. The decision of the arbitrator will be final and binding on all interested parties as long as the arbitrator's decision is within his/her jurisdiction. The arbitrator's jurisdiction is further restricted as follows: The arbitrator is authorized to reverse the layoff or recall decision made by the District only if the District:
1. Exceeded its jurisdiction;
 2. Failed to follow the procedure applicable to the matter before it;
 3. Made a finding or order not supported by substantial evidence in the whole record; or
 4. Improperly construed the applicable law.

Article 16—Leaves

Except for military leave and Association leave, a year's leave of absence does not count as a year of experience on the salary schedule. Military leave and Association leave is evaluated and counted as teaching experience. Notice of intent to return to a teaching position after a leave of absence must be made to the Superintendent or designee by March 1. The failure to provide the notice by March 1 will be deemed to constitute a resignation in good standing of the teacher from District employment unless the teacher can establish good cause for the failure to provide timely notice. Upon return from leave, the teacher shall be offered a position for which he/she is licensed. Granting a leave does not guarantee return to the same school or grade level. However, a reasonable effort will be made to arrange satisfactory placement.

Subject to such terms and conditions the insurance carrier may apply, a teacher who is on a non-paid leave may continue medical, dental, and/or other insurance at his or her own expense.\

A. Bereavement Leave

A teacher shall be granted, upon request, up to three days off with pay to attend the funeral and for related activities in the event of death in the family. For the purpose of this Article, family is defined in Appendix F.

The Superintendent or designee may, at his/her discretion, grant use of bereavement leave for individuals not listed in Appendix F, and additional days as needed.

B. Sick Leave

Sick leave is available to teachers on the basis of 10 days per contract year. Sick leave with pay may be used for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA.

Definition of family member is in Appendix F and may be updated following any changes to OFLA and FMLA. The Superintendent or designee may grant use of sick leave to other individuals not listed in Appendix F.

1. Basis for Allowance

a. General Rule

Sick leave shall be granted on the basis of 10 days' leave for each school year.

b. Proportionate Credit.

- (1) Teachers whose duties extend beyond the normal school year shall be entitled to sick leave in the ratio of an additional day for each month of service given beyond the regular year.

(2) Regular teachers employed on a one-half-time basis or more shall be entitled to sick leave in the ratio of their service to that of a full-time service.

(3) If a teacher starts a school year on leave then sick leave will not be granted until they return to work and will be pro-rated accordingly.

- c. Sick leave is accumulative without limit.
- d. A teacher may take sick leave prior to its accrual up to the maximum that he/she can reasonably expect to accrue during the school year.
- e. In the event the teacher has used more sick leave than he/she earned (except as otherwise provided in Section 3. of this section), an adjustment will be made in his/her pay.
- f. Sick leave shall be charged only for those teacher work days that the teacher is absent.

2. Transfer of Sick Leave

- a. All sick leave benefits except those transferred to another district shall terminate and/or be forfeited upon termination of employment for any reason.
- b. All sick leave accumulated during employment in another Oregon school district shall, upon verification, be allowed, up to 75 days.

3. Sick Leave Bank

- a. The purpose of the sick leave bank shall be to extend to those teachers who choose to participate additional sick leave days should an illness or injury exhaust their accumulated sick leave days during a school year.
- b. Within 60 days following the ratification of this Agreement, each teacher, regardless of FTE and who is not a current participant in the sick leave bank, may join the bank by contributing two days of his/her sick leave allowance to the bank. The sick leave bank committee may also establish one additional open enrollment period during this Agreement. A new teacher shall be allowed to join the bank by contributing two days of his or her sick leave allowance, provided he or she elects to do so within 60 days of the date of employment. Whenever the total number of sick leave days in the bank drops below one day per member of the bank, the sick leave bank shall be replenished by assessing each member one sick leave day. All sick leave contributions and assessments to the sick leave bank are

irrevocable. Only teachers who are current members of the bank may apply for days from the bank.

- c. Upon depleting personal sick leave and personal/emergency leave, and after obtaining a doctor's statement certifying a physical illness or injury rendering a member unable to perform duties listed on a member's job description for a period of more than five work days, a member may request days from the bank. A committee composed of one representative of the administration and three representatives of the Association will act immediately on the request. The committee shall grant the request if:
 - (1) District records show that the member has exhausted his/her sick leave;
 - (2) The member is a contributing member to the sick leave bank according to 3.b above; and
 - (3) The member has experienced an illness or disability that has prevented him/her from performing his/her job requirements for more than five days and a doctor has certified in writing this illness or disability.
 - (4) When a member has accessed the sick leave bank then has a prolonged absence for the same or other qualifying medical condition within the same school year, (s)he should be allowed more access to the bank, up to the total of 65 days. If the request is for a new qualifying medical condition, section 3 above needs to be met before the member can access the sick leave bank.
- d. If the request is approved, the committee shall notify the District Office and resulting days, including the first five days of the illness or injury, if personal sick leave was not available for those days, will be charged to the bank until the member returns to work or has used 65 days from the bank.
- e. The District shall keep accurate records of leave accumulated by the bank and of sick leave used by the bank. Annually, the District shall notify the Association in writing of accumulated days and days charged to the bank that year.
- f. Membership shall be terminated by written request of the member or by the end of employment. Previously donated days shall remain in the bank. Temporary teachers hired back by the first day of the following work year shall retain membership in the Sick Leave Bank.

4. It is understood that the District is not opposed to the concept of establishing a family illness sick leave bank that would function in the same manner as the current personal illness sick leave bank found in Article 16.C.3. of this Agreement if the Association determines at a later date that it wishes to establish it.

C. Parental Leave

The District shall grant a leave of absence without pay to those teachers with more than one year with the District for reasons of parenting or adoption. During a parental leave, a teacher shall maintain, but not add to, sick leave or other teacher benefits accumulated prior to the leave.

The duration of the leave shall be subject to the mutual agreement of the teacher and the District and shall not exceed the following:

1. Elementary Teachers: The end of the first vacation period that is at least 12 months after the date of the start of the leave. Vacations are summer, winter, and spring break.
2. Middle and Senior High School: The beginning of the first quarterly grading period that is at least 12 months after the date of the start of the leave. The District may extend the leave upon request.

D. Personal/Emergency Leave

Each teacher shall receive three days of personal leave with pay per year. The leave shall be available upon request with no questions asked, except that personal leave days that adjoin a holiday or vacation period must be prearranged to ensure continuity for student instruction, by written submission at least 10 working days in advance of the commencement date of the leave and shall contain a statement that a substitute has been requested. Appropriate instructional plans for the substitute shall be available. In the event of an emergency, advance notice is not required. Holidays and vacations shall be defined as Memorial Day, Labor Day, Veterans Day, and Thanksgiving, winter, spring, and summer vacations.

1. When possible, the teacher shall provide the District with 48 hours notice in advance of his/her intention to take leave.
2. Leave shall not be granted if a substitute is not available. It is not the intent of the District to allow the difficulty of retaining substitutes for difficult-to-replace positions to result in discrimination against those teachers in the taking of personal leave.
3. This leave is to be taken in full-day increments, except that one day may be taken in half-day increments.

At the end of the school year, each teacher shall be paid, in addition to his/her other pay, an amount equal to 85 percent of the licensed substitute daily rate each of the three days not used during the year.

Teachers who work less than full time shall receive time off and the year-end cash on a prorated basis based upon the relationship their regular work schedule bears to that of a full-time teacher.

Personal/emergency leave shall be earned according to the following schedule, but granted at the beginning of each school year based on contract days expected to work:

30-63 days on active duty	1 day
64-126 days on active duty	1 day
127-191 days on active duty	1 day

If an employee leaves the District after using such leave without earning it, the District shall be reimbursed at the amount of salary paid for any such leave time taken but not earned. Such reimbursement shall occur through a withholding from the teacher's final paycheck.

All personal/emergency leave must be used before any unpaid leave can be taken.

E. Legal Leave

1. Jury Duty

If a teacher is summoned to serve on a jury, the District shall grant permission to serve, without loss of regular salary, provided that if a fee is received for those services, it shall be retained by the teacher (along with any expense reimbursement) and the District will reduce the teacher's salary by a like amount only if the fee is over \$50, excluding expenses. The employee is required to provide a copy of the check, given by the court, to payroll if it is over \$50. Upon early release from jury duty, the teacher shall report to his/her assigned building if reasonably able to do so by the beginning of afternoon classes.

2. Legal

Necessary leave time will be granted for any legal proceeding connected with the teacher's employment with the school system or any other legal proceeding, if the teacher is required by law to attend. This leave shall be without loss of regular pay; the teacher will retain all fees and the District will reduce the teacher's salary by a like amount, excluding expenses. However, such leave shall be without pay if the teacher 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. Appearing on behalf of an action being taken against the District.

F. Professional Leave

Professional leave may be granted by the Superintendent or designee for educational conferences related to the teacher's assignment or participation in activities of service to the profession.

G. Other Leaves

- 1. The District may grant leaves of absence without pay when, in the District's judgment, such leaves would not seriously hamper the District operation. A teacher on an unpaid leave of absence may participate in District insurance programs by self-paying for such insurance each month. The leave request form and other important information (i.e., PERS) will be available on the District web site.
- 2. Teachers who wish to apply for a full academic year of leave shall normally do so by March 1.

Article 17—Grievances

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

A. Definitions

1. "Contract Grievance" means a claim by a teacher, group of teachers or the Association that there has been a violation of the terms of this Agreement or an inequitable application of a provision(s) of this Agreement. Such a grievance may be appealed to Level 3—Board, or Level 3—Arbitration, but if it is appealed to the Board, the Board's decision shall be final and binding upon the parties.
2. "Policy Grievance" means a claim by a teacher, group of teachers or the Association that there has been a violation of a provision(s) of the School Board-adopted policy as found in the current Board Policy Book. Such grievances may be appealed to the Level 3—Board, but shall not be subject to Level 3—Arbitration found herein. The Board's decision on policy grievances is final and binding upon the parties.
3. "Administrative Grievance" means a claim by a teacher, group of teachers or the Association that there has been a violation of a provision(s) of the District's adopted administrative regulations. Such grievance may be appealed to the Superintendent or designee (Level 2) but shall not be the subject of an appeal to Level 3—Board or Level 3—Arbitration. The decision of the Superintendent, or designee, is final and binding upon the parties.
4. "Grievant" means the teacher, group of teachers, or the Association making the claim.
5. "Immediate Supervisor" is the person who has the authority to resolve the grievance as determined by the District.
6. "Representative" is one who may speak for and/or advise a party in interest.
7. "Days" shall, except where otherwise indicated, mean official teacher work days, except that when school is not in session during the summer it shall mean Monday through Friday excluding holidays.

B. General Procedures

1. All parties have a right to representatives of their own choosing at each level of these grievance procedures.
2. The time limits referred to in these procedures are to be considered maximums. Failure at any level of this procedure by the grievant 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 grievant to proceed to the next level, if such exists. This shall be the exclusive remedy for the District's failure to provide a written decision.

3. Forms for processing grievances shall be prepared by the Association and the District and will be printed and given appropriate distribution by the parties so as to facilitate operation of the grievance procedure. A copy of the grievance form shall be attached as an Appendix to this Agreement.
4. In the course of investigating any grievance, representatives of either party in interest who need to contact any teacher 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.
5. All parties in interest will process grievances after the regular work day or at other times which do not interfere with assigned duties.
6. The District and the Association agree that all teachers have the unqualified right to file grievances and that neither the Association nor the District may take any action against a teacher and/or his/her representative as a result of their having exercised that right.
7. If the grievant is not represented by the Association, the Association shall have the right to be present and to state its view at all levels of the grievance procedure.
8. Financial Responsibility—Each party shall pay any and all costs incurred by said party. The cost of the arbitration in binding arbitration shall be borne equally by both parties, except as otherwise provided in Level 3—Arbitration.
9. The grievance procedure will not be used while a grievant is under the jurisdiction of the courts or has resorted to the judicial process.
10. All documents, communication and records dealing with the processing of grievances shall be filed separately from the personnel file of the grievant.
11. Probationary teacher grievances over the provisions of Article 7, Evaluation, are subject only to the Board level and the Board's decision will be final and binding upon such grievances; they are not appealable to arbitration nor are they subject to an unfair labor practice complaint for breach of contract.

C. Levels of Grievance

Level One—Supervisor

The grievant may first discuss his/her grievance with his/her principal or supervisor with the objective of resolving the matter informally. If the matter is not resolved informally, the grievant may within 20 days following the act or condition which is the basis of the complaint, or within 20 days of the first knowledge, reduce the grievance to writing and file with his/her immediate supervisor. The written grievance shall set forth the facts and contract article, Board policy or administrative regulation, as applicable, that he/she claims was violated and the reasons why the grievant considers the decision rendered at the informal step to be unacceptable. The immediate supervisor shall communicate a decision in writing within five days to the grievant. Within five days of receipt of the decision rendered by the immediate supervisor, the grievant, if he/she is not satisfied with the decision of the immediate supervisor, may appeal in writing to the Superintendent or his/her designee.

Level Two—Superintendent

Appeals to the Superintendent or his/her designee shall be heard within 10 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 grievant and the Association. Attendance at the hearing of appeal shall be restricted to the grievant, his/her representative, the designated representatives of the District and the Association. The parties will have the opportunity to call witnesses and present their case.

Within 10 days of hearing the appeal, the Superintendent or his/her designee shall communicate to the grievant and the Association his/her written decision, which shall include supporting reasons thereof.

If the grievant is not satisfied with the decision of the Superintendent or his/her designee and if the grievance is a contract or policy grievance as defined in Section A. hereof, he/she may file a written appeal with the Superintendent within 10 days from the receipt of the Superintendent's or his/her designee's decision. The appeal shall state the grievant's reasons for appealing the decision of the Superintendent and request appeal to Level Three—Board for Policy Grievances. For Contract Grievances, the appeal may be taken either to the Board or to Arbitration, but not both. If the Board is selected, its decision shall be final and binding upon the parties.

Level Three—Board

Only the specific grievance as filed at Level One may be submitted to the Board, unless new evidence or a new basis for the grievance becomes known as a result of the Level Two hearing. In such a case the Association may file a revised grievance at Level One.

Within 10 days of receipt of the appeal, the Superintendent or his/her designee shall establish a date for a Board hearing on the grievance, which shall be not more than 30 calendar days from the date of receipt of the grievance, and notify the grievant and the Association thereof.

The Board shall have no power to subtract from, modify, or amend any terms of this Agreement, and shall further be limited to determining if there has been a violation or erroneous application of established District policy.

Within 10 days of hearing the appeal, the Board shall communicate to the grievant and the Association its written decision.

Level Three—Arbitration

Only the Association may pursue a grievance to Level Three—Arbitration. Only the specific grievance as filed at Level One may be submitted to arbitration.

Within five days of receipt of the appeal, the Superintendent or his/her designee and the Association shall attempt to select a mutually acceptable arbitrator. If this is not done, the parties shall, on the sixth day, initiate a request to the Employment Relations Board for a list of arbitrators. The parties agree to abide by the AAA rules for the conduct of the hearing.

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 and award of the arbitrator shall, within the scope of his/her authority, be binding upon the parties.

Cost of Arbitration

Expenses of the arbitrator shall be borne equally by the parties; however, each party shall be responsible for compensating actual expenses or fees of its own representatives and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, provided it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies.

Article 18—Working Conditions

A. School Work Year

1. For the 2019-20 school year, the work calendar shall not exceed 191 days, including five paid holidays. The paid holidays shall be Labor, Veterans, Thanksgiving, New Year's, and Memorial days. The work year shall include a minimum of four days, to be designated in a combination of whole and/or half-day increments that are devoted exclusively to teacher preparation activities, i.e., building work days. When an adopted school calendar includes parent/teacher conferences, the school administrator will work with the school's teachers to determine a parent conference schedule. A school's conference schedule may be reviewed by the Joint Cooperation Committee. The work year shall also include four days to be designated in a combination of whole and/or half-day increments that are to be devoted to District-assigned in-service activities.
2. If there are school or district-related opportunities available for teachers beyond the 191-day contract year, participation shall be voluntary. If the teacher is to be compensated it will be at a rate agreed upon by the teacher and the district, unless expressly covered by the terms of this contract. The Association will be informed the compensation agreement unless it is expressly covered by the terms of this contract.

B. Statewide In-service

Statewide in-service day is the second Friday of October. This day will be an instructional day. Teachers who want to attend statewide in-service activities must have it approved at minimum 10 days in advance by their supervisor. This will be considered job-related and the district will cap the total number of approvals at 35 teachers (approximately 10% of teaching staff) being able to attend. Also, the district will monitor the approvals to ensure a balance of numbers at the schools.

C. Inclement Weather

Attendance of teachers shall not be required when student attendance is not required due to inclement weather. On such days when school is closed, the District shall have the option of specifying that the day(s) in question are or are not "attendance days." If the day(s) is (are) not attendance day(s), teachers shall not report, but the District shall have the option of scheduling make-up days to replace such lost days without additional compensation.

If there is a delayed start, teachers will report to work as soon as they safely can.

D. Lunch Period/Break Period

1. Teachers shall receive at least a 30-minute duty-free lunch period each day.
2. When an elementary teacher has no planning time provided through specialist instruction (i.e., music, PE, art) during the student contact day, the teacher shall be ensured of at least a five-minute duty-free break between the students' scheduled arrival time and the teacher's lunch break. Elementary principals will involve their teaching staff in developing teacher duty schedules.

E. Work Week/Work Day

The normal teacher work week is 40 hours. However, the parties recognize the desirability of flexible scheduling, and it is their intent to continue reasonable flexibility in the work day and the work week.

1. Teachers may conduct occasional personal business off campus during the regular paid work day without using any paid leave time.
2. The teacher is not required to describe the personal business. The expectation, however, is that the teacher will use good professional judgment.
3. This time off campus must not interfere with any of the teacher's professional responsibilities such as scheduled staff meetings or IEP meetings, and a substitute cannot be used to cover the teacher's time off campus.
4. Teachers will notify the school office regarding the duration of their time off campus.
5. An effort shall be made to schedule IEP meetings during the regular work day.
6. The district will make a reasonable effort to limit the number of meetings a teacher is expected to attend each month. School events such as open house, and curriculum nights can be scheduled outside the contract day.
7. The district honors and respects the commitment and professionalism of its teachers and values their need to balance work and personal life. Teachers will attend meetings during their work day unless excused by their supervisor. For meetings that extend beyond the teacher's normal work day, teachers will work with their supervisor if circumstances preclude their attendance.
8. As long as there is district structured collaboration time (e.g., PLC) it will typically occur during the normal work day when students are not present.

F. Instructional Planning Time

Uninterrupted instructional planning time for classroom teachers shall be equivalent to one class period per day at the secondary level. At the elementary level, a minimum of 225 uninterrupted minutes will be scheduled during the work week with at least a 40-minute uninterrupted block scheduled each day, or as mutually agreed for a given building by the building principal and the majority of the building's teachers, provided the minimum of 225 minutes per week is scheduled. The Association will be notified of any proposed mutually agreed changes. When less than a full week is worked due to scheduled or non-scheduled school closure, vacations, holiday periods, or for other reasons, the daily uninterrupted instructional planning time shall be the same as a normal weekly schedule for the particular days worked. Uninterrupted instructional planning time for personnel other than classroom teachers shall be consistent with past practice. For the purposes of this section “uninterrupted” shall mean that the District will not schedule any required activity during the teacher’s instructional planning time, except for unusual circumstances, such as the only time a parent could meet or an emergency.

Principals may ask teachers to cover a class (substitute) during their uninterrupted instructional planning time. The decision to cover a class (substitute) during this instructional planning time shall be voluntary. Teachers who elect to cover a class period during their uninterrupted instructional planning time shall be compensated for their time worked (a class period) at their daily salary rate, pro-rated accordingly.

G. Part-time Teachers

Part-time teachers will be compensated for hours beyond their normal work schedule for fall and end-of-year preparation days if so authorized by the principal.

Part time teachers who are required to participate in district structured collaboration time (e.g., PLC) beyond their normal work schedule will be compensated at their per diem rate up to one hour/week. Part time teachers whose normal schedule is not contiguous and/or part of the district structured collaboration time (e.g., PLC) are not required to attend. However, if these teachers wish to participate, they may be compensated as above, based on mutual agreement between teacher and administrator.

Part-time teachers will not have gaps in their daily schedule. Part-time teachers shall be granted uninterrupted planning time in proportion to their FTE.

Any part-time teacher who substitutes on their non-contracted time for the district will be paid at their per diem rate, pro-rated according to time as a substitute (on an hourly basis).

H. Late Hire Preparation Time and School or Room Change Preparation Time

Teachers hired after the start of the teacher contract year shall have two paid days of preparation prior to student contact time.

If a teacher is asked to change rooms or school buildings, the teacher will be provided two days of compensation.

I. Teaching Assignment

By the end of the school year, each teacher who will be returning for the following year will be given notice of tentative assignment as to building, subject, and, for elementary teachers, grade level.

Prior to start of school year, teachers shall be sent a tentative teaching assignment schedule.

J. Administering Medications

The District shall make a reasonable effort to minimize teacher need to administer medications or to carry out medical procedures for students. When a teacher needs to administer medications or medical procedures for a student, the teacher shall be provided necessary information and training.

K. Special Education

1. **Teachers** – Special Education teachers will be assigned two additional work days for case management/transition compensated at their regular daily rate.
2. **IEP Meetings** – The District will allocate \$25,000 per year to hire substitute teachers to address excessive teacher workload due to IEP responsibilities. This money may be allocated to special education and regular education teachers.
3. The parties will collaborate on an annual special education systems review. This review will include, but not limited to: caseload, workload and scheduling.

L. Job Share

The decision to allow a job share is at the district's discretion. Teachers who desire to job share for the following year will submit a written request to the District Superintendent or his/her designee on the prescribed form by March 1.

Necessary conditions for district consideration of a job share are the two teachers will each have .50 FTE for compensation and benefits and student contact time will be 50/50 evenly divided. Both teachers will participate in all other teacher responsibilities as a full time teacher, unless a different division of responsibilities is mutually agreed to in

writing by the principal and the two teachers. All job share agreements and conditions must be approved and signed by HR.

M. Dual Language Teachers

Dual language elementary teachers, who share two classes, will receive a stipend based on two days for each conference session (fall and spring) at their per diem rate.

A review of the Spanish language materials and future curriculum adoptions will be reviewed by a committee represented by the District and Association. Each party will appoint up to five representatives and meet at least three times per year.

N. District Safety and Communication Protocol

The District will notify all staff annually of the district's safety protocol, as well as the communication protocol for incidents involving public safety.

O. FTE Greater than 1.0

Any time a teacher volunteers to increase their teaching assignment above 1.0 FTE in order to meet a District request/need, the Association president will be notified, and a MOA will be written.

Article 19—Compensation

A. Licensed Schedule

Teachers shall be paid in accordance with Appendix A (Licensed Salary Schedule) for 2019-20. Salary and pay apply to work performed between dates of July 1 through June 30 of each year.

B. Salary Advancement

1. During the term of this contract salaries of all teachers employed with the district for at least 135 days of the 191-day prior teacher work year will be advanced one step effective July 1, in accordance with Appendix A.
2. A teacher must submit an application to Human Resources for salary column advancement by October 1 to advance a column and steps in that work year due to additional education or certification that meets the requirements for advancement. Transcripts and and/or proof of certification must be submitted to Human Resources by October 15. Payment on the new salary column will be included in the October paycheck.

Two steps shall be granted to those teachers who earned a Master's degree and one step will be granted for teachers who earned a PhD or National Board Certification.

3. Temporary teachers who are employed by Corvallis School District 509J for 135 days or more in a school year and are rehired in the next consecutive school year as a teacher (regardless of the status of this assignment), will be advanced one step on the salary scale. Advance shall occur on the salary schedule in the same manner as other teachers.

C. All teachers must have current Oregon TSPC teaching licenses valid for their teaching assignments. All other licensed positions must have current state-board licenses appropriate for their assignments.

D. Initial Placement on the Salary Schedule

1. New teachers shall be placed on the salary schedule in accordance with their successful and verified licensed teaching experience and verified education as follows:
 - a. Teachers will be placed on the column that matches their verified educational level. One step will be granted for teachers who possess a PhD or National Board Certification.

Teachers who hold a Bachelor's degree and National Board Certification will be placed on the salary schedule as follows:

1. Start with BA column and grant years of experience for proper step placement;
 2. Then move to PhD/MA+45 column at the above step placement;
 3. Once on column PhD/MA+45 then grant one step for teachers who possess a National Board Certification.
 - b. One step will be granted for every one year of teaching experience up to a maximum of 10 years. CTE teachers, nurses, SLP, or other professional licensed bargaining unit members shall have relevant work experience counted, similar to teaching experience, in salary placement, up to 10 years maximum.
 - c. The District will annually recommend to the Superintendent those bargaining unit positions that are considered hard to fill, and will provide notice to the Joint Cooperation Committee (JCC). The JCC may provide input to the Superintendent for consideration of the District's recommendation, and the Superintendent shall make the final decision. Factors used in identifying a position as hard to fill may include, but are not limited to: level of education, advanced training, increased or greater depth of knowledge, familiarity with statutory requirements, and possession of highly technical or uncommon skills. Positions previously identified as hard to fill include, but are not limited to: bilingual educators, special education teachers, speech language pathologists, nurses, and CTE teachers. When a position is designated as hard to fill, any applicant hired in that designation shall be granted full credit for all years of teaching and relevant work-related experience for purposes of their initial salary placement. If a situation arises outside the annual process, the District will consult the JCC prior to making a recommendation to the Superintendent.
2. A teacher must have worked at least 135 days in a paid status during one school year for a school district to be counted as a year of service in determining placement on the salary schedule. Credit for teaching experience will not be granted for substitute teaching.

3. Teaching experience in an elementary or secondary private school will be granted credit one year for every two years' experience to a maximum of eight years private school.
4. Active military service not to exceed three years is evaluated and counted as teaching experience in salary placement.

E. Extra-Duty

Extra-duty pay shall be in accordance with Appendix B.

F. Curriculum Development

1. Except for TOSAs, teachers who are to do curriculum development work shall be selected from those who volunteer. All such work will be paid at the teacher's regular daily rate.
2. The pay for required work and work that is an extension of the teacher's regular contract work shall be at the individual teacher's regular daily rate.

G. Fringe Benefits

1. Health Insurance
 - a. Insurance benefits for teachers, who are eligible, starts the first day of the month following their hire date. If a work calendar year starts after September 1, the effective insurance date will be September 1 for those teachers who work the first contract day.
 - b. The Joint Benefits Committee will choose the medical insurance plans available to teachers. Domestic partner coverage also will be provided. The District's per teacher monthly contribution will be paid to the insurance reserve account to be administered by the Joint Benefits Committee.
 - c. Effective October 1, 2019 the monthly district contribution for health insurance which includes medical, dental, vision for a full-time teacher shall be \$1,235. Life and long-term disability insurance premiums will be paid in full by the District.
 - d. An eligible employee may "opt out" of District offered medical insurance coverage by indicating in writing to the District the employee's election not to obtain medical insurance coverage through the District. The employee is then responsible for meeting the health insurance coverage requirements under the Affordable Care Act (ACA). The deadline for making this election shall be by the end of open enrollment or first date the

teacher is eligible for insurance. All teachers who opt out of District medical insurance coverage will receive \$200 per month paid from the insurance reserve account as taxable income, beginning the eligible month the teacher opts out.

A teacher's decision to opt out of District medical insurance coverage shall constitute a waiver of the right to any such benefit for the duration of the insurance plan year, and shall be irrevocable until the following year unless the member undergoes a "qualifying event" and applies for the District medical insurance coverage.

If the total group's participation in medical insurance coverage drops below the insurance carrier's minimum participation rate then the District can't offer the "opt out" option. This would be referred to the Joint Benefit Committee to review the data and make a decision in how to proceed.

2. Part-Time and Partial-Year Teachers—District Contribution

Teachers who work half-time (.50 FTE) or more shall be eligible for a pro-rata fringe benefit District contribution based upon the relationship their workweek bears to that of a full-time teacher. The part-time teacher may apply their prorated insurance District contribution towards any health insurance premium out of pocket expense.

The monthly amount of the District contribution towards the insurance costs for all eligible part-time teachers shall be determined by multiplying their percentage of FTE times the District total monthly health insurance cost for full-time FTE teacher. The District's monthly contribution for teachers who work less than a full school year shall be prorated by dividing the teacher's number of contract days by 191 days, and multiplying the result by 12 months to determine the number of covered months. Teachers who work less than half-time are not eligible for fringe benefits and the District will make no monthly contribution.

Teachers whose teaching assignment is less than full time, but .50 FTE or more, and whose spouse or domestic partner is also eligible for insurance and an employee of the school district, can combine their prorated district insurance contribution and apply the total toward the medical/dental/vision premium of the employee's premium whom is taking the benefits for their family or take the opt out option referenced in section 1d. In this situation both employees at retirement are eligible to continue retiree insurance, individually, as if they had done so as an active employee.

3. Joint Benefits Committee (JBC)

The Joint Benefits Committee (JBC) is responsible for designing and managing the teachers' benefit programs, the insurance reserve fund, and communication

with teachers on benefit issues. The JBC shall maintain a published schedule of meetings, which shall be open to Association and District representatives and teachers. The JBC shall be comprised of three members appointed by the Association and three members appointed by the District. JBC decisions shall be made by consensus. The insurance benefit status quo will continue until the JBC makes a decision to recommend a change.

In the event that the actual premium cost exceeds the District contribution, the JBC shall determine how to adjust the medical and drug benefit plan, teacher contribution, and use of insurance reserve funds to pay the cost of the premium. Notwithstanding, in such situations the Association shall also have the right to elect any one or a combination of the following options in order to reduce or eliminate individual teacher insurance premium contributions:

- a. Reduce the level of coverage, increase deductibles, or reduce the number of programs provided.
- b. Change to a different insurance carrier(s).
- c. Reduce any previously agreed-upon salary schedule increase by an amount sufficient to offset for the additional premium costs.

The District retains the right to select the insurance carrier(s). The Joint Benefit Committee can recommend a change of insurance carrier(s). If a change in carrier is instituted by the District, substantially similar coverage shall be maintained. Notwithstanding, the JBC shall review current insurance programs and will make recommendations to the Board for any cost-effective changes. The JBC will make recommendations on all insurance coverage referenced in this Article.

4. Health Savings Account (HSA)

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 the 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.

Teachers whose teaching assignment is less than full time, but .50 FTE or more, and whose spouse or domestic partner is also eligible for insurance and an employee of the school district, can combine their prorated district insurance contribution under the coordination of benefits option, and apply the total earned toward this high deductible plan premium. The district may make a contribution

to the HSA account plan-holder for combined FTE of the two part-time eligible employees (up to 1.0 FTE), based on the difference between the combined pro-rated district contribution and the cost of the high-deductible medical plan, but not in excess of the IRS allowable limit defined for individual and family classifications excluding age 55+ catch up limit.

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. Eligible employer contributions will begin after timely receipt of the employee's HSA account information.

H. Public Employees Retirement System/Oregon Public Service Retirement Plan

The District shall not withhold from a teacher's monthly salary the teacher contributions/payments required by ORS 238A.335(2)(b).

The District shall pay the six percent teacher contributions required by and pursuant to ORS 238A.335(2)(b). Any amount paid shall be considered to be teacher contributions for all purposes under ORS 238A.330. Pursuant to ORS 238A.335(3), the employer will file any required notices with the Public Employees Retirement Board.

I. IRC Section 125 Flexible Spending Account

The District shall establish Section 125 accounts in accordance with the Internal Revenue Code. If the District changes their Section 125 carrier it will ensure to maintain at minimum the current benefit options.

J. Mileage Reimbursement

Teachers who are required to drive their personal automobiles on authorized District business shall receive an automobile allowance equal to the current Internal Revenue Service (IRS) allowed deduction for business mileage. Such increase shall be effective upon the first of the month following the month in which the increase is announced or upon the effective date of the increase, whichever is later.

K. Mentor Program

The parties share an interest in supporting new teachers and agree to collaborate in the mentor program.

L. Enrollment of Teacher's Children in the District

The District recognizes the benefit to working teachers in having their children enrolled in the Corvallis School District. For this reason, teachers shall be permitted to apply for out-of-district transfers for their own children. Teachers shall submit their request as a

part of the transfer process of the year preceding the year in which the teacher seeks to enroll their children. In the transfer process, teacher's children will be offered placement at their school of choice.

M. Co-Teaching

Teachers who are expected to participate in co-teaching will receive initial training in advance, and throughout the year as requested, in best practices for their specific teaching situation. The roles and responsibilities of each member of the co-teaching partnership will be clearly identified in writing, and provided to the partners prior to student contact.

N. Department Chairs

High school department chairs shall be paid \$400 per annum and, in addition thereto, \$65 per annum for each teacher other than the department chair who is assigned to the department.

O. Employee Assistance Program

The referral to and the utilization of the services of the employee assistance program shall be voluntary.

P. Workers Compensation

In the absence of a change in the Workers' Compensation law, the District will continue to provide the health insurance package for teachers on Workers' Compensation.

Q. Voluntary, Employee-Paid Life Insurance Program

The District will offer a voluntary, employee-paid life insurance program. The parties agree that related District publications will clearly state that neither the District nor the Association specifically endorse the insurance carrier. In District publications offering the voluntary employee-paid life insurance, the District will also include information about the life insurance policy that is already a paid benefit for teachers.

R. Speech Language Pathologists

Speech Language Pathologist's (SLP) who bill Medicaid will have their annual license, Certificate of Clinical Competence in Speech-Language Pathology (CCCs) renewal paid for by the District. The SLP will be responsible for renewing this license and will be reimbursed by the District.

S. 403(b) Supplemental Retirement Program

Upon establishment of an investment account with an authorized vendor and receipt of a salary reduction agreement, the District shall contribute \$25.00 per month into a teacher's 403(b) supplemental retirement savings account. This contribution will be in place for the 2019-20 school year only.

Article 20—Distance Learning

The District may, at its discretion, implement instructional opportunities through distance learning programs without any further bargaining with the Association. However, if the implementation of the distance learning program will result in the layoff of teachers (as defined in Article 15), the District shall bargain the decision and impact with the Association.

Article 21—Joint Cooperation Committee

Recognizing that many of the demands and pressures placed upon the educational system are largely outside of the control and direction of either the District or the Association, the parties hereby agree to form a Joint Cooperation Committee (JCC) as a mechanism for continued dialogue between the parties during the life of this collective bargaining agreement.

The parties recognize that many day-to-day working conditions concerns are not easily resolved through the collective bargaining agreement, especially if individual building needs are taken into account. The parties, therefore, agree that the Committee shall serve as a vehicle for discussion of these working conditions concerns and as the possible source for a two-way flow of information and effective action resulting from group thinking.

The Committee shall be composed of up to four members designated by each party as follows: Association president; up to three Association representatives with one each from the elementary, middle and high school levels; the Superintendent designee; and up to three District representatives with one each from the elementary, middle and high school levels. The Committee shall meet from time to time as mutually agreed between the parties.

The Committee may address any working conditions/issue it deems appropriate. During this agreement, JCC topics will also include a review of Appendix B (Extra-Duty), collaboration time with multiple employee groups for curriculum and student behavior support development, adding to part-time FTE, TOSA job descriptions, class size review, traveling teachers' daily schedule, staff communication, peer mediator program and co-teaching. Ultimate recommendations will be submitted for review, consideration, and possible action by the Association and either the Superintendent or Board.

Article 22—Retirees as Returning Teachers

The District has the right to hire PERS-retired teachers on temporary contracts. A teacher who retires from the District and is then rehired shall be a member of the bargaining unit. Articles 7 (Evaluation), 14 (Transfers and Vacancies), 15 (Layoff and Recall), and 16.G. (Other Leaves) of the bargaining agreement do not apply to retired teachers.

There are two categories of post-retirement employment for teachers who have retired from the Corvallis School District and are PERS-retired: (1) teachers retiring during the school year who wish to complete the year, and (2) teachers who return in school years following the year of retirement.

A. For Mid-Year PERS-Retired Teachers Who Complete the School Year

1. Teachers retiring during the school year who complete the year will continue with the same salary and benefits for the remainder of the year. No PERS payments will be made by the District.

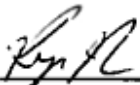
B. For Retirees Hired in Subsequent School Years

1. PERS-retired teachers who are hired in any year following the retirement year shall be placed on the same salary schedule step they were at when they retired.
2. The contract year may have fewer days than a typical 191-day calendar. A re-employment calendar with fewer teacher work days may be mutually developed to address District needs or PERS restrictions on post-retirement employment.
3. Teachers hired post-retirement will continue to earn one sick leave day per month. They may request to carry over up to 25 days of sick leave from pre-retirement accrual, with documentation that the sick leave was not used for PERS retirement calculations.
4. It is the teacher's responsibility to maintain records and ensure compliance with all PERS regulations. If a teacher exceeds the number of PERS-allowable hours, he/she will be responsible for any costs or penalties incurred.

Article 23—Execution/Signatures

Executed in Corvallis, Oregon, by the undersigned officers by the authority of and on behalf of the Corvallis Board of Education and the Corvallis Education Association.

FOR THE DISTRICT

 6/21/19

Superintendent/Date

FOR THE ASSOCIATION

_____
CEA President/Date

 6/21/2019

School Board Chair/Date

Appendix A—Licensed Salary Schedule

Section I. General Provisions

- A. Teachers will be placed on the BA column who have their Bachelor's degree and additional credits after their Bachelor's degree up to 59 credits.
- B. Teachers will be placed on the BA+60 column who have completed an additional 60 or more credits after their Bachelor's degree.
- C. Teachers will be placed on the MA column who have completed their Master's degree and up to an additional 44 graduate level credits after their Master's degree.
- D. Teachers will be placed on the MA+45 and PhD column that have completed their Doctorate degree, National Board Certification, Certificate of Clinical Competence (CCC by American Speech-Language Association), or 45 or more graduate credits after their Master's degree.
- E. Only courses taken from accredited universities will qualify for salary placement purposes.

Section II. Corvallis School District Salary Schedule

CEA Salary Schedule 2019-20				3.75% COLA
Step	BA	BA+60	MA	MA+45/PHD
1	41,172	42,669		
2	42,737	44,234		
3	44,361	45,857	45,857	46,434
4	46,047	47,543	47,543	48,120
5	47,798	49,293	49,293	49,869
6	49,614	51,111	51,111	51,686
7	51,498	52,994	52,994	53,570
8	53,455	54,953	54,953	55,528
9	55,488	56,985	56,985	57,560
10	57,595	59,092	59,092	59,667
11	59,783	61,280	61,280	61,856
12	62,054	63,552	63,552	64,129
13	64,413	65,911	65,911	66,486
14	66,861	68,358	68,358	68,935
15	69,401	70,898	70,898	71,474
16	72,038	73,536	73,536	74,111
17	74,778	76,273	76,273	76,849
18	77,618	79,116	79,116	79,690

**Schedule is based on 191 days*

Appendix B—Extra-Duty Schedule

Section I. General Provisions

A. Experience Credit

1. Experience will be granted for previous assignments in the activity in question.
2. Experience granted for placement as a head coach or head advisor will be granted to assistants in that activity at the rate of one year for each two years of experience.

B. Extra-Duty assignments classified as Unit Pay will be compensated in the following manner:

1. Scorekeeping, timekeeping, judging, etc., football games—one unit per half. All other athletic events—one unit per event.
2. Chaperone Duty: special dances (prom, winter formal, etc.)—two units. Other dances (post-game or event)—one unit.
3. Concessions: one unit for set-up, one unit per event.
4. Video Tape Operator: football games—one unit per half. All other events—one unit per event.

C. Appeal of Extra-Duty Pay

The parties agree to an ongoing review process that is intended to allow the compensation level for Extra-Duty assignments to be changed as warranted by changing conditions. Prior to November 1, either all of the teachers in a particular extra-duty assignment or the District may submit a request to the Assistant Superintendent or designee to review the current salary classification assignment of an extra-duty assignment.

Upon receipt of such request, the Assistant Superintendent or designee shall convene an extra-duty compensation study committee to be composed of two high school Activity/Athletic Directors, an administrator who is assigned to the same grade levels as is applicable to the particular extra-duty assignment in question, and three teachers, none of whom are working in the extra-duty assignment that is the subject of the review. In reviewing such requests, the committee shall utilize the same factors as were previously employed in the determination of category assignment.

Athletic and Extra-Duty Pay Schedule 2019-20

Section II.

	Column I (1-3 years)	Column II (4 or more years)
Athletic Director	\$8,160	\$12,240
A		
Band Director	\$4,190	\$6,174
Baseball Coach		
Basketball Coach		
Cheerleading Coach (includes competition)		
Drama*		
Football Coach		
Soccer Coach		
Softball Coach		
High School Track Coach		
Volleyball Coach		
Wrestling Coach		
Assistants @ 75%	\$3,143	\$4,631
B		
Cross Country Coach (HS)	\$3,032	\$4,631
Cheerleading Coach (no competition)		
Dance Team Coach		
Orchestra		
Swimming Coach		
Vocal Music		
Assistants @ 75%	\$2,274	\$3,473
C		
Golf Coach	\$2,404	\$2,911
High School Newspaper Advisor		
High School Yearbook Advisor		
Middle School Track		
Middle School Cross Country		
Middle School Band		
Middle School Drama		
Middle School Orchestra		
Middle School Vocal Music		
Speech and Debate Coach		
Tennis Coach		
Assistants @ 75%	\$1,803	\$2,183
D		
High School Class Advisors	\$717	\$1,257
Literary Magazine		
National Honor Society		
Assistants @ 75%	\$538	\$942

*The drama stipend expectation is based on a minimum two productions per year. Half the stipend will be paid for one production.

Unit Pay: Extra-duty pay for video tape operator, concessions, chaperone duty, scorekeeping, timekeeping, judging, etc., is established at the rate of \$20.40.

Medical training: Employees will be paid their pro-rated per diem rate for required medical trainings (e.g., First Aid, CPR, epinephrine, glucagon, glucometer, diastat, and tube feeding). Payment will be tracked by sign in sheets at each training and will occur in a timely manner.

Outdoor School: \$169 for each overnight stay

Staff Trainer: \$288/day

Training (attendee): \$173/day

Appendix C—Corvallis District Nurses

- A. Nurses hired by the District are required to hold applicable license(s) for their position.
- B. Nurses shall be placed on the licensed (teacher) salary schedule and receive salary advancement in the same manner as prescribed for teachers in Article 19.
- C. Nurses' work calendar will be a 200-day calendar to ensure District's needs are met, and the calendar will be collaboratively developed. The pay for these additional work days, beyond the teacher's work calendar, will be at the individual nurse's regular daily rate. The work calendar will be shared by the last day of school each year.
- D. Nurses will be evaluated following the same timeline and process as probationary and contract teachers noted in Article 7.
- E. Exclusions from the Agreement
The following contract provisions shall not apply to nurses:
 - Article 14 Transfers and Vacancies
 - Article 18.F. Working Conditions, Instructional Planning Time

Appendix D—Corvallis School District Grievance Form

Grievant _____ School _____

Home Address _____ Home Telephone _____

Immediate Supervisor _____

Type of Grievance (check one)

- ☐ Contract Grievance
☐ Policy Grievance
☐ Administrative Grievance

Level One—Supervisor

- A. Grievance statement (Include facts upon which claim is made, contract article, Board policy or administrative regulation violated, and why informal decision is unacceptable)

Date of occurrence of act or condition giving rise to this grievance _____

Date of informal discussion with Supervisor _____

Remedy sought _____

Grievant signature _____ Date _____

- B. Date received by immediate Supervisor _____

- C. Decision by immediate Supervisor _____

Immediate Supervisor signature _____ Date _____

- D. Date received by Grievant _____

- E. Appeal to Level Two (include reasons for appeal) _____

Grievant signature _____ Date _____

=====

Level Two—Superintendent

- A. Date received by Superintendent _____
- B. Date of hearing _____
- C. Decision by superintendent or his/her designee (including supporting reasons) _____

Superintendent/Designee signature _____ Date _____
- D. Date received by Grievant _____
- E. Appeal to Superintendent for Level Three (include reasons for appeal) _____

Grievant signature _____ Date _____
-
-

Level Three—Board (contract or policy grievances)

- A. Date received by Superintendent _____
- B. Date of hearing _____
- C. Decision by School Board _____

School Board signature _____ Date _____
-
-

Level Three—Arbitration (contract grievances)

- A. Date received by Superintendent _____
- B. Appeal to Arbitration
Signature of Grievant _____ Date _____
Signature of Association _____ Date _____

Appendix E—Other Coverage

CORVALLIS SCHOOL DISTRICT 509J DENTAL / VISION / LIFE / LONG-TERM DISABILITY

Summary of Benefits 2019-20*

*(Plans are reviewed each year)

Licensed Teachers: Full plan details are available on the district website.

DENTAL	<ul style="list-style-type: none"> • The Traditional Plan has the flexibility of choosing your own dentist, and carries a \$1,500 annual maximum per family member per year. Any portion of the \$1,500 annual maximum that is unused at the end of a calendar year may be rolled forward to the next calendar year. • Willamette Dental Group Plan has most services covered at 100% after a \$10 co-pay per visit, no annual maximum, and patients work specifically with Willamette Dental Group dentists.
ORTHODONTIA	<ul style="list-style-type: none"> • Traditional Plan pays 50% of covered charges with a maximum benefit of \$1,500 lifetime per individual. • Willamette Dental Group Plan has no maximum benefit per individual, but the employee pays a co-payment of the first \$1,800.00 of coverage.
VISION	<p>Vision Exam \$200.00 Maximum</p> <p>Vision Hardware \$300 Allowance per calendar year</p> <ul style="list-style-type: none"> • Up to \$200 unused allowance per calendar year may be used for the next calendar year
LIFE / AD & D / LONG-TERM DISABILITY	<p>\$50,000 Term \$37,000 Accidental Death & Disability \$2,000 Dependent Life</p> <p>Long Term Disability 66-2/3% of an insured person's monthly salary not to exceed a maximum monthly benefit of \$4,000. Maximum benefit period is generally to age sixty-five.</p>

Appendix F—Bereavement/Sick Leave

For the purpose of bereavement and sick leave, the following chart outlines the family member and type of leave that can be used.

<u>Family Member* Type</u>	<u>Bereavement</u>	<u>Sick Leave</u>
Spouse/Domestic Partner	X	X
Child (includes foster child, child of domestic partner)	X	X
Anyone you are in loco parentis for (in the place of a parent)	X	X
Unborn Child	X	
Parent (Mother/Father, includes parent of domestic partner)	X	X
In-law (Mother/Father)	X	X
Brother/Sister	X	X
Brother/Sister-in-Law	X	
Grandparents	X	X
Grandchildren	X	X
Aunt	X	
Uncle	X	
Niece/Nephew	X	
Cousin(s)	X	
Current student of teacher	X	

*Definition of family member may be updated following any changes to OFLA and FMLA.

The Superintendent or designee may grant use of leave to other individuals not listed above. The request can be made directly to the Human Resources (HR) Department or through the building office to the HR Department.