



**OREGON SICK TIME RULE GUIDANCE IN
NORTH CLACKAMAS SCHOOL DISTRICT**

North Clackamas School District offers sick time in accordance with OL Ch. 537. Sec. 9 and described in Oregon Administrative Rules Chapter 839, Division 7.

Who is Eligible?

Employees as defined in this rule are entitled to sick time as described in the table below. Employees are eligible on the 91st calendar day after the enactment of the law or employee hire date, whichever is later. Employees that report hours of work via timesheet are eligible for benefits such as:

- o Temporary Classified Staff (if not already eligible)
- o Extra Duty-type Workers (not already covered under another agreement)
- o Non-funded (fund-raised positions that submit time sheets)
- o Substitute Teachers
- o Classified Substitutes - Instructional Assistant, Custodian, Bus Driver, Nutrition Services, Extended Day
- o Coaches
- o Student Workers

	LICENSED SUBSTITUTES	COACHES	ALL OTHERS
Method of Earning Sick Time	Accrual	Front-loaded	Accrual
Earning Rate	1 hour for every 30 worked	40 hours per school year	1 hour for every 30 worked
Minimum Usage Increments	4 hours	1 hour	1 hour
Maximum Accrual/Usage Per Year and Maximum Carryover	56 hours	n/a	40 hours
How to claim Sick Time	Must be previously scheduled to work and cancel substitute teaching job; complete and submit Sick Time Request form	Report hours missed due to sick time; no additional payment to be granted	Complete and submit Sick Time Request form

Claiming Sick Time

Casual employee sick time should be requested on the Sick Time Request form. For licensed substitute employees, the date must be one for which you have cancelled work in Aesop or declined work (if not using Aesop). The substitute tracking system will be used to verify applicability of leave.

Reporting

Available sick time will be listed in iVisions portal, on employee paychecks and on direct deposit notices.

Sick Time Expiration

Sick time for employees covered under this arrangement is granted per the table above. If an employee separates from North Clackamas School District, the employee is not entitled to a payout nor transfer of sick time balances. Sick time as listed above is not reported to the Oregon Public Employee Retirement System (PERS).

Abuse

If NCSD reasonably suspects that an employee is abusing sick time, including engaging in a pattern of abuse, the employer may require verification from a health care provider of the need to use sick time, regardless of whether the employee has used sick time for more than three consecutive days.

Please direct any questions to Carey Pinto, pintoc@nclack.k12.or.us or call 503-353-6030.