



Willamette
EDUCATION SERVICE DISTRICT

EMPLOYEE HANDBOOK

2022 - 2023

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For further information on any of the topics covered in this handbook please refer to the Willamette Education Service District website at www.wesd.org.

Board Policies and other policies in this handbook are subject to change throughout the year. Official Board Policies can be located on the Willamette ESD website under Board of Directors, Board Policies.

To open links when viewing this document in your web browser, Control-click (Command-click for Macs) to open link in a new tab.

WILLAMETTE ESD WORK SITES

19th Street Offices
2765 19th Street SE
Salem, OR 97302

Dragonfly SPS
174 SW River Dr
Dallas, OR 97338
Phone - 503.385.4817

Early Childhood Center
2600 Pringle Rd SE
Salem, OR 97302-1533
Phone - 503.385.4675
Fax - 503.540.2952

Lord High School
Oregon Youth Authority
MacLaren Youth Correctional Facility
2630 N Pacific Hwy
Woodburn, OR 97071
Phone - 503.981.2501
Fax - 503.981.2505

Marion Center
2611 Pringle Rd SE
Salem, OR 97302-1533
Phone - 503.588.5330
Fax - 503.363.5787

Mill Creek
Marion County Juvenile Department
2970 Center St NE
Salem, OR 97301
Phone - 503.588.5321
Fax - 503.585.4095

Oregon State Hospital
Quest Adult School
2600 Center St
Salem OR 97301
Phone - 503.945.9982

Oregon Text Book & Media Center
2060 Vista Ave Ste. 100-110 SE
Salem, OR 97302
Phone - 503.540.2940
Fax - 503.385.4716

Polk Center
124 SW Walnut Ave.
Dallas, OR 97338
Phone - 503.385.4817

Seymour Center
3737 Portland Rd
Salem, OR 97302
Phone - 503.390.2600
Fax - 503.463.6280

Willamette Career Academy
1200 Lancaster Dr NE
Salem, OR 97301
Phone - 503.370.5000

Woodburn Center
576 Ray J Glatt Circle
Woodburn, OR 97071

Woodburn Preschool
1025 Park Ave #503
Woodburn, OR 97071
Phone - 503.385.4823

Yamhill Center
2045 SW Hwy 18, Ste. 100
McMinnville, OR 97128
Phone - 503.435.5900
Fax - 503.435.5920

BOARD OF DIRECTORS

The Oregon Legislature delegates to the Board responsibility for the governance of ESD's. Board members are as follows:

Zone 1	Arturo Vargas
Zone 2	Vacant
Zone 3	Alonso Oliveros
Zone 4	Anna Ali, Vice Chair
Zone 5	Larry Trott, Chair
Business Community	Frank W. Pender Jr.
Higher Education	Dr. Sue Monahan
Social Services	Vacant
At-Large	Bill Linhart
Advisor	Ginger Redlinger, <i>North Marion Superintendent</i>

Regular Willamette ESD Board meetings are held on the first Tuesday of the month (unless otherwise noted on their website). All regular and special meetings of the Board are open to the public via Zoom Webinar. Board packets are available on the [Willamette ESD website](#) or by contacting the Board Secretary at ext. 4759. Staff members are invited to view the Board meetings to become acquainted with the services and operations of the Willamette ESD.

WILLAMETTE EDUCATION SERVICE DISTRICT

Mission Statement

"Success, Achievement, Together... For All Students"

Employment & Safety Designees

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, sexual orientation, marital status, and disability of the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following individuals have been designated to coordinate compliance with specific legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, Health insurance portability and Accountability Act (HIPAA), and Section 504 of the Rehabilitation Act of 1973.

Superintendent
Chief Administrative Officer/Clerk ORS
334.225,332.515

Deputy Superintendent
Section 504 Compliance Officer, 34 CFR
104.7(a)

Executive Director of Human Resources
Affirmative Action
Officer Title IX
Compliance Officer
Americans with Disabilities Act
Coordinator

Director of Facilities
Health and Safety Officer
Asbestos Hazard Emergency Response
Act Designated Person, 40 CFR Part 768.34
Integrated Pest Management Plan Coordinator,
ORS 634.700

SERVICES & PROGRAMS

Business Services

The Business Services Department is responsible for all the financial and business activities of Willamette ESD. Business Services reviews procedures, implements controls, and provides training to allow for effective operations while minimizing risk.

Responsibilities of this department include:

- Annual budget development
- Annual audit and financial report
- Monthly financial reporting
- Budget monitoring
- Cooperative purchasing
- Contract processing and monitoring
- Inventory and fixed assets
- Payroll
- Accounts payable
- Accounts receivable
- Training and procedure guides
- Policy review

Contact Business Services Department at 503.385.4692.

Center for Education Innovation, Evaluation & Research

The Center for Education Innovation, Evaluation, and Research (Center) motto is “Innovating Practice, Evaluating Impact, Demonstrating Success.” The Center partners with Willamette ESD staff and departments, education professionals, schools, school districts, other Education Service Districts and stakeholders to provide a multidisciplinary approach to project evaluation, program development, implementation, technical assistance, professional development and dissemination of research.

The Center provides the following services:

Data Analysis, Predictive Analytics, and Forecasting

Data-based decision-making is critical in today’s educational environment. Whether at the district, school, or classroom level, using an accountability system to measure what is valued rather than what is easy to measure is key for every student’s success. Center staff can assist in developing, revising, and analyzing multiple types of data to facilitate decision-making and identifying the next steps. Services include:

- Continuous improvement process protocols
- Needs assessment
- Survey design
- Statistical analysis
- Qualitative analysis
- Forecasting for goal development

Program & Project Evaluation

The Center provides a positive and supportive environment in which to conduct project evaluation. Our goal is to not only identify the project’s final outcomes and impact but also to provide feedback throughout project implementation. Services include:

- Development of evaluation sections for grant proposals
- Formative and summative evaluation design and implementation
- Logic model development
- Quantitative and qualitative data collection tools and analysis
- Survey design and administration
- Focus group, observations, case studies, and interview facilitation
- Descriptive, correlational, and predictive statistical analysis
- Report development and design

Data Coaches

This service is designed to guide a school district through the implementation of school and district level data teams. This includes helping districts develop teams, training teachers and administrators in the data team process, providing guidelines on conducting a data team meeting, and assisting teachers and administrators in analyzing student data. Support is also provided in identifying areas of challenge, implementing change, measuring progress, and evaluating the effectiveness of implemented processes. Recognizing that districts are in different stages of data team implementation, these services can be customized based on the needs of the district.

Grant Writing

The Center provides assistance in all aspects of proposal development. Services include:

- Conceptualizing, developing and writing proposals
- Development of proposal budgets
- Project evaluation design (e.g., logic model/theory of change design)
- Submission of proposals for external funding

Oregon Data Suite/Early Indicator & Intervention System (ODE/EIIS)

The Oregon Data Suite (ODS) provides educators a state-of-the-art, easy-to-use tool to monitor data points and analyze key indicators of student progress, attendance, and behavior. Data from the school district student information system is uploaded nightly and accessed through the web-based ODS dashboards. The ODS is a visually intuitive tool that allows school district personnel to review student data as well as create custom reports and analysis. The EIIS helps to identify students at risk of academic failure, thus allowing educators to focus their energy on helping students succeed.

Regional Educator Network (REN)

In 2017, Oregon Legislature passed Senate Bill 182 which created the Educator Advancement Council (EAC), an innovative public/nonprofit partnership designed to support public educators. Through this bill, the EAC was charged with the task of creating local educator networks. These ten networks or "Regional Educator Networks" (REN) are designed to create a seamless system of support for educators through three major vehicles:

- Teacher's voice
- Equity mindset
- Continuous improvement model

Our Regional Educator Network (South Coast to Valley REN) encompasses 31 total school districts spanning the Willamette Valley and South Coast Region. The South Coast 2 Valley REN has organized around the common goal of creating a system of support for recruitment and retention of educators of color through equity, inclusion, anti-racism, and culturally responsive efforts made accessible to all. Sample supports offered to educators in our region through the

the REN include:

- Affinity groups for educators of color & allies
- Equity mentorships for administrators
- Culturally responsive design teams to support schools and districts
- Regional norms and equity policies
- Capacity building for culturally responsive mentoring

Grow Your Own (GYO) program

The Willamette ESD's "Grow Your Own" (GYO) program collaborates with our 21 districts to encourage and assist school district staff who wish to become licensed educators. The GYO Teacher Pathway Navigator works directly with Willamette ESD and school district staff to help connect aspiring educators with the information, resources, and tools to advance their careers either through community colleges and/or Educator Preparation programs.

Contact The Center for Education Innovation, Evaluation, and Research at 503.385.4865.

Communications

The Communications Team provides an array of communication services to Willamette ESD leadership and department and serves school districts and partners in our region. The innovative, friendly, and award-winning team has helped our agency elevate professionalism, connect with families and staff, and create a culture of collaborative communication.

Primary service categories include:

- Communication Strategy
- Presentation Strategy and Design
- Brand Identity & Graphic Design/Multimedia Production
- Copywriting & Editing
- Event & Program Promotion
- Crisis Communications
- Video Production
- Photography
- Media Relations

Staff interested in project support or consultation from the Communications Team should email communications@wesd.org.

Facilities and Operations

The Facility Services Department is responsible for the maintenance, cleaning and general upkeep and safety of all Willamette ESD buildings. The Facilities Operations Department oversees Threat Assessment, Sexual Incident Response and Suicide Prevention Consultation for school districts in the counties Willamette ESD serves. The Department also manages the Emergency Preparedness Consulting work that serves WESD, Linn Benton Lincoln ESD and Lane ESD regions. Through its operations, this department ensures the health and safety of all District staff, students and public that enter the buildings.

Responsibilities of this department include:

- Facility repairs, maintenance and operations
- Capital improvements
- Health and safety programs
- Building security
- Custodial services
- Vehicles and courier services
- Compliance with State and local regulations
- Sustainability
- Threat assessment coordination
- Emergency preparedness consulting

Facility Use

The primary purpose of the Willamette ESD conference rooms or Professional Learning Center is to meet the needs of Willamette ESD and our constituent districts. Conference facilities may be used by other state and community groups when they are available for such use. Willamette ESD facilities will not be used to sponsor, participate in, or financially support religious activities. (OAR 581-024-0288)

The Superintendent will establish the rules, processes, and charges for facilities use by outside groups. The Superintendent or their designee will approve all uses by outside groups. The Superintendent will have the right to cancel any building usage if it is deemed to be in the best interest of Willamette ESD.

The union and its representative will have the right to access designated Willamette ESD facilities for regular or special meetings, provided such meetings are not inconsistent with the administrative procedures regarding the use of Willamette ESD facilities. Willamette ESD may make a reasonable charge when services are required beyond normal operations.

Request of Services from Facilities

The Facilities Department utilizes a prioritized work order system for managing workload. All requests for services from the Facilities Department must be submitted through the work order system, SchoolDude. The work order system, as well as training and reference materials, can be accessed at various links under the Facilities Department webpages.

To find and place a work order, go to the [Willamette ESD website](#), Departments, Facilities.

After entering your e-mail address, your initial password is “password.” The following priorities are assigned to all work orders:

- **EMERGENCY** – In the event of immediate danger to life at a Willamette ESD facility, contact a manager in the building and/or call 911. For urgent problems with Willamette ESD facilities, such as flooding, alarms, and other immediate hazards, call 503.385.4717. DO NOT USE the work order system, SchoolDude.
- **SAFETY** – Non-emergency safety issues – same-day response at the above phone number.
- **HIGH** – 5 working days. Situations such as scheduled preventative maintenance, repairs, and services with an immediate impact on Willamette ESD operations or services (detailed justification must accompany request).
- **MEDIUM** – 30 working days – General repairs and services without an accompanying High Priority justification.
- **LOW** – 60 working days – Convenience or aesthetic repairs and services.

Threat Assessment, Sexual Incident Response & Suicide Prevention Consultation

Willamette ESD provides comprehensive, graduated threat assessment coordination for Marion, Polk, and Yamhill counties’ schools.

- Our experienced consultants collaborate with school counselors, administrators, parents, law enforcement, mental health, and other intervention specialists to effectively manage situations and students of concern.
- The school safety team trains participating districts’ staff, provides consultation and also conducts assessments, and provides timely written summaries at the conclusion of that process.

The team leader serves as the education representative on the multi-agency threat assessment team. That multi-agency team is responsible for:

- Reviewing all Level Two threat assessments
- Providing a direct conduit to community services and ongoing support— especially for students deemed at high risk

Emergency Preparedness Consulting

Willamette ESD provides emergency planning assistance to any K-12 educational entity within the WESD, Linn Benton Lincoln ESD, and Lane ESD service areas. This work is funded by a grant through the Oregon Department of Education and implemented by staff of WESD.

Contact the Facilities and Operations Department at 503.385.4717.

Human Resources

The Human Resources(HR) Department coordinates and oversees a number of important services for the agency and staff, such as those listed below:

- Recruitment and hiring of Classified, Licensed, Administrative, Confidential, Non- Represented and Temporary staff, including posting jobs, processing applications, and onboarding of new employees
- Maintenance and security of personnel files and medical records
- Managing employee benefits, such as health insurance, voluntary insurance, employee wellness program, and the employee assistance program (EAP)
- Maintenance of employee performance evaluations and related documents criminal background checks, disclosures, and fingerprinting requirements
- Verifying professional staff licenses and related documents
- Processing unemployment claims
- Facilitating mandatory all-staff training
- Updating policies
- Negotiation of collective bargaining agreements with WVEA and WESDEA
- Advising staff and management on policy interpretation and labor relations
- Facilitating the Labor Management Committee (LMC) for Classified Staff Facilitating Professional Issues Committee (PIC)for Licensed Staff

Employee Wellness Program

The Wellness Program is a staff-centered initiative designed to equip employees with the tools to be healthy and resilient. The health and well-being of staff is integral to promoting and protecting the health of students and helps foster their academic success. Willamette ESD is committed to creating a successful employee wellness program that focuses on physical health, mental health, and life enrichment.

Loan Forgiveness

Employees may be eligible for student loan forgiveness as administered by the U.S. Department of Education. To learn more about Student Loan Forgiveness, Cancellation, and/or Discharge, please review the eligibility requirements as outlined on the studentaid.gov website or contact your lender directly. Once eligibility is determined, Human Resources may assist in the completion of the employer certification section of the application form.

Contact the Human Resources Department at 503.385.4834. The HR Department is located in the Marion Center on the 2nd floor. Please refer to the HR Department pages on the [Willamette ESD website](#) for the names and primary duties of HR staff.

Oregon Migrant Education Service Center (OMESC)

Coordination of Migrant Education Services

The Oregon Migrant Education Service Center (OMESC) is the educational support agency of the Oregon Department of Education's (ODE) Migrant Education Office. The OMESEC serves as an umbrella organization to ODE's 18 Regional Migrant Education Offices funded under Title I, Part C of Every Student Succeeds Act (ESSA).

In collaboration with the ODE Migrant Education Office, OMESEC provides professional development, technical support, and program planning consistent with the needs of the 18 regional programs serving eligible migrant students. These needs include, but are not limited to, identification & recruitment of migrant students, student record exchange systems, family engagement, preschool readiness, J1 Visa, bi-national teacher exchange programs, and educational best practices.

Identification & Recruitment

- Provide training and technical assistance on Title IC-Child Eligibility
- Validate and perform quality control checks on the Certificate of Eligibility (COE) Maintain Certificates of Eligibility for the State
- Perform state retrospective and prospective re-interviews
- Networking with community stakeholders
- Identify and recruit in non-program areas in the state
- Provide recruitment support to the 18 regional programs

Records Transfer

- Maintain the operations and development of the Oregon Migrant Student Information System (OMSIS)
- Monitor MSIX file transfers, manage worklists, respond to student move notifications, and enforce and implement federal MSIX regulations
- Provide training and technical assistance on OMSIS and MSIX
- Produce federal, state, and regional reports
- Member of the MSIX State Users Group for Analysis and Recommendations (SUGAR)

Professional Development

- Supplemental instructional & support services
 - Pre-K Readiness

- Reading and Mathematics
- High School Graduation
- Family Engagement
- State Parent Advisory Committees
- School-Family & Community Engagement
- Family Literacy
- Oregon Migrant Education Spring Professional Development
- Oregon Migrant Education Conference
- Oregon Migrant Education Parent Institute
- Oregon Migrant Education Youth and Pre-K Institute
- Migrant Education Program In-Service

Special Services

24-Hours Accident Insurance

- Provide training and technical support to local MEP staff and parents on insurance benefits and claim form
- Verify child eligibility for claim reimbursement

Binational Teacher Exchange Program (BTEP)

- Facilitate the Binational Teacher Exchange Program
- WESD J-1 Visa Exchange Visa Sponsor
- Provide training, distribution, and technical assistance on the Binational Transfer Documents
- OMESC serves as a US liaison to states in Mexico via the Oregon Initiative for Binational Instructional Exchange (OIBIE)

US/Mexico Education Partnership (OMEP)

- Facilitate the agency's coordination and networking
- Provide technical assistance for the 18 regional programs on OMEP

Contact the Oregon Migrant Education Services Department at 503.385.4592.

School Improvement Services

The School Improvement Services Department serves a variety of needs for the 21 districts in the WESD region as well as extended service regions. Various programs work in tandem to support districts, meet the goals in their integrated planning, including but not limited to meeting state and federal standards for operating, professional development in best practices in teaching and learning, coaching, technical assistance, career connected learning, accelerated credit opportunities for students, career technical programming, regional migrant services, and contracts with the Oregon Department of Education to meet the needs of students in local detention and correctional facilities.

Below are descriptions of some of the work that we do. Our goals center around:

- Equitable Systems and Partnerships
- Clear and Focused Communication
- Learner Success and Achievement for Every Learner
- Professional Learning and Capacity Building

Through these key focus areas and with support from other WESD departments expertise, we provide comprehensive services to districts to meet their strategic and integrated goals. To create success, achievement, together, for all students, we emphasize quality customer service and a willingness to dig in and find solutions that provide equitable access and outcomes for students and families.

Professional development opportunities are often open to all. Please check in with your supervisor if there is one you would like to attend and register.

Willamette School Improvement Leadership Meeting

This meeting provides space for educators to share ideas and leverage support across the region for improvement in teaching and learning practices. Programs and opportunities from across the region and state are invited to these meetings to share ideas and potential innovations to district leadership that move the dial for student equity, access, and achievement. Monthly meetings include state rule changes and policy updates, and information provided directly from various teaching and learning partners at the Oregon Department of Education. Curriculum adoption support is provided throughout the year, using the [Oregon Department of Education's curriculum adoption schedule](#). Innovative partnerships and shared ideas around professional development stem from this meeting creating regional school improvement initiatives. (Districts do not have to purchase the WSI or WSI Max service below to attend the meeting or participate, however, without the purchase they may not receive the same discounted rates on offerings.)

Willamette School Improvement & Willamette School Improvement Max

Willamette School Improvement (WSI) is a purchased service for districts for additional support and professional development not covered by the Student Success Act. A team of teaching and learning focused administrators from each district meet monthly to learn and find technical assistance with curriculum, instruction and assessments, educator evaluations, state and federal reporting, mentoring, ESD and ODE programming, integrated planning and execution of plans, and to determine how best to use their pooled resources to access professional development, mentoring, and other resources related to school improvement staff improve teaching and learning.

Willamette Promise

The Willamette Promise Dual Credit Program provides accelerated credit and career and college opportunities for students across the state. It includes high-quality professional development through Professional Learning Communities for teachers, counselors and administrators, partnerships with local colleges, universities, state agencies, and local business and industry, technical assistance and high-quality customer service.

Control Tower

The Control Tower program supports districts in offering career-connected learning for students through work-based learning and school-level implementation of employability skills curriculum. The primary features of Control Tower include a regional approach to offering work-based learning for all interested students, Work-Based Learning (WBL) opportunities from a variety of career clusters that comply with relevant ODE and BOLI guidelines, WESD-based staff support that provides industry partner recruitment, pre-screening, and background checking, and a centralized online management system for students and staff to view and apply for opportunities and also participate in career-related learning activities.

ORSkills Essential Skills Assessment System

ORSkills is a system that houses Secure Assessments of Essential Skills and provides an alternative way for students throughout the state of Oregon to meet requirements in reading, writing, and math. The system stores and delivers prompts that are available in multiple languages created by ODE and ESDs. Submission and storage is secure and there are options for self scoring, in-district scoring, or a paid option for open scoring by hired scorers. There is a system-wide analysis of the work sample results and calibration of scoring practices across the entire population of ORSkills users.

During the COVID shut down, Essential Skills Assessments were paused and they will be once again for the 2022-2023 school year. We will resume once this changes.

For more information on current graduation requirements in Oregon, click [here](#).

Mill Creek Academy at Marion County, Juvenile Detention Education Program (JDEP)

Willamette ESD manages the Marion County Juvenile Detention Education Program. Youths in grades 6-12 enter the juvenile detention center by either being arrested for a statutorily detainable charge or for being in violation of their court ordered probation order. Lengths of stay vary significantly based upon many variables such as past history, current charge, risk to the community and available level of supervision in the community. Our program strives to provide the most meaningful and successful educational experience possible for the time we have with each student. This education program operates on a year-round calendar and provides instruction for a total of 220 days annually and serves up to 32 male and female students at a time.

Lord High School at MacLaren Youth Correctional Facility, Youth Corrections Education Program (YCEP)

The [Oregon Department of Education \(ODE\)](#) and [Oregon Youth Authority \(OYA\)](#) contract with Willamette Education Service District to provide education programs for students who reside at [MacLaren Youth Correctional Facility](#). This education program operates on a year-round calendar and provides instruction for a total of 220 days annually. This program is accredited by Northwest Accreditation Commission (NWAC) and serves approximately two hundred male students. Classes are taught by licensed teachers, and the curriculum meets all state requirements for graduation from the high school. The education program provided serves young men from the ages of twelve to twenty-five. Students are served through a combination of direct instruction, online courses, and educational software. We assess students' skills and place them in appropriate classes. We then provide substantial encouragement and support, as they work to earn their high school diploma. Graduates are equally prepared for college or entering a vocational trade.

Library Media Specialist

Library media specialist services are for districts who may not have access to a licensed Librarian. We currently have two part time Librarians who serve a number of districts with their needs.

Homeschool Registry

Families who choose to homeschool their children in the WESD region register through the Homeschool registry system. We do not offer curriculum or assessments. This is a simple registration and information is shared throughout the region with districts to track student attendance in schooling.

Paraprofessional Assessment

The School Improvement Services department offers the Paraprofessional Assessment for those seeking to meet requirements for "highly qualified" status in classified employment and for paraprofessionals who are seeking a certificate to meet the "No Child Left Behind" guidelines. We proctor exams and support districts as well.

Student Success Act Coordination and the Cross-Functional Equity, Inclusion and Achievement Team (CFEIA)

The Student Success Act (SSA) is part of Oregon HB 3427 and requires Education Service Districts (ESD's) to provide technical assistance for regional educators of their service districts. ESD SSA programs continually engage with regional educators to identify regional priorities written in their component district Student Success Act Integrated Plans --including Student Investment Account, High School Success, Continuous Improvement Plans, Career and Technical Education (Perkins V), Every Day matters and Early Indicator and Intervention Systems. The Willamette ESD's CFEIA Team, comprised of administrators and specialists with specific areas of expertise, have established networks in the student success priority areas and offer communities of practice, workshops, consultation, and program access to component districts to: (1) Meet student behavior and mental health needs, and (2) Increase academic outcomes for all students and decrease academic disparities for historically underserved populations.

At the center of the support provided by the CFEIA Team are Equity, Continuous Improvement, and Multi-tiered Systems of Support. Focusing on building local capacity, the CFEIA Team supports WESD's component school districts and regional educators as they work toward systems change in realizing improvements to the required longitudinal performance growth targets required by the Oregon Department of Education: Regular Attendance, Third Grade Reading, 9th Grade on Track, Four-year Graduation Rates, and Five-year Graduation Rates, with special emphasis on the growth and achievement of historically marginalized populations.

In addition to multiple specialists in mental and behavioral health, literacy, math, and social emotional learning, our EL Specialist, Multi-Tiered Systems of Support Coach, Attendance Advocate, School Safety Team Members and our Family Support Advocates (Social Worker) contribute to the CFEIA team's efforts to provide comprehensive support to districts in their integrated planning.

The Willamette Career Academy

The Willamette Career Academy (WCA) is a regional hub for career/technical innovation. The program serves students and business partners from across Marion, Polk, and Yamhill counties. The Willamette Career Academy provides opportunities for students to explore and engage in learning high-demand skills. The program is a result of the partnership between Mountain West Investment Corporation and the Willamette Education Service District. It currently serves 11 school districts and multiple private schools. The program provides equitable access for high-quality CTE programs to students in Marion, Polk, and Yamhill counties. Course offerings complement CTE programs in regional school districts. Participating students will retain their school identity in their home district and program design emphasizes innovation, informed by student and industry input.

Current program offerings include; Cosmetology, Health Services, Pape Diesel Technology, Freres Manufacturing Technology, Construction Technology, and Computer Science/Information Technology.

Willamette Migrant Education (Region 16)

Willamette Migrant Education Program (MEP) is an educational support program that advocates for the culturally specific needs of migrant students and their families to support high-quality and comprehensive educational programs for migratory children. This advocacy is to help reduce the educational disruptions and other problems that result from repeated moves and to ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and State academic content and student academic achievement standards. . MEP facilitates parent advisory committees and provides support to the following school districts: Marion, Polk, Yamhill, Linn, Benton, and Lincoln Counties. MEP identifies and provides culturally responsive, relevant, and reinforcing services to migrant families with children ages 3-21.

The program ensures students are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner in grades pre-K to high school in regular school year and summer school programs. Staff provides support to district recruiters and staff who provide supplemental instruction in areas including academic content, early childhood education, communication (native language), ESOL, educational guidance and advocacy, high school graduation support and assistance in partnership with school districts, college course assistance and other related services for students and families. They design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of migrant children to do well in school, and to prepare them to make a successful transition to post-secondary education or employment. These actions ensure migratory children benefit from State and local systemic reforms through resources and advocacy.

MEP builds partnerships in education which help educators expand their culturally specific knowledge and expertise. The MEP actively works alongside students and their families, early childhood education organizations, community-based organizations, government agencies, institutions of higher learning, local businesses, and the community in general to co-construct equitable educational outcomes. MEP actively encourages, supports, and expects high academic achievements for each student that is provided in a culturally informed, responsive, relevant, and culturally reinforcing manner.

Special Education

Willamette Education Service District's (WESD) Special Education Department provides an array of specialized services for children, birth through age 21. For example, the department provides Early Intervention and Early Childhood Special Education evaluations, services, and placement options for children with disabilities residing within the 21 school districts served by Willamette ESD. In addition, the special education department staff provides regional services and supports to children and students with low incidence disabilities throughout our region. The department's highly trained staff also fulfill a variety of contracts with the Oregon Department of Education, and other state entities, to provide designated special education services. Finally, the special education staff provides resolution services that are requested by our component school districts. Below is a list of the broad service areas provided by the department:

- Audiological Services
- Augmentative Communication Services
- Autism Spectrum Disorder Services
- Behavioral Services
- Braille and Large Print Textbook Production (OTMC)
- Deaf and Hard of Hearing Services
- Early Intervention and Early Childhood Special Education Services
- Nursing Services
- Occupational and Physical Therapy Services
- School Psychologist(s)
- Speech and Language Services
- Youth Transition Program
- Vision Impaired Services

Quest Adult School

Quest Adult School offers opportunities for 18–21-year-old students to continue their education while residing at the Oregon State Hospital. Quest students are able to earn high school diplomas, study for their GED, and learn valuable life skills. Quest offers coursework in a variety of areas including reading, math, social skills and vocational and job skill training. The staff at Quest offer academic support, social/emotional skill building, individualized transition planning as well as specially designed instruction for students who qualify for an IEP. Teaching staff are on site to support students with their education and offer a positive, safe space to learn during their hospital stay.

Contact Special Education Department at 503.385.4550.

Technology Services

The Willamette ESD Technology Department provides services to agency employees and the School Districts within the Marion, Polk, and Yamhill County areas. Through our partnerships with other Educational Service Districts, we serve other organizations and customers throughout the state of Oregon. This group's highly skilled staff provides services for the agency, including:

- Application training off-site and at the Willamette ESD Marion and Yamhill Centers
- Desktop Support
- EduStaff – Substitute Payroll System
- Fiscal, student, and special education data systems
- Frontline – Substitute Management Services
- Internet services WAN/LAN design and management
- Network, Server, and Security consultation and services
- On-site hardware and software support
- Parent Square
- Student-level data warehousing, application hosting (ASP)
- Technology Security Services
- Web hosting, programming/application development/design

Contact Technology Services Department at ext. 4856 or 503.385.4856.

Equity, Diversity & Inclusion

The EDI Department is unique department of one: the EDI Regional Director. The EDI Regional Director's role is to develop EDI Practitioners by offering EDI consultation, guidance, resources, and coaching for and with internal and external partners. Three key focus areas of responsibility and collaboration centered in EDI practice development are primarily, with the following WESD groups:

1. EDI Advisory Team (voluntary, multi-department representatives)
2. Cross Functional Equity and Inclusion Achievement (CFEIA) Team
3. Regional Educator's Network (REN)

EDI Initiatives:

- EDI Consultation - Internal Staff and External Partners
- Strategic Plan Development and Implementation
- Annual EDI Survey
- EDI Professional Development Series
- EDI Advisory Team Facilitation
- Annual EDI Retreat
- EDI Lens Tool Application
- EDI Dialogue Facilitation
- Public Speaking
- Policy Development
- Organizational Development
- Equity Audit
- Coaching for Equity
- Document and Project Reviews for EDI lens application - culturally responsive, relevant, and reinforcing
- EDI Leadership Team development and facilitation with Regional School Districts

The EDI Department's aim is to co-create and co-develop EDI Practitioners, an inclusive culture of belonging for all staff, and establish equitable systems that are culturally responsive to all students and families we serve.

Contact Equity, Diversity, & Inclusion Department at 503.385.4497.

SCHOOL DISTRICTS

Amity SD 4J

807 Trade St. PO Box 128
Amity, OR 97101
Jeff Clark, *Superintendent*
503-835-2171

Falls City SD 57

111 N Main St.
Falls City, OR 97344
Cory Ellis, *Superintendent*
503-787-3521

Cascade SD 5

10226 Marion Dr. SE
Turner, OR 97392
Darin Drill, *Superintendent*
503-749-8488

Gervais SD 1

290 1st St. PO Box 100
Gervais, OR 97026
Dandy Stevens, *Superintendent*
503-792-3803

Central SD 13 J

750 S 5th St.
Independence, OR 97351
Jennifer Kubista, *Superintendent*
503-838-0033

Jefferson SD 14J

1328 N 2nd St.
Jefferson, OR 97352
Brad Capener, *Superintendent*
503-843-2433

Dallas SD 2

111 SW Ash St.
Dallas, OR 97338
Steve Spencer, *Superintendent*
503-623-5594

McMinnville SD 40

1500 NE Baker St.
McMinnville, OR 97128
Debbie Brockett, *Superintendent*
503-565-4000

Dayton SD 8

780 Ferry St.
Dayton, OR 97114
Steve Sugg, *Superintendent*
503-864-2215

Mt. Angel SD 91

890 E Marquam St. PO Box 1129
Mt. Angel, OR 97362
Rachel Stucky, *Superintendent*
503-845-2345

Newberg SD 29J

714 6th St.
Newberg, OR 97132
Steven Phillips, *Superintendent*
503-554-5000

North Marion SD 15

20256 Grim Rd. NE
Aurora, OR 97002
Ginger Redlinger, *Superintendent*
503-678-7100

North Santiam SD 29J

1155 N 3rd Ave.
Stayton, OR 97383
Lee Loving, *Superintendent*
503-769-6924

Perrydale SD 21

7445 Perrydale Rd.
Amity, OR 97101
Dan Dugan, *Superintendent*
503-835-3184

Salem-Keizer SD 24J

2450 Lancaster Dr. NE, PO Box 12024
Salem, OR 97305
Christy Perry, *Superintendent*
503-399-3001

Sheridan SD 48J

435 S Bridge St.
Sheridan, OR 97378
Dorie Vickery, *Superintendent*
971-261-6959

Silver Falls SD 4

802 Schlador St.
Silverton, OR 97381
Scott Drue, *Superintendent*
503-873-5303

St. Paul SD 45

20449 Main St. NE
St. Paul, OR 97137
Joe Wehrli, *Superintendent*
503-633-2541

Willamina SD 30JT

1100 Oaken Hills Dr. PO Box 1000
Willamina, OR 97396
Carrie Zimbrick, *Superintendent*
503-876-4525

Woodburn SD 103

965 N Boones Ferry Rd.
Woodburn, OR 97071
Joe Morelock, *Superintendent*
503-981-9555

Yamhill-Carlton SD 30JT

120 N Larch Pl.
Yamhill, OR 97148
Clint Raever, *Superintendent*
503-852-6980

ORGANIZATIONAL STRUCTURE

Cabinet

Russ Allen	Tonya Coker	Dr. Dave Novotney
Michael Beck	Jeff Easter	Melissa Ojeda-Hernández
Gretchen Brunner	Merced Flores	Dr. Ella Taylor
Dr. Maria Chavez-Haroldson	John Nielson	Tishri Tucker
Michael Clark		Margo Williams

Leadership Team

Sean Aker	Johnie Ferro	Kendra McGahuey
Russ Allen	Merced Flores	Christine Nesbit
Jackie Bauman	Lisa Freiley	John Nielson
Michael Beck	Denise Galindo	Dr. Dave Novotney Melissa
Gretchen Brunner	Colleen Henry	Ojeda-Hernández
Dr. Maria Chavez-Haroldson	Jay Hernández	Amber Ryerson
Cherie Clark	Addie Howell	Cassie Stafford
Michael Clark	Michael Jackson	Kerri Tatum
Tonya Coker	Karen Jarshaw	Dr. Ella Taylor
Michael Conn	Dr. Pat Ketcham	Tracy Taylor-Duffy Tishri
Holly Dalton	Kari Laizure	Tucker
Dr. Cheryl Davis	Liz Leandres-Vaughn	Erick Welsh
Jeff Easter	Justin Lieuallen	Adam Whalen
April Felguth	Travis McDonald	Margo Williams

GENERAL OPERATING PROCEDURES

Parking

Employee parking is provided in the lot behind the Marion Center and is accessed from Fairview and 12th Place. The parking lot in the front of the building is designated as guest parking. The south end of the building (admin lot) has numbered spaces designated as assigned/reserved parking.

Reserved parking spaces are marked at other Willamette ESD sites. The remaining unmarked parking spaces are considered general parking for staff and guests at the facility. Staff and guests should not park in a way that obstructs vehicle access gates or bus loading zones.

Identification Badges

Identification badges must be worn when in any of the Willamette ESD sites, as well as when conducting Willamette ESD business. Identification badges are available in Technology Services by calling ext. 4856 to set up an appointment. If you lose your ID badge, you must report it to your supervisor immediately. There is a \$10.00 charge to replace an identification badge.

First Aid

[Board Policy EBBA](#)

CPR/First-Aid/AED Classes

Classes are periodically held at Willamette ESD for regular staff who must maintain current certification in order to satisfy the requirements of their job descriptions. If your position requires Adult & Pediatric First-Aid/CPR/AED certification, you are responsible to assure it is always current for work purposes.

At the beginning of each school year, Human Resources (HR) announces the dates, times, and locations where classes will be held. HR also coordinates attendance registration and instructors for the classes. A schedule of classes and locations can be found on the Willamette ESD website

homepage under Services - Professional Development Services.

Certification cards will be provided at the completion of training by the instructor. Each department pays for its staff members to attend; therefore, supervisor approval is required prior to registering. If you register and are unable to attend, you must notify your supervisor and HR as soon as possible. The minimum number of class participants is 10 and classes may be canceled if the minimum number of participants is not reached.

Inclement Weather/ Emergency Closures

The Superintendent or designee may close the Willamette ESD facilities due to inclement weather, outages, or emergencies.

If the employee's assigned worksite(s) is closed because of an emergency, they may be directed to telework or report to another location.

Alternatively, depending on the situation employees may be directed to not work and classified staff may use personal, non-contract or vacation leave as approved by the supervisor.

All employees should ensure that the [Employee Access Center \(EAC\)](#) is updated with their current home phone number, email, and address for purposes of emergency closure notifications.

The Superintendent or designee is the only person authorized to declare a closure or delayed starting time(s) for Willamette ESD and its staff. If a closure or delay is declared: notification will be sent out to all employees who have opted to receive text/email/telephone notifications in the Employee Access Center (EAC), a message advising of the closure will be posted on the [website](#), and notification will be sent to local media outlets.

Workplace Standards & Norms

To support Willamette ESD staff in fostering a clean, professional and supportive work environment, the Workplace Norms and Workplace Standards have been developed. They provide guidelines on our workplace personal interactions and office courtesy, as well as establishing some standards for the way we take care of our workspaces.

In the implementation of these Norms & Standards, Willamette ESD strives for consistency in its application including consistency between our worksites and consistency from department to department. The goals are positive, to assure we are all comfortable and productive and can take pride in our workplace.

Links to the Willamette ESD Workplace Standards and WESD Workplace Norms are found in the [Facilities section](#) of the Willamette ESD website.

Meeting Room Availability & Scheduling

The Marion Center has several conference rooms which are available for staff use for meetings, workshops, interviews, and other ESD business. Sodexo Catering offers an extensive menu for refreshments and meal options for scheduled meetings (food must comply with Board policy and [Business Office Guide](#)). Sodexo also operates the food concession in the staff lunchroom at the Marion Center. The Yamhill Center in McMinnville also has conference rooms available for staff use.

Scheduling a room requires an employee to fill out the Room Request form found on the [Events Page](#). On that form the employee will provide information regarding their room needs, including date of the event, the title of the meeting, number of attendees, start time, end time, room requested, room set-up/configuration, list of needed equipment, etc. Employees will receive an email with confirmation of the details of their reservation, or letting them know their request was unable to be fulfilled.

Interactive video conferencing (IVC), PA systems, and conference phones as well as overhead projectors and TV/VCR/DVD players are available on site. Computer lab facilities can also be arranged in the Marion Center. Presentation displays and LCD projectors are available in most rooms.

Catering Service

Willamette ESD contracts exclusively with Sodexo to provide in-house catering services for meetings and conferences held at the 2611 Pringle Road building in Salem. Continental breakfasts, box lunches, menu items, buffet-style meals, and formal dining are options provided by Sodexo. Catering menus can be located on the [Events webpage](#) or requested by contacting the WESD Event Planner. All catering requests should be sent directly to the Event Planner.

Sodexo also provides coffee, breakfast, lunch, and snack items for employees in the staff lunchroom at the Marion Center. Hours of operation and prices for those items are posted in the staff lunchroom.

Purchase of Goods & Services

All purchasing must comply with Board policy and Business Service purchasing procedures. The Business Services section of the Willamette ESD website has guides that cover:

- Purchasing policies and thresholds
- Conferences and training
- Travel
- The purchase of food and beverages – when it is and isn't allowable
- P-Card purchasing
- Contracting for services
- Employee reimbursement

All purchase requests must have prior approval of the supervisor. A requisition shall be submitted and an approved PO obtained prior to making a purchase. Purchases with a P-Card must comply with all purchasing policies and procedures. The purchase of services requires an approved contract prior to the start of the service. Employees may be held personally responsible for purchases made without proper authorization.

Purchasing guides can be found on the WESD Business Services webpage under [Guides & Training Materials](#).

Staff Expense Reimbursement

[Board Policy DLC-AR](#)

Certify and expense reimbursement procedures are found in the [Business Services](#) section of the Willamette ESD website.

Employees may not use personal credit cards for Willamette ESD travel or other agency-related business and receive incentives such as cash reimbursements, frequent flyer miles, and other benefits based upon the dollar amount of purchases made.

Publicly Owned Vehicles

Willamette ESD has vehicles available for use in conducting authorized agency activities on a first come-first-serve basis. A request for a vehicle can be submitted on the [Facilities webpage](#). The Facilities Department oversees agency vehicles and is responsible for coordinating reservations and checkouts of these vehicles. Staff or approved volunteers must possess a valid driver's license and meet requirements set forth in agency policy. If transporting students, driver requirements must be observed for "Type 10 Pupil Transporting Vehicles".

Vehicle reservations, trainings, and permission forms can be obtained by contacting the Facilities Department at 503-385-4717. All vehicles are to be returned each evening full of fuel to the designated parking area unless the driver has prior authorization to keep the vehicle overnight. Keys, fuel cards, and receipts will be turned in to the Facilities Department upon return of the vehicle. A permission form signed by the employee is required to be in the Facilities Department prior to the driver taking possession of the vehicle.

Some vehicles are maintained at the Willamette ESD Yamhill Center. Staff may inquire at the Yamhill Center reception desk about local protocols for vehicle reservation and checkout. All other requirements remain as stated above.

When available, an agency vehicle should be used for agency travel before employees use their personal vehicle.

Technology Help Desks

The Technology Department Help Desk is available from 7:00 a.m. to 5:00 p.m. during workdays. Requests for help with computer and telephone problems may be called into the Help Desk at ext. 4849 or 888-560-4029. You may also email the Help Desk at help.desk@wesd.org to enter a ticket automatically. The PowerSchool Help Desk is available from 7:00 a.m. to 5:00 p.m. during work days at extension 4713 or 866-987-7368.

Willamette ESD Website

Willamette ESD maintains a website to provide information and resources for staff, our partners, and the general public. The website address is www.wesd.org and the site is organized to make navigation as easy as possible. There are resources and forms posted there that are specifically for staff, and to access those, staff must sign-in to the website.

The website is maintained by the Communications team, with each department providing regular content updates and postings. Agency news and events are shared, as well as information about job openings and employment at the Willamette ESD. Department sections describe the array of services provided and are maintained by designated department staff. For questions or access to post on the website, please contact communications@wesd.org.

Computer & Equipment Security

In order to enhance user and data security, WESD incorporates Multi Factor Authentication(MFA) into user accounts where possible. This MFA provides a second layer of security to a users access to agency resources and data protection. User are encouraged to use push notification for MFA.. Employees are required to us MFA as assigned.

In order to discourage theft, staff are requested to transport laptop computers and other electronic equipment in the locked trunk of vehicles when it's necessary to take the equipment to other work sites. If a laptop or electronic device is lost or stolen, you must report it to your supervisor as soon as possible. Additional information about computer equipment is available on the [Technology Department website](#).

Protection of Electronic Information Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable, and cost effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching. Willamette ESD retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the agency's information system are the Willamette ESD's property and are to be used for authorized purposes only.

Use of Willamette ESD equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the agency's system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications. Transmission of any materials regarding political campaigns is prohibited.

Personal cell phones used for work-related purposes, and which synchronize with the district network and applications, must be password protected. If you lose your device please tell your supervisor immediately so we can remove your work email from the device.

File and other information, including emails, sent or received, generated or stored, on district servers, are not private. e-mail, sent or received, generated or stored on district servers is not private. By using the district's system, individuals consent to have that use monitored by authorized personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and the district-owned e-mail system.

The district may establish a retention schedule for the removal of emails. Emails sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction. Information and data entered or stored on the district's computers and email system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or email system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district.

Passphrases used on the district's systems are designed to enhance security. Employees should maintain their passwords/passphrases in a secure location and should not share their passphrases with others.

General Use Prohibitions/Guidelines/Etiquette

[Board Policy IIBGA-AR](#)

Personal Communication Devices & Social Media

[Board Policy GCAB](#)

Criminal Record Checks/Fingerprinting

All newly hired staff not required to be Teacher Standards and Practices Commission (TSPC) licensed shall be required to undergo a nationwide criminal records check and fingerprinting under Oregon law. All newly hired staff required to be TSPC licensed shall be required to undergo a nationwide criminal records check.

Select staff and contractors working in certain programs are required to complete an additional background check and fingerprints by enrolling in the State's Central Background Registry (CBR). Subject individuals are determined by the Oregon Department of Education.

The Willamette ESD Board policy includes checking and fingerprinting previous employees who are returning to work under a new temporary contract. Previous employees shall be required to undergo a nationwide criminal records check and/or fingerprinting under Oregon Law.

Additionally, newly hired staff shall be required to undergo a sexual misconduct check as required by Board policy and Oregon law. Willamette ESD sends this request to prior education employers during the final stages of hiring.

Infection Control - HIV+, Aids, Hepatitis B, COVID-19

Willamette ESD administers infection control policies, procedures, and training in order to minimize the exposure to infectious diseases for staff and students. It is important that all staff are aware of this information and follow through with training requirements pertaining to these policies.

Infection Control Board Policy

[Board Policy EBBAA/GBEBC/ JHCCC](#)

Board Policy HBV/Bloodborne Pathogens

[Board Policy EBBAB/GBEBAA/JHCCBA](#)

Hepatitis B Vaccination Clinics:

Employee insurance typically covers the cost of the vaccinations for staff who desire to have the three doses. As noted in [Board Policy EBBAB/GBEBAA/JHCCBA](#), Willamette ESD will offer immunization with Hepatitis B vaccine, for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the agency. The first dose is generally administered near the start of the school year. If a staff member is not covered by employee insurance and would like to be vaccinated, the staff member should attend the clinics and Willamette ESD will pay for the three required Hep B doses as they are administered.

Bloodborne Pathogen Training is available online in the SafeSchools training system, accessible on the [Willamette ESD website](#). You will need your employee email address to log in.

COVID-19 information and Willamette ESD's ongoing response can be located on the [Willamette ESD website](#). Willamette ESD will follow all state and federal guidelines as well as additional safety measures when necessary.

Reporting of Suspected Child Abuse

[Board Policy JHFE/GB0](#)

All Willamette ESD employees are mandated by the state to report any and all suspected child abuse.

“Any ESD employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of their contact.”

Reporting Requirements - Sexual Conduct with Students

[Board Policy JHFE/GB0](#)

“Any ESD employee, contractor or agent of the ESD or volunteer who has reasonable cause to believe that another ESD employee, contractor, agent of the ESD or volunteer has engaged in

sexual conduct with a student must immediately notify his/her/their immediate supervisor and the Executive Director of Human Resources.”

“Sexual conduct,” means verbal or physical conduct or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment.”

Sexual Conduct Complaint Form

The form for making a complaint and to document witness accounts can be accessed on the website under the Board of Directors link on the Home Page. It is located in the Board Policies, [JHFF-AR](#).

Safety Policies & Practices

Employers are required by law to communicate to employees the policies and standards of practice to be observed to minimize occupational accidents and injury. In addition, standards of behavior and practices are set forth below as employee responsibilities. Failure to abide by the responsibilities and standards in this section may result in termination of or may adversely affect any claim for worker's compensation benefits related to an on-the-job injury or accident. Please read and observe the following and refer questions to your immediate supervisor or Willamette ESD’s Safety Officer.

Report all accidents/incidents/injuries, no matter how slight, to your supervisor immediately. Your supervisor will initiate and oversee the appropriate reporting process. A Preliminary Accident Report should always be completed after an incident, even if no medical care is required. This form is located on the Willamette ESD website - Human Resources, Documents, and Forms. Send the completed form to Human Resources.

The "worker" portion of Report of Job Injury or Illness (Form 801) should always be completed after an accident, even if no medical care is required. Your supervisor will provide assistance in completing this form if you need it. This form is located on the Willamette ESD website, Human Resources, Documents, and Forms.

Report your physician's findings immediately (within 24 hours) to your supervisor and to Human Resources. A doctor's note will be required to return you to work if you received medical care. The doctor's note must include a release date or an end date to restrictions. It should also note a follow up date if your condition warrants more healing time.

Immediately (within 24 hours) report to your supervisor your progress or findings after each subsequent physician's visit or other treatment with a follow-up doctor's note.

You must report to your next scheduled shift once the doctor releases you to work (part-time, temporary, modified, or regular).

Hazards must be reported to a supervisor immediately after they are discovered. All hazardous conditions should be reported to the Facilities Services Department. See the Request for Facilities Services to determine the best way to contact Facilities personnel.

Supervisors are required to investigate all accidents in a timely manner and to route supervisor reports to Human Resources. Human Resources will provide a report of incidents to the Safety Committee.

Employees reporting for work under the influence of alcohol or drugs must be reported to the proper supervisor immediately. If the supervisor is unavailable, make the report to any supervisor or Director in the facility.

Only regular employees of Willamette ESD (excludes temporary employees) are permitted to operate agency-owned vehicles and equipment.

All employees who operate an agency-owned vehicle must have a valid driver's license registered with the Facilities & Operations Department.

Accident and injury reports are reviewed by supervisors and discussed with employees.

All employees are reminded to observe the following responsibilities:

- Operate vehicles in a safe manner at all times.
- Use all equipment and safety devices.
- Load and unload materials safely.
- Request assistance to lift/move heavy objects and lift properly.
- Refrain from engaging in inappropriate conduct.

Willamette ESD's Safety Committee meets monthly (during the school year) to review incidents, accident claims, and notices of hazardous conditions. It makes recommendations to Administration

regarding safety standards and corrections to facilities and practices. Representatives from Administrative and supervisory staff, as well as employees who are appointed to be on the Safety Committee, bring concerns from staff to the attention of the committee for investigation. HR reports to the committee regarding the state of incidents and claim trends and generally supports safety training requests from the committee.

GENERAL PERSONNEL INFORMATION & POLICIES

Contracted Agency Agreements

Contractors with another agency or entity shall be subject to the same policies and procedures that apply to regular Willamette ESD personnel, except when the contract may dictate other terms and conditions.

Policy Adherence

Violation of the policies and procedures of Willamette ESD, or any other applicable policies or procedures, or state laws and/or administrative rules, may lead to discipline up to and including termination of the employment relationship.

Annual Mandatory Training

Training through the online SafeSchools training system is required at the start of each new school year. This training must be done by all regular employees; some temporary and contracted staff may be required by a supervisor to complete training, as well. **Staff hired midway through the year have 30 days from the date of hire to complete mandatory training.** Training accounts are set up in HR and email reminders will be sent periodically to remind staff to complete required training. If you have questions about the training, contact your supervisor or HR. The online training link is accessed by clicking on the emailed link each employee receives to their Willamette ESD email account.

Personnel Policies (General)

[Board Policy GB](#)

Personnel Records

[Board Policy GBL](#)

Staff Participation - Political Activities

[Board Policy GBG](#)

Staff Ethics

[Board Policy GBC-AR](#)

Ethics Policy

[Board Policy GBC](#)

Video Surveillance Policy

[Board Policy ECAC](#)

The Board authorizes the use of video cameras on all Willamette ESD properties to ensure the health, welfare, and safety of all staff, students, and visitors; and to safeguard Willamette ESD facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Liability Insurance

Willamette Education Service District procures comprehensive liability insurance to provide coverage for agency employees while in the performance of their duties. Liability coverage includes personal injury and property damage plus what is commonly referred to as "Errors or Omissions."

Media Release

Willamette ESD is viewed as a leader and resource in our education community. As part of those roles, the Willamette ESD often shares, publishes, or highlights agency programming and activity. The Willamette ESD reserves the right to publish images and videos taken of employees across the entire scope of their employment. These images and videos may be used in publications, posted on the website, or utilized as a part of agency efforts to communicate and promote our services.

Interacting with the Media

Any request(s) from the media should be immediately forwarded to the Superintendent or Communications Director (Policy KBCA and KBCA-AR). Where possible, gather accurate contact information for the media person and the nature or topic of inquiry. Staff should not respond to any media requests without approval from the Superintendent or Communications Director.

Reproduction of Copyrighted Materials

[Board Policy EGAAA](#)

Disposal of ESD Property

[Board Policy DN](#)

Gifts & Solicitations

[Board Policy GBI](#)

Tobacco-Free Environment

[Board Policy JFCG/JFCH/JFCI](#)

Alcohol/Controlled Substance Use

[Board Policy GBCBA](#)

Weapons in School - Staff

[Board Policy GBJ](#)

Drug Free Workplace

[Board Policy GBEC](#)

[Board Policy JFCG/JFCH/JFCI](#)

It is the intent of the Board of Willamette ESD to promote a healthy, supportive, and productive environment for both agency staff and students. The Board further considers that the abuse of and/or illegal involvement with Alcohol and Other Drugs (AOD) on the part of its employees and students to be destructive of this goal.

Violation of This Policy by Employees

As a condition of employment with the Willamette ESD, all employees are required to abide by the terms of these policies and any related administrative rules.

Where there is reasonable cause to believe that an employee has violated the terms of this policy, the Willamette ESD may, as part of its investigation, require the employee to submit a sample of blood or urine for testing and/or may search the employee's person, belongings, and vehicle if on agency property. Searches shall be conducted by the Superintendent or designee and witnessed by a second employee.

If the agency's investigation determines that an employee has violated this policy and/or implementing rules, appropriate disciplinary action(s) will be taken.

Reasonable Physical Force

[Board Policy JGA-AR](#)

Corporal Punishment

[Board Policy JGA](#)

Harassment

[Board Policy GBNA](#)

[Board Policy GBNA-AR](#)

The Willamette ESD is committed to creating and maintaining a safe, respectful workplace where all employees feel comfortable and supported. The District is committed to providing a work environment free of all forms of harassment, where all may thrive in their jobs. The District's zero tolerance policy applies equally to administrators, licensed and classified employees, substitutes, contractors, consultants, and volunteers.

District policies and procedures support a work environment where harassment, including sexual harassment, will not be tolerated. All reported violations of our harassment policy or sexual harassment policy will be promptly and thoroughly investigated without reprisal or retaliation.

If you experience, witness, or have knowledge of harassment of any type, report it immediately to your supervisor or the HR Department.

Sexual Harassment

[Board Policy JBA/GBN](#)

Public Complaints

[Board Policy KL](#)

Staff Complaints

[Board Policy GBM](#)

Complaint Procedure

[Board Policy GBM-AR](#)

Equal Employment Opportunity

[Board Policy GBA](#)

Non-Discrimination and ADA

[Board Policy AC](#)

[Board Policy ACB](#)

[Board Policy ACB-AR](#)

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. The ESD prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and immediately report the incident to the program administrator. Please refer to additional procedures steps in [Board Policy ACB-AR](#).

In responding to the use of any symbols of hate or bias incidents, the ESD will use non-disciplinary remedial action whenever appropriate.

Mother-Friendly Workplace

[Board Policy GBDA](#)

Safety Program

[Board Policy EB](#)

Staff Dress and Grooming

[Board Policy GBCA](#)

[Board Policy GBCA/AR](#)

Length of Workday & Lunch Breaks

The normal workday for full-time employees is eight (8) hours. Daily starting and ending times are determined by the individual supervisor. Working hours and daily starting and ending times for part-time employees will be determined by the supervisor.

Employees working six or more hours per day will be given a minimum of a thirty (30) minute continuous, duty-free lunch period each day.

Employees are expected to work at their assigned home base and/or worksite(s) for the duration of their assigned workday. Exceptions must be authorized by one's supervisor. All staff are required to keep their calendar updated in Outlook on a daily basis to include: date, time, event title, and specific location.

All leave must be appropriately recorded in Frontline. Failure to adhere to expectations regarding home base, worksite, assigned work hours, calendaring, and use of leave may result in discipline, up to and including dismissal.

Contact your supervisor if you have any questions or need clarification of expectations.

Job Sharing

The Board has determined that job sharing is an appropriate personnel practice and directs the Superintendent to establish procedures for job sharing as an employment option, subject to the following guidelines:

- Responsibility for determining whether or not a job is to be shared will rest with the Superintendent or designee and will be reported to the Board.
- The effectiveness and efficiency of the program must be a primary consideration in determining whether a job is to be shared.
- The result of job sharing will not be detrimental to the Willamette ESD's goals and philosophy. The overall cost of a job share shall not exceed that of one full-time equivalency (1.0 FTE).

Absences From Work

Included in the following leave sections are excerpts from [Board Policy GCBD/GDBD](#). Willamette ESD has developed the following guidelines below when staff need to be absent from work. If you have questions about this information, please contact your supervisor.

Absence Notification

Employees should notify their department of unplanned absence due to illness, personal emergency, or other personal problem by 6:00 a.m., if possible, and inform their supervisor or clerical designee of appointments to be canceled and/or schools to be notified. Medical/dental appointments and other absences must be approved by your supervisor prior to the date of your appointment. It is your responsibility to record the appropriate leave in Frontline for the amount of time absent.

Court Appearances

Upon receipt of a subpoena related to their work responsibilities, employees shall provide the subpoena to their supervisor at their earliest opportunity. Employees shall review the District's "Subpoena Guidelines" prior to complying with the subpoena. Contact the Executive Director of Human Resources if you have any questions pertaining to your subpoena. Employees who appear before a court, legislative committee, or other judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority, shall be granted leave for such appearance, provided that they decline witness fees, excluding travel expenses. An employee who is a plaintiff in a suit against the Willamette ESD shall be granted an unpaid leave of absence. This provision does not apply in any case where the employee association or the employee is a complainant in a case against Willamette ESD.

Jury Duty

Any regular employee shall be granted a leave of absence with pay for service upon a jury, provided they decline any monies paid for jury service, excluding travel expenses.

Bereavement Leave

Employees shall be allowed up to five (5) days leave, with pay, for each death in the employee's immediate family. Employee's immediate family is defined to include spouse/partner, children, including step-children, grandchildren, grandparents, including step-grandparents, parents, step parents, aunt, uncle, brother, sister, spouse's/partner's mother and father, including spouse's/partner's step parents, and any person who is a resident of the employee's household.

Up to one-half day of bereavement leave will be granted to attend the funeral of a student or colleague.

Military Leave

The ESD will grant military leave to employees on duty with a uniformed service in accordance with applicable state and federal law. Employees requesting military leave are required to provide written notice as soon as practicable following notification of military call-up or reservist duty unless precluded by military necessity.

Temporary Disability

Any regular employee, upon application in writing and upon approval from the Superintendent, may obtain temporary disability leave without pay for a period not to exceed one year. Application for temporary disability leave must include the beginning and ending dates of the leave.

Personal Leave

Up to three (3) days of non-cumulative personal leave shall be granted by the Superintendent per contract year. Personal leave shall be used for legal, business, educational, family matters, or emergency situations, which cannot be attended to during non-business hours. The following provisions must be adhered to when such leave is used:

- No personal leave may be granted the week before school starts and/or during the first week of school, except in the case of an emergency, or as noted in the Collective Bargaining Agreements.
- The appropriate supervisor must be notified at least two (2) working days in advance of one of the above-listed reasons for taking said leave and must give prior approval before leave may be taken, except in the case of an emergency.
- In case of an emergency, the employee may verbally notify the supervisor that an emergency situation exists and leave shall be granted. As soon as possible upon returning to duty, the employee shall submit the request for personal leave.

Examples and Clarifications:

Employees may use personal leave for an event where they have no scheduling control. Except in emergency situations, requests to use personal leave should be made as far in advance as possible. Employees are not required to give specific reasons for using personal leave. Supervisors have the right to request information if they have reason to believe that clarification of the policy is needed.

Below is a non-comprehensive list of examples for the use of personal leave:

Legal: Attorney meeting, court proceedings (except jury duty)

Business: Closing on the sale or purchase of real estate

Education: Meetings with college advisors, workshops that are unrelated to your job

Family Matters: Your child's school functions, field trip, conference, graduation, wedding

Emergency: Flat tire, floods, roof leak, critical house problem, pet emergency

Sick Leave

Sick leave entitlement for personal illness/injury will accrue at the rate of ten (10) days each year as provided by Oregon Revised Statutes. Full-time (1.0 FTE) employees will accrue sick leave at a rate of one (1) day per contract month (ex. 10-month employees will accrue 10 days per year; 12-month employees will accrue 12 days per year, etc.). Employees working less than full-time will accrue sick leave prorated based on their FTE.

This leave will accumulate without limit in accordance with state law.

After five consecutive days of absence, Willamette ESD reserves the right to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by Willamette ESD. Any employee refusing to submit to such an examination or to provide other evidence as required by the agency will be subject to appropriate disciplinary action, up to and including termination.

Sickness or other unavoidable circumstances which prevent a licensed employee from working 20 consecutive school days immediately following exhaustion of sick leave accumulated under Oregon Revised Statutes will result in the employee being placed on unpaid leave for the remainder of the school year or until the employee has been cleared by a medical professional to return to work. If the employee is unable to return to work the following August 1st, the Willamette ESD Board of Directors may terminate the employee's employment.

Upon termination of employment, the employee is not eligible for agency-paid employee benefits, such as health and dental insurance. The staff member will be informed of his/her right to remain a part of the Willamette ESD benefit plan at personal expense.

Any worker who has sustained a compensable personal injury or illness and is disabled and unable to perform his/her essential job function will be re-employed at such time as a physician issues a certificate stating the type of work that is appropriate for reassignment, assuming such work is both suitable and available. Such rights of re-employment are subject to seniority rights and other restrictions as detailed in the Collective Bargaining Agreement between the employer and the employee bargaining unit.

Leave of Absence Without Pay

It is the employee's responsibility to manage their accrued paid leaves in a manner that does not lead to reliance on Leave Without Pay (LWOP). LWOP is not an entitled, accrued benefit and should only be used when approved by the Supervisor and Human Resources.

In the event that an employee has exhausted all accrued paid leave, and a personal emergency occurs, it may be necessary for an employee to enter LWOP into Frontline. LWOP is not intended to be used for employee convenience or non-emergencies, without complying with the 60-day notice and Superintendent approval provision.

The use of LWOP may be an indication of an absenteeism problem, which could impact services for children, districts, coworkers, and others who work with the absent employee. Employees using Leave Without Pay inappropriately may be subject to supervision intervention, which may include disciplinary action.

Employees must complete the "Leave of Absence Request Form" for consideration of LWOP. A regular employee, upon written application and upon approval of the Superintendent, or designee, may obtain leave of absence without pay for a period not to exceed one year, except as provided in Oregon Revised Statutes. Sick leave, vacation time (if applicable), and other employee benefits, shall not accrue while the employee is in a Leave Without Pay status. The following provisions must be adhered to when such leave is used:

Prior Application – All applications must include the effective date of the leave and the date on which the leave will terminate. Applications shall be submitted in writing to the Superintendent no later than sixty (60) days, when possible, prior to the date the leave is to become effective.

Reinstatement Upon Expiration – Upon expiration of the leave, the employee shall be reinstated to service with Willamette ESD in a position comparable to the one held at the time the leave commenced without loss of any rights or benefits which would ordinarily accrue during any leave of absence. Except where applicable law requires, seniority rights are not accrued while on leave.

Exceptions – Employees will be returned to service with Willamette ESD upon the expiration of leave in a position at least commensurate with the position formerly held, except when the position formerly occupied has been abolished.

Sick Leave Bank

[Board Policy GCBD/GDBD-AR](#)

If a Sick Bank member meets the eligibility requirements as per Board Policy, the committee may authorize sick leave bank time to cover absences that qualify. Sick Bank eligibility only applies to illness or injury of the employee and does not apply to household members like the regular Sick Leave benefit affords. Unpaid hours during the employee's first ten days back on the job may qualify for Sick Leave Bank hours, provided that the hours of absence were the result of a physician's order to return to work on a part-time basis.

Federal Family and Medical Leave & State Family Medical Leave

Full text from [Board Policy GCBDA/GDBDA](#)

The Willamette ESD will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Act of 2008, and for the fiscal year 2010 (which expands certain leave to military families and veterans for specific circumstances) and other applicable provisions of state leave laws, Board policies and collective bargaining agreements regarding family medical leaves.

In order for an employee to be eligible for the benefits under federal law, he/she/they must have been employed by the Willamette ESD for at least 12 months and have worked at least 1,250 hours during the past 12-month period.

In order to be eligible under state law, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. However, for parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Federal and state leave entitlements generally run concurrently.

The Superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

Eligible employees are entitled to up to 12 weeks of unpaid leave using the following forward 12 months method. Both women and men qualify equally for family and medical leave. They may be required to provide the employer with a medical certificate from a doctor. They are required to use accrued paid vacation and sick leave as part of the leave. The Willamette ESD will maintain the employee health benefits during FMLA/OFLA unpaid leave (up to 12 weeks). When the employee comes back from leave, they are entitled to return to the same or an equivalent job at the same salary. They may take FMLA/OFLA to leave for the birth of a child, care of a child after birth, care of a child after adoption, care of a seriously ill close family member (spouse, child, parent), or serious personal illness.

Employees are legally required to give the agency at least 30 days' notice when the need for such leave is foreseeable. If an employee fails to give thirty (30) days' notice (except in the case of an emergency or unplanned surgery), the leave available is reduced to nine (9) weeks (OAR 839-07-800 to 839-07-875). When leave without pay is granted, all other benefits such as sick leave, vacation leave, and other employee benefits (except health benefits) shall not accrue during the period of the leave (as per policy GCBC, "Associated Payroll Costs"). Requests for Family Medical Leave must be submitted in writing.

The FMLA accounting method of Willamette ESD is the rolling forward 12 months method.

For more information, please refer to an expanded version, [Board Policy GCBDA/GDBDA-AR \(1\)](#). FMLA/OFLA Request and Healthcare Certification Forms can be found on the Willamette ESD website at the Human Resources webpages, Documents and Forms, Leave of Absences. Forms may also be used for pregnancy-related disability and sick child leave.

Reduction and Recall

[Board Policy GCPA](#)

For employees who are laid off between the 1st and 14th day of the month, insurance benefits will cease on the last day of the month. If the layoff is effective between the 15th day and the last day of the month, insurance benefits will cease on the last day of the following month. Employees affected by layoffs are eligible to participate in Consolidated Omnibus Budget Reconciliation Act (COBRA) insurance offered through Oregon Employee Benefit Board (OEBB) and will receive a COBRA packet within approximately 10 days after insurance ends (at the end of the month).

In the event that the employee is subsequently recalled, insurance benefits will begin based on the employee's new hire date. If the employee is scheduled to report to work between the 1st and 14th day of the month, insurance benefits will begin on the first day of the following month. (Example: return date is September 8. Insurance benefits would begin on October 1). If the employee reports to work between the 15th day and the last day of the month, insurance benefits will begin on the first day of the month following the next month. (Example: return to work date is September 20. Insurance benefits would begin on November 1).

Change of Address

It is important to promptly update any change of address, telephone, and emergency contact information to ensure mailed notices, texts, and contacts for emergency purposes are handled

efficiently and appropriately. Updates to payroll and human resources information, including change of address, are done using the Employee Access Center (EAC). The EAC link is on the Staff Resources page of the Willamette ESD website. For the purposes of notices, Willamette ESD will use your last known address on record.

Payday Deadlines & Schedule

All regular staff are paid on the 25th of the month or before if the 25th falls on a weekend or holiday. All extra time and absences are reported according to the cutoff dates shown below.

Timesheet employees will be paid for hours worked according to the cutoff dates shown below.

Terminating employees will receive a final check based on the actual number of days worked in the current fiscal year. The termination form and final leave entries must be submitted prior to the final payroll calculation.

For the fiscal year-end, submit all timecards with hours worked or leave taken on or before June 30th on June 24th, so that time can be charged against the correct fiscal year.

2022-2023 Payday Cut-Off Deadlines

<i>Cut-Off Dates</i>	<i>Due to Supervisor</i>	<i>Check Issue Date</i>
July 1 - July 2	Jul 5, 2022	Jul 25, 2022
July 3 - Aug 6	Aug 8, 2022	Aug 25, 2022
Aug 7 - Sept 3	Sep 6, 2022	Sep 23, 2022
Sept 4 - Oct 1	Oct 3, 2022	Oct 25, 2022
Oct 2 - Nov 5	Nov 7, 2022	Nov 23, 2022
Nov 6 - Dec 3	Dec 5, 2022	Dec 21, 2022
Dec 4 - Jan 7	Jan 9, 2023	Jan 25, 2023
Jan 8 - Feb 4	Feb 6, 2023	Feb 24, 2023
Feb 5 - Mar 4	Mar 6, 2023	Mar 24, 2023
Mar 5 - Apr 1	Apr 3, 2023	Apr 25, 2023
Apr 2 - May 6	May 8, 2023	May 25, 2023
May 7 - Jun 3	Jun 5, 2023	Jun 23, 2023
Jun 4 - Jun 30	Jun 26, 2023	Jun 30, 2023
July 1 - July 2	Jul 3, 2023	Jul 25, 2023
July 2 - Aug 5	Aug 7, 2023	Aug 25, 2023

To ensure timely payment, data must be received in Payroll by the due date. If the data is not received by the due date, we cannot guarantee it will be processed in a timely manner.

BEFORE staff begins work, they must have completed their New Hire Orientation. Federal and State laws require we have complete information before we are able to process a paycheck. If supervisors allow staff to work before ALL paperwork is completed, it may jeopardize staff's ability to perform further work for the agency.

Payroll Costs - Associated

The Board, at its discretion, will provide health insurance for Willamette ESD employees. Such insurance will be provided and notice given in compliance with any rules of the carrier regarding domestic partner benefits, the current relevant collective bargaining agreement, Board policy, and the law.

Employees working full-time, defined as 40 hours per week or 1.0 Full-Time Equivalent (FTE), are eligible for health insurance. Staff working less than 40 hours per week must work a minimum of half-time (0.5 FTE, 20 hours per week) for half of a month to be eligible for health insurance. Eligible staff will receive full or prorated Willamette ESD contributions toward health insurance premiums based on FTE, and the respective agreements for Classified, Licensed, and approved Administration benefit packages.

Employer-paid contributions for employee medical, dental, and vision insurance are dictated by the provisions entitled "Economic Package" in the collective bargaining agreement negotiated with the Willamette ESDEA/OSEA for Classified Staff and WVEA/OEA for Licensed Staff. Insurance premiums and policies are adjusted annually in September during open enrollment. Rates for employer contributions and payroll deductions will be determined and announced at that time.

Various supplemental insurance plans (cancer, life, accident, short-term disability, long-term disability, etc.) are available to employees at their expense. In addition, the Willamette ESD participates in the Public Employees Retirement System (PERS). For benefits information on the Willamette ESD website, select Human Resources, and Insurance.

Willamette ESD may, through the negotiations process, allow certain voluntary deductions from payroll checks. Voluntary deductions are discussed in the collective bargaining agreement. Mandatory salary deductions include social security, federal taxes, state taxes (including State Transit Tax), and the Worker's Benefit Fund.

The Board of Directors makes available to all regular employees of Willamette ESD fixed or variable annuities and deferred compensation programs authorized by the federal and state governments. Under such programs, salaried employees have the right to have the cash compensation to which otherwise entitled for service rendered reduced by an amount specified by the employee but not in excess of the 'exclusion allowance' afforded by the Internal Revenue Service.

Payroll Distribution & Direct Deposit

Questions related to your paycheck should be directed to your supervisor for resolution. "Balance

of Contract” checks are distributed with the regular June payroll on or before June 30th of each year.

Authorization forms for direct deposit of your payroll check are available on the Willamette ESD website or from the Payroll Department. Paychecks electronically transmitted in this way are credited to your designated account on each payday. Direct deposit becomes effective as soon as a valid, voided check and authorization form are received before payroll processing, up to four (4) days before the payroll date. Please notify the Business Office immediately if there is a change to your bank account.

Professional/Staff Development

Administrative/Non-Represented Staff

All regular administrative/non-represented employees of the Willamette ESD may request reimbursement for preapproved tuition, conferences/workshops, and/or membership dues. Reimbursement for an **employee requested** activity is limited to a maximum of **\$1,986** per fiscal year (subject to change), prorated based upon FTE. Expenses must be directly related to the employee’s position with Willamette ESD, or his/her/their professional goals. Tuition claims must be submitted within 60 days from the date the final grade is posted. All other claims are due within 60 days from the event date.

Expenses for training **required by the employer** will be paid by the district. All requests must be approved **prior** to the beginning of the course or registration for the conference/training. Willamette ESD will only reimburse/prepay for preapproved expenses (i.e., registration, lodging, meal per diem, mileage, etc.).

For copies of the Tuition, Conference & Workshop preauthorization form, please visit the Business Services section of the WESD website under [Staff Documents & Forms](#).

Classified Staff

All regular classified employees of the Willamette ESD may request reimbursement for preapproved tuition, conferences, and/or workshops, as defined in Article 19, Section 8, of the Collective Bargaining Agreement Reimbursement for employees. Requested activity is limited to a maximum of **\$500** per fiscal year (may change with bargaining), prorated based upon FTE until the fund is exhausted. Expenses must be directly related to the employee’s position with agency, or his/her/their professional goals. Tuition claims must be submitted within 60 days from the date the final grade is posted. All other claims due within 60 days from the event date.

Expenses for training required by the employer will be paid by the district. All requests must be approved **prior** to the beginning of the course or registration for the conference/workshop. Willamette ESD will only reimburse/prepay for preapproved expenses (i.e., registration, lodging, meal per diem, mileage, etc.). The District will limit its expenditures for this provision to a ten-thousand-dollar (\$10,000) fund per fiscal year.

For copies of the Tuition, Conference & Workshop preauthorization form, please visit the Business Services section of the WESD website under [Staff Documents & Forms](#).

Licensed Staff

All regular licensed employees of the Willamette ESD may request reimbursement for preapproved tuition, conference, and/or workshop expenses as defined in Article 7, Section 4, of the Collective Bargaining Agreement. Reimbursement for an **employee requested** activity is limited to a maximum of **\$1,986** per fiscal year (subject to change), prorated based upon FTE until the fund is exhausted. Expenses must be directly related to the employee's position with Willamette ESD, or his/her/their professional goals and only covers tuition, registration, and substitute costs (as needed). Tuition claims must be submitted within 60 days from the date the final grade is posted. All other claims due within 60 days from the event date.

All expenses for training **required by the employer** will be paid by the district. All requests must be approved **prior** to the beginning of the course or registration for the conference/ workshop. Willamette ESD will only reimburse/prepay for preapproved expenses (i.e., registration, lodging, meal per diem, mileage, etc.).

The limit per individual is the monetary equivalent of three credit hours at Western Oregon University per fiscal year (pro-rated based upon FTE). Properly preapproved requests will receive reimbursement up to the cost of three (3) credit hours as established in the collective bargaining agreement. The District will limit its expenditures for this provision to an annual fund of \$40,000 in the year 2020-2021, \$45,000 in the year 2021-2022, and \$50,000 in the year 2022-2023, with half available for summer/fall quarters and half available for winter/spring quarters.

If there are unexpended or uncommitted dollars in the fund at the end of the fiscal year, employees who have completed pre-approved coursework, conferences, or workshops beyond the cost equivalent of three (3) credit hours may receive additional reimbursement for up to the cost equivalent of three (3) additional credit hours, contingent on the availability of funds and approval by the Union. In the event that requests exceed available funds for reimbursement, funds will be awarded to applicants in the order that applications were received.

For copies of the Tuition, Conference & Workshop preauthorization form, please visit the Business Services section of the WESD website under [Staff Documents & Forms](#).

CLASSIFIED-SPECIFIC EMPLOYEE POLICIES

Union (WESDEA/OSEA - Chapter 95)

The Willamette Education Service District Employees Association (WESDEA) Chapter 95, which is affiliated with the Oregon School Employees Association (OSEA), is the exclusive bargaining representative for regular classified personnel employed by Willamette ESD.

Online access to the Collective Bargaining Agreement and any current Memorandums of Understanding are available in the Contracts, Handbook and Salary Schedules page of the Willamette ESD website, Human Resources section.

Labor Management Committee

The Labor Management Committee (LMC) provides for dialogue between management and classified staff and as a vehicle to discuss issues of mutual interest. The Committee may create subcommittees as the parties deem appropriate. All subcommittee activity must relate to its assigned topic.

The Labor Management Committee shall operate on a meet-and-confer basis only. The Committee shall not be construed as having the authority or entitlement to negotiate collective bargaining contract language, or to contravene any provision of the Collective Bargaining Agreement, or to hear matters that should be resolved through the grievance procedure of the Collective Bargaining Agreement.

The Labor Management Committee meets monthly and meeting minutes are posted to the Willamette ESD website. Consult with the Human Resources Department or a Classified Union representative for more information.

Evaluation Policy for Classified Staff

Supervisors will formally evaluate all classified employees under their supervision at least twice during their first 120 days of employment. After that first probationary period of 120 days, classified employees shall be formally evaluated no less than every other year.

Notice of Continued Employment

The Board shall give individual notices in writing by May 30 to all Classified employees for whom a license is not required, and who recess for the summer months. The notices shall address reasonable assurance of continued employment as covered in the Oregon Revised Statutes and Oregon Administrative Rules.

Flex Time

Flex time is defined as a temporary change in an employee's scheduled work hours within one (1) workweek. The work shift starting or ending time, and/or the number of hours worked within one (1) day may be flexed. The total number of regular work hours for the workweek shall not change.

Either the supervisor or the employee may request flexing the employee's schedule for the workweek. The request should be made thirty-six (36) hours in advance, whenever possible. Employee requests are subject to supervisor approval.

When hours cannot be flexed, and a part-time employee must work additional hours within one (1) work week, i.g., due to a temporary increase in workload or for a scheduled event, the employee shall be paid at straight time for all additional hours worked up to forty (40) hours in the week.

Any worked hours over forty (40) in the workweek shall be compensated at the overtime rate [one and one-half (1 ½) times the rate of pay].

Overtime Compensation & Compensatory Time

Overtime shall be approved in advance by the immediate supervisor.

For all approved work in excess of forty (40) hours in any workweek, employees shall be compensated at the rate of time and one-half (1 ½) in the form of pay or compensatory time off at the discretion of the district.

Overtime shall be computed to the nearest quarter hour (¼). For the purpose of computing overtime, only worked hours shall be credited when determining total work period hours.

The district retains the right to decide the method of overtime reimbursement (either pay or compensatory time).

Compensatory time not used by June 30 shall be paid at the employee's regular wage in the following payroll. District-approved compensatory time shall be reported on the employee's monthly compensatory report.

The district and the union, through LMC, shall maintain agreement on a recognized compensatory time accounting system.

Leave Reporting

Employees must record all absences and other leave that is taken during scheduled work periods in the Frontline system. (See "General Personnel Information and Policies" for specific policies related to various types of leave). Leave time is reported in no less than 15-minute increments. All absences must be accounted for including sick, vacation, personal leaves, military leave, jury duty, leave without pay, and absences due to an on-the-job injury. All leave time except absences due to illness or emergencies must be submitted in advance and approved in Frontline by the employee's supervisor or program director. If you are currently taking time away from work due to FMLA leave, indicate absences for each FMLA day in the "notes" box and select either, sick, vacation, personal or leave without pay.

Vacations

Employees designated as "grandparented" and have a previously established accrual rate for vacation time earnings, shall maintain that accrual rate during the term of this Agreement.

When a grandparented employee terminates employment with the agency, up to one hundred sixty (160) hours of accumulated vacation time will be paid by the Willamette ESD. When computing vacation payout, only full months of service shall be counted at the termination of employment.

Vacation time for eligible part-time employees shall accrue prorated according to FTE.

Holidays

Employees classified as 12-month calendar employees (240 days or more per year) shall be entitled to the following holidays off with pay based on the hours they are ordinarily scheduled to work: New Year's Day; President's Day; Martin Luther King Jr. Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Christmas Day.

Employees classified as less than 12-month calendar employees shall be entitled to the following holidays off with pay based on the hours they are ordinarily scheduled to work: President's Day; Labor Day; Thanksgiving Day; Veterans Day.

In the event any holiday falls on a Saturday, the previous Friday shall be the recognized holiday, and in the event the holiday falls on a Sunday, the following Monday shall be the recognized holiday.

In order to be eligible for holiday pay, an employee must be on paid status (or non-contract status) on the regularly scheduled workday immediately prior to and after the holiday.

Resignation

Classified employees will give notice of intent to resign at least ten (10) days prior to leaving the agency. The Superintendent and/or the Executive Director of Human Resources is authorized to accept resignations of classified employees effective the day they are received.

LICENSED-SPECIFIC EMPLOYEE POLICIES

Willamette Valley Education Association (WVEA/OEA)

The Willamette ESD Board of Directors and the Willamette Valley Education Association (WVEA), which is affiliated with the Oregon Employees Association (OEA), is the exclusive bargaining representative for regular licensed personnel employed by Willamette ESD.

Online access to the Collective Bargaining Agreement and any current Memorandums of Understanding are available in the Contracts, Handbook and Salary Schedules page of the Willamette ESD website, Human Resources section.

Professional Issues Committee

The Professional Issues Committee (PIC) has been developed for dialogue between the Willamette Valley Education Association (WVEA) and the Willamette ESD administration to discuss issues of mutual interest. The Professional Issues Committee may create additional subcommittees under the auspices of the Professional Issues Committee as the parties deem appropriate. All subcommittee activity must relate to its assigned topic.

The Professional Issues Committee shall operate on a meet-and-confer basis only. The Committee shall not be construed as having the authority or entitlement to negotiate collective bargaining contract language, or to contravene any provision of the Collective Bargaining Agreement, or to hear matters that should be resolved through the grievance procedure of the Collective Bargaining Agreement.

The Professional Issues Committee meets monthly and meeting minutes are posted to the Willamette ESD website. Consult with the Human Resources Department or a Licensed Union representative for more information.

Evaluation of Staff

[Board Policy GCN](#)

Forms for Licensed Evaluations and Rubrics can be found on the Willamette ESD website, Human Resources, Additional Staff Resources, [TalentEd Perform](#).

License Requirements

[Board Policy GCA](#)

Maintaining valid licensure is a condition of employment and is the sole responsibility of the employee. Should an employee's required license lapse, they will not be permitted to work and will suffer loss of wages.

Contact Human Resources if you need assistance with PEER forms or other requirements for licensure.

Licensed Staff Contracts & Compensation Plan

The Board, at a general or special meeting called for that purpose, may hire licensed staff and shall record such action in the minutes. The Board shall make a contract with teachers and licensed staff that specify the wages, number of workdays, and time employment is to begin, as agreed upon by the parties. If, however, the contract is for a term longer than one year, the method by which the wages are to be determined during the term of the contract may be specified.

The Willamette ESD shall issue final contracts to licensed staff only after (a) the agency adopts the budget and (b) the collective bargaining agreement between the Board and the Willamette ESD employees' association has been signed. Letters of intent may be issued prior to final approval of (a) and (b) above. Contracts and licenses of all licensed personnel shall be on file in the Willamette ESD office.

Notice of Intent for Salary Advancement

All licensed employees anticipating completion of requisite education credits to advance on the salary schedule are required to submit a Notice of Intent for Salary Advancement form to their supervisor by June 15. Employees must also turn in official transcripts/documentation to the Human Resources Department prior to the first day of the new school year.

Salary schedule advancement for Teacher Standards & Practices Commission (TSPC) and ODE licensed employees shall be granted for additional accredited university educational credits acquired, provided the employee successfully completes the course and presents an official transcript to their program supervisor prior to commencement of the contract. If an official transcript is presented after the commencement of the current contract, advancement on the salary scale shall be granted for the subsequent school year.

Salary schedule advancement for employees not licensed by TSPC or ODE shall be granted for additional accredited university education credits and/or pre-approved Continue Education Credits (CEUs) in accordance with Article 19 of Collective Bargaining Unit.

Professional Development Units (PDUs) pertain to licensure renewal and will not be counted towards consideration of salary advancement.

Staff Development - Licensed

[Board Policy GCL](#)

Staff Calendars

All employees work on a specific calendar that outlines staff workdays, holidays, non-contract days, and in-service days. Calendars are posted on the Willamette ESD website Human Resources webpage, Employment Calendars section. The calendars listed are for various departments such as Early Intervention and Early Childhood Specialist Education (EI/ECSE) and Youth Correction Education Program (YCEP). It is essential that every licensed staff person understand his/her/their calendar for the position they are assigned. Whenever possible, Willamette ESD attempts to align staff calendars with district calendars served by Willamette ESD. Calendars are also tied directly to payroll for all staff. Calendars that deviate from a regularly posted calendar must be signed by both the supervisor and the employee and turned into payroll at the start of the school year.

Flex Time

Employees may request an adjustment to their daily schedule of up to sixty minutes with prior supervisor approval. Flex Time shall not be used during student contact time, direct service time, or scheduled meetings. Flex Time is not approved for routine events such as IEPs/IFSPs.

The following key elements pertain to how flex time should be used:

- Flex time is to be used on rare occasions
- Flex time requires pre-approval by your direct supervisor
- Approved flex time must be recorded on your Outlook calendar and labeled clearly as flex time
Flex time must be made up within 10 calendar days
- When your flex time has been made up you must enter it into Frontline
- If flex time is not made up, and the supervisor notified by email, within the 10 day period, flex time will be converted to an appropriate leave and recorded in Frontline

Holidays

Licensed employees shall be entitled to the following holidays off with pay based on the hours they are ordinarily scheduled to work: President's Day; Memorial Day; Labor Day; Veteran's Day and Thanksgiving Day.

In the event any holiday falls on a Saturday the previous Friday shall be the recognized holiday, and in the event, the holiday falls on a Sunday, the following Monday shall be the recognized holiday.

Resignation of Staff

[Board Policy GCPB/GDPB](#)