

**Scappoose School District**

**Collective Bargaining  
Agreement between**

**Scappoose School District  
and  
Scappoose Federation of  
Classified Employees**

**2023— 2025**



## Table of Contents

	Preamble .....	3
Article 1	Recognition.....	4
Article 2	Management .....	5
Article 3	Salary Deductions.....	7
Article 4	Federation Responsibilities .....	8
Article 5	Position Vacancies.....	9
Article 6	Personnel Records .....	10
Article 7	Separability of Provisions .....	11
Article 8	Salary .....	12
Article 9	Benefits .....	15
Article 10	Conditions of Employment.....	24
Article 11	Layoff/Recall .....	26
Article 12	Grievance Procedures .....	28
Article 13	District Security .....	31
Article 14	Funding .....	32
Article 15	Miscellaneous .....	33
Article 16	Sick Leave Transfer Program .....	34
Article 17	Professional Development.....	35
Article 18	Terms of Agreement .....	36
Appendix A	2023 - 2025 Salary Schedule .....	37

## Preamble

This Agreement is entered into between the Scappoose School District 1J, hereinafter referred to as the District, and the Scappoose Federation of Classified Employees, Local 3662, of the American Federation of Teachers, AFL-CIO, affiliated with the Oregon Federation of Teachers, hereinafter referred to as the Federation.



## **Article 1 - Recognition**

The District recognizes the Federation as the exclusive bargaining agent for all classified employees of Scappoose School District 1J, excluding part-time employees working less than fifteen (15) hours per week, temporary employees, supervisors, and confidential employees.

Temporary employees are those employees working ninety (90) consecutive scheduled work days or less in any school (July 1 - June 30) year in the same assigned position.

It is understood and agreed that if a temporary employee is retained in a given position to re- place a specific employee who is on authorized absence, for a period in excess of ninety (90) work days, then that employee will continue on a temporary status, without benefits under the Agreement, for and until such time as the employee whose position he/she is temporarily filling, returns to regular employment or is terminated.



**Article 2 - Management**

Section 1. It is recognized that the District has and will continue to retain the rights and responsibilities to operate and manage the school system and its programs, facilities, properties and work assignments of its employees.

Section 2. Without limiting the generality of the foregoing Section 1, it is expressly recognized that the District's operational and managerial responsibility includes:

- A. The right to determine location of the schools and other facilities and to relocate or close old facilities.
- B. The determination of the policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures and public relations.
- C. The determination of the management, supervisory or administrative organization of each school or facility in the system and the selection of employees for promotion of supervisory, management or administrative positions.
- D. The maintenance of safety, health, and property protection measures where legal responsibility of the Board or other governmental unit is involved.
- E. The right to enforce the rules and regulations now in effect and to establish new rules and regulations from time to time not in conflict with the Agreement.
- F. The direction and arrangement of all the working forces in the system, including the right to hire, suspend, discharge or discipline, or transfer employees with due process.
- G. The creation, combination, modification, or elimination of any position deemed advisable by the Board.
- H. The determination of the size of the working force, the allocation and assignment of work to employees, the determination of policies affecting the selection of employees, and the establishment of quality standards and judgment of employee performance.

**Article 2 - Management cont'd**

- I. The determination of the layout and the equipment to be used and right to plan, direct and control school activities.
- J. The right to establish and revise the school calendar, establish hours of employment, to schedule classes and assign workloads; and to select textbooks, teaching aids and materials.
- K. The right to make assignments for all programs of an extracurricular nature.

Nothing in this Agreement shall limit in any way the District's contracting or subcontracting of work or shall require the District to continue in existence any of its present programs in their present form and/or location on any other basis. The Federation will be given the opportunity and 30 days to propose recommendations to the School Board prior to the School Board taking action on entering into an agreement with a sub-contracting agency, when such agreement would result in layoff of Federation members.

Section 3. The foregoing enumeration of the function of the District shall not be considered to exclude other functions of the District not specifically set forth; the District retaining all functions and rights to act not specifically nullified by this Agreement.



### **Article 3 - Salary Deductions**

Section 1. The District agrees to deduct from the salary of the employees in the bargaining unit as requested by the employee for the following established programs:

- A. Regular Federation dues;
- B. Premiums for District approved insurance programs;
- C. District approved tax sheltered annuities;
- D. Financial Institutions;
- E. Voluntary contributions to the AFT COPE (Committee on Political Education) Fund.

Section 3. The Federation agrees to indemnify, defend, and hold the District harmless from employee or former-employee claims, orders, or judgments against the district concerning the dues deductions procedures outlined in this agreement. The Federation's obligations are contingent upon the district 1) giving the Federation notice, in writing of any claim; 2) and providing requested information to the Federation and its designated counsel in defense of the claim. The Federation's obligation does not extend to criminal allegations or Unfair Labor Practice Claims brought against the District by the Federation. In the event the District properly invokes this paragraph, the Federation will provide the attorney to defend against the claim. In the event the District wishes to use its own attorney, the District will pay the fees and costs of said attorney.

## **Article 4 - Federation Responsibilities**

Section 1. Use of Facilities: School facilities may be used with prior approval of the building principal, or designee, for Federation meetings at reasonable times outside the regular day shift hours of the classified employees provided that such meetings shall not interfere with normal school operation and providing that custodial staff is on duty.

Release time shall be given employees working evening hours to attend Federation meetings provided they make up the time spent away from the job to attend meetings.

The Federation shall reimburse the District for out of pocket costs such as heat, labor, and cleaning, resulting from its use of such facilities.

Section 2. The Federation may use, with prior approval of the building principal or designee, school equipment including computers (consistent with current District policies and rules regarding internet access and use of e-mail system), duplicator machines and audiovisual equipment outside the regular day shift hours of classified employees and when otherwise not in use. The Federation shall pay for the cost of all materials and supplies incidental to such use and for the repair of any damage to equipment resulting from such use.

Section 3. Federation Business: The Federation representatives shall have the right to meet with employees during their break or lunch period on District property for the purpose of transacting official Federation business. The Federation representative will check in with the building principal or his/her designee prior to the visit. The Principal shall approve such visits providing they are kept to a minimum.

Section 4. The Board shall provide the Federation with reasonable bulletin board space for the use of the Federation in communication with members.

Section 5. The Federation shall be granted ten (10) days non-accumulative leave without pay to be used by Federation representatives to attend conferences or other scheduled Federation group activities. Such leave must be prearranged with building principal(s).



## **Article 5 - Position Vacancies**

Section 1. Job Posting: The District shall post, at an established location in each building, for a period of not less than five (5) calendar days, an announcement of any regular job opening within the unit. Any current employee who wishes to apply for the position may do so during that period. Regular job openings shall not include temporary jobs or "acting in capacity" jobs. The District specifically retains the right to recruit and hire applicants not presently employed by the District. However, where qualifications are equal as determined by the District, the most senior current employee will be given preference. The District shall notify the Union President in writing when it intends to hire temporary employees during any school year.

In the event the District, during the term of this Agreement, creates a new job classification which is properly within the bargaining unit or modifies an existing job classification, the parties will meet to establish an appropriate wage rate for the classification.

Section 2. Promotions: Any employee who is promoted shall serve an in-classification probationary period of one hundred twenty (120) work days. During such in-classification probationary period, the District shall have the right to return the employee to his/her prior classification. Such return to original classification shall also be without showing of cause as provided in Article 10, Section 3 hereof. When an employee is returned to his/her original classification as provided above, he/she shall be placed on the same step rate as he/she would have achieved if the promotion had never occurred.

Section 3. Position Descriptions: Employees will receive a position description on initial employment, promotion or other permanent change in position. To assist in initial development or periodic review of job descriptions, the parties agree to the following process:

- A. The employee and their supervisor will review the description and adjust as necessary, attempting to resolve any disagreements. Any unresolved issues will be submitted to the Superintendent for his/her review. After such review, the Superintendent will render a decision, which will be final. If this final decision is not acceptable, further appeal may be brought to the Board of Directors.
- B. The time for the Superintendent's response after receipt of an appeal will be the same as the time for response in Article 12, Section 5 (B). The times for an appeal to the Board after the Superintendent's response and for the Board's response will be the same as Article 12, Section 5 (C).

## **Article 6 - Personnel Records**

The employee's personnel file shall be available for inspection by the employee and/or his/her designee by prior arrangement with the District administrative office. Before material which is of a derogatory or laudatory nature is placed in an employee's personnel file, a copy of same shall be served upon the employee. The employee shall also have the right to submit for entry into the file a response to any material to be placed in his/her file. An employee may also place letters of recommendation and/or praise in the file.

If no recurrence of discipline for specific behaviors referenced in documents placed in the file has taken place after two years, the employee may request in writing that the documents be sealed. The Union will provide an appropriate envelope, which the Superintendent and employee will sign over the seal. In the event of the District's need to defend itself in litigation or arbitration, the Superintendent shall have access to the sealed document.

Grievance materials shall not be placed in an employee's personnel file.



## **Article 7 - Separability of Provisions**

In the event that any provisions of the Agreement shall, at any time, be declared invalid by any court of competent jurisdiction, such decision shall apply only to a specific article, section, or portion thereof directly specified in the decision. Such decision shall not invalidate the entire contract; it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect. Upon the request of either party, both parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such invalidated provision.



## **Article 8 - Salary**

Section 1. Salaries for classified employees in the bargaining unit shall be paid as indicated on the attached salary schedule (Appendix A. ). New employees shall be placed at step one (1) of the corresponding range for which they were hired. Upon completion of their probationary period (120 days), a new employee will be granted credit for previous experience, which in the District's judgment and as verified from previous employer is relevant to the classification into which he/she is being hired, not to exceed step four (4). The salary of each classified employee, who has worked ninety (90) or more days as a regular employee of the District during the preceding fiscal year, shall be advanced one step on the horizontal scale of the attached salary schedule effective July 1 each year.

The hourly wage rates as set forth herein shall be both a minimum and a maximum rate for each job classification.

Section 2. Pay Days: Pay day shall be fifteenth day of each month. In the event the fifteenth falls on a Saturday, payday will be the fourteenth of the month. If the fifteenth falls on a Sunday, payday will be the next business day. Employees will submit their time sheet as required by District payroll requirements.

A. Direct Deposit: The employer will make direct deposit available to employees on a voluntary basis.

B. Annualized Pay: Employees hourly rate will be annualized for the number of hours they are hired by multiplying their hourly rate times the number of hours they are hired to work per day times the number of days they are hired to work in a year. Their pay check then will be issued in equal installments of twelve (12) checks unless a request is made by the employee to the payroll department to receive (10) monthly checks. An employee hired after the start of school shall have the same option, but the compensation shall be spread over the remaining months of the selected 10 or 12 month period.

C. Pay Option: Employees who work less than a twelve-month schedule may elect to receive their pay checks in either ten (10) or twelve (12) monthly installments. The request for this arrangement must be submitted on or before September 15 or it defaults to the twelve (12) month installments of each year. In the initial year of this provision, this check will be the first check due the employee in September. This payment distribution cannot be cancelled during the year as long as the employee continues on the payroll. An employee hired after September 15 will receive his/her pay check spread over the remaining months of the selected 10 or 12 month period.

## **Article 8 - Salary**

Section 3. Change In Position: Any changes in position or hours worked must be noted on weekly timesheet submissions, in Time and Attendance.

Section 4. Pay Upon Promotion: When an employee is promoted, he/she shall be paid at the lowest rate of the range applicable to the position to which the promotion was made that is higher than the rate of pay, including shift differential if applicable, that the employee received prior to the promotion or the appropriate step that will not result in a lower rate of pay in the second year had the employee stayed in his/her current position.

Employees who are promoted within the same job classification from an Assistant to a Lead shall be paid and placed on the step that results in an increase of at least \$.25 per hour over their current Assistant rate.

Section 5. Reclassification: Reclassification may affect an entire group of employees in a classification or a single employee whose specific work has changed resulting in the need to reclassify the single position. Reclassifications will be handled as follows:

If a classification is reclassified, current employees in the classification will be placed on the lowest step of the new range that provides equal or greater pay. If there is no step of equal or greater pay then the rate of pay at the time of reclassification is maintained until such time as the new range has a step of equal or greater pay upon which the employee will be placed. All employees hired into the reclassified position after the date of reclassification will be paid according to the new pay range.

Single Employee Reclassification:

- A. If a current employee's position is reclassified from a higher pay range to a lower range s/he will remain at the prior pay range unless s/he terminates employment, is laid off, or accepts another position in the District.
- B. If a current employee's position is reclassified from a lower pay range to a higher pay range s/he will be placed on the step of the new range that results in a pay increase.

Section 6. Draws: The option of three (3) advance draws per year will be allowed. The amount of the draw shall be deducted from the paycheck for the month in which it occurred. In no case shall the amount of the draw exceed the amount of accrued pay at the time of the draw. If more than 3 draws are needed by an individual, it is at the discretion of the Superintendent.

Section 7. Premium Pay: Event coverage: An employee assigned to provide coverage for an event that is taking place in the building, on a day when not scheduled, will receive a minimum of three (3) hours pay and one-half (½) hour travel time if travel is required.

**Article 8 - Salary**

Call Back: An employee called back to work, by his/her supervisor, after the end of his/her work day shall be compensated at a minimum of two (2) hours pay and one-half (½) hour travel time. If called back on a holiday, employee will be paid a half (½) hour travel time and minimum of two (2) hours pay at time and a half. If designated to receive after hour emergency/alarm calls, employee shall be compensated at a minimum of one (1) hour pay or actual time served, whichever is more.

Section 8. Shift Differential: Assistant Custodians whose shifts start at 2:00 PM or thereafter shall receive a shift differential of \$0.35 for each hour worked.



**Article 9 - Benefits**

Section 1. Holidays:

A. Holidays for twelve-month employees in the bargaining unit shall be:

Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New Year's Day, MLK Jr, Day, President's Day, and Memorial Day.

B. Twelve-month employees in the bargaining unit shall be compensated for the holiday as though that employee had worked a regular schedule for the day.

C. When these days fall within the inclusive dates of active employment, paid holidays for nine, ten, and eleven-month employees shall be:

Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, President's Day, MLK Jr, Day, Memorial Day.

The District shall determine the beginning and ending date of each employee's work year.

Section 2. Vacation: Twelve-month employees shall receive paid vacation as follows:

Years of Service	Number of Days
1 through 5	10 days per year
6 through 10	15 days per year
11 through 20	20 days per year
More than 20	25 days per year

1. Employees shall begin to accrue vacation after 30 days of employment.
2. Vacation may be used upon accrual.
3. The following shall govern those current District employees who have more than ten (10) days of accumulated vacation:
  - a. Employees shall be encouraged to utilize accumulated vacation in a manner that is consistent with District operational needs.
4. A maximum of ten (10) vacation days may be carried over on December 31st of each year. Any unused vacation days in excess of ten (10) will be permanently forfeited.
5. All employees eligible for vacation will have a maximum of 10 carried over on December 31 of each year with no required action by the employee.

**Article 9 – Benefits cont’d**

Section 3. For Employees working twenty (20) hours or more per week:

There shall be no requirements for the District to provide double coverage where more than one family member is eligible for District medical, dental, or vision insurance benefits.

The District will contribute to the purchase of medical, dental, and vision insurance described below.

- A. The Oregon Educators Benefit Board (OEBB) will be the exclusive provider of medical, vision and dental benefits.
- B. The District shall contribute for each eligible employee, based on the plan he/she is enrolled in, up to the following amount for primary medical, vision and dental insurance premiums.

Step/Tier rate up to the following maximum contributions:

	<b>23-24</b>	<b>24-25</b>
<b>Full Family</b>	\$ 1,784	\$ 1,820
<b>Employee/Spouse</b>	\$ 1,432	\$ 1,461
<b>Employee/Child</b>	\$ 1,432	\$ 1,461
<b>Employee Only</b>	\$ 653	\$ 666

Should a member choose a plan with a premium amount less than the negotiated Maximum Contribution amount, the district will deposit 75% of the difference between the health insurance premium and the negotiated Maximum Contribution into a Health Savings Account for members choosing a health savings account compatible plan. All contributions shall be subject to the rules and regulations of OEBB and the IRS. The district shall not be responsible for amounts above those allowed by law.

Should a member choose a plan that is not HSA compatible, with a premium amount less than the negotiated Maximum Contribution amount, the district will deposit 50% of the difference between the health insurance premium and the negotiated Maximum Contribution into a Health Reimbursement Account VEBA Account. All contributions shall be subject to the rules and regulations of OEBB and the IRS. The District shall not be responsible for amounts above those allowed by law.

- C. Medical Insurance is defined as primary medical insurance plus administrative costs required by the administrating agency.

Subject to carrier rules and regulations, and as allowed by law, employees who opt out of health insurance will receive a \$425 per month benefit as follows:



## **Article 9 – Benefits cont’d**

Members eligible for a District insurance contribution, but who choose not to obtain insurance coverage may “opt out” from the insurance year, in accordance with the underwriting rules and regulations as set forth by OEGB.

- Members who opt out of insurance coverage will be eligible to receive a \$425 per month contribution into a Standard Health Reimbursement Arrangement Voluntary Employee’s Benefit Association (HRA VEBA) Trust.
- Any OEGB or IRS fees/penalties associated with a member opt out are the responsibility of the member, and will reduce the contribution amount.

For married couples/domestic partners where both are employed by the District, the District will allocate the maximum contribution amounts toward the purchase of one insurance plan. 50% of any remaining funds from the two amounts will go into a HRA VEBA Account. All contributions shall be subject to rules and regulations of OEGB and the IRS. The District shall not be responsible for amounts above those allowed by law.

D. Benefits will begin the first of the month following the first date of service.

### **Section 4.**

Sick Leave: Beginning July 1, 2007, one (1) day of paid leave per month of employment with a minimum of ten (10) days for a full school year and up to a maximum of twelve (12) days for full school calendar year shall be granted to each classified employee in the bargaining unit each year for the employee’s illness or injury, the illness or injury to a member of the immediate family, or for any other reason set forth in ORS 653.616. Sick leave shall be computed for the annual period of the fiscal year beginning July 1 and ending June 30. Sick leave for any classified employee which is not used in any one fiscal year shall accumulate without limit. Sick leave may be taken in half hour increments. Employees working 215 days in a school year shall be deemed eleven (11) month employees, and shall earn eleven (11) days of sick leave for the full school year.

The District may require medical certification of employees who have three (3) or more consecutive absences.

Employees who use no more than two (2) days of sick leave in their work year will receive a floating holiday to be used in the next school year. Two days refers to two days at the employee's number of hours per day during the school year that an employee worked when the benefit was accrued.

Immediate family for this provision shall mean the mother, father, spouse, son, daughter, mother or father-in-law, grandparents, grandchildren and any individual living in the same household.

This section shall be considered to be a substantially equivalent policy to that provided by the Oregon Sick Time Law in accordance with ORS 653.611.

**Article 9 – Benefits cont'd**

## Section 5. Discretionary Leave:

- A. Each Classified employee will be allowed three (3) days of discretionary leave per year. One discretionary leave day may be carried over each year for a maximum of four discretionary days to be used in any one year. Members electing this option shall notify the District business office by May 15. If discretionary days are not used or carried over within the school year, they will be compensated at the rate of the employee's full day sub rate pay.
- B. Discretionary leave may be requested with a minimum of forty-eight (48) hours notice to the Superintendent or his/her designee, except in an emergency. "Emergency" means any condition or set of circumstances of an unanticipated and pressing nature which requires the presence of the employee and calls for immediate action. A full description of the set of circumstances which constitutes an emergency shall be given. Failure to comply with notice requirements may result in denial of leave or forfeiture of pay for the leave, if already taken.
- C. Discretionary leave shall not be used as a means of, or during, a work stoppage. Except in an emergency, discretionary leave may not be used if the Building Principal or his/her designee determines that such absence would inhibit the timely completion of a needed task or the employee's assigned tasks could not be adequately covered by either a substitute or another employee. The Superintendent's decision is final on all discretionary leave requests.
- D. No more than ten percent (10%) of the unit members per school building may use discretionary leave on the same contract day, except in cases of emergency. Requests will be granted on a first come basis.
- E. Where applicable, as determined by the District, if a substitute is not available to staff the position, the employee will be notified not less than 24 hours prior to the scheduled leave, where- upon the leave will be cancelled and may be rescheduled.
- F. Discretionary leave shall be taken in minimum increments of one-half day.

Section 6. Jury Duty: An employee shall be granted leave with pay for services on jury duty; provided, however, that compensation paid to such employee for the period of the leave shall be reduced by the amount of the compensation received by the employee for such jury service. Upon being excused from jury services during any day, an employee shall immediately return to complete his/her assignment for the remainder of the regular work day, unless the employee's regular shift begins at 2:30 p.m. or later.

**Article 9 – Benefits cont’d**

Section 7. Lunch and Rest Periods:

- A. All employees who work more than five (5) hours in a day shall be entitled to a non-paid, duty-free meal period of not less than thirty (30) minutes within the work day.
- B. All employees shall receive a paid ten (10) minute rest period according to BOLI regulations.

**Numbers of Meal and Rest Periods Required Based on Length of Work Period**

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

Section 8. Emergency Closure:

- 1. In the event of unusual circumstances resulting from inclement weather, natural disaster, fire or other emergency, the District may delay opening and/or close some or all school operations.
- 2. On emergency closure days, employees who are required to report to work by their supervisor will be paid their regular hourly rate of pay for all hours worked. Employees not required to report shall suffer no loss of pay for the first two (2) emergency closure days in a school year. If schools are closed, employees may be required to report to work at a later date, without additional pay, in order to make up the days. Beginning with the third emergency weather closure day in a given school year, the following will apply:
  - Less than 12-month employees not required to report on the school closure day(s) shall not be paid for the day, but shall be provided an opportunity to make up an equivalent number of hours, including through District-identified make-up days or use accrued discretionary or compensatory time in order to avoid loss of pay associated with closure days.

**Article 9 – Benefits cont’d**

- Twelve-month employees not required to report on the school closure day(s) shall not be paid for such day(s). Twelve-month employees not required to report can use accrued vacation, discretionary or compensatory time in order to avoid loss of pay associated with closure days.
  - Less than 12-month employees who terminate employment with the District prior to working scheduled make-up days shall have the value of any closure days for which they were paid withheld from their final paychecks.
3. In the event of delayed opening, employees are expected to report to their regular assignment as soon as possible, consistent with safety. If an employee is unable to report to work, such absences will be charged to one of the following:
- A. Available vacation leave;
  - B. Discretionary leave;
  - C. Make up the day of work. The day to be worked will be at the discretion of the employee's supervisor and the employee;
  - D. Compensatory time.

The selection of which category to charge the absence to will be at the employee's discretion. If any of the above selections are not available to the employee, the absence will be charged as a leave without pay.

Section 9. Bereavement:

- A. Three (3) days leave with pay will be authorized by the District in the event of death per immediate family member. Two additional paid days shall be available when out of state travel is required.
- B. For the purposes of this section, immediate family is defined as follows:
  - a) Spouse, domestic partner (opposite sex or same sex domestic partner);
  - b) Mother or father of the member or spouse/domestic partner;
  - c) Children, grandchildren or grandparents of member or spouse/domestic partner;
  - d) Brother or sister of the member or spouse/domestic partner;
  - e) Step relatives or in-laws for any listed above of the member or spouse/partner;
  - f) Aunt or uncle of the member or spouse/domestic/partner;
  - g) Any other individual member of the same household.

Section 10. Limitations: Employees within this category who work less than eight (8) hours per day shall be provided the benefits on a prorated basis, unless otherwise stipulated.

Section 11. Travel Expenses: Classified employees shall be reimbursed personal expenses incurred while on business for the District. Employees who are required to use their own vehicle for District approved travel shall receive reimbursement for such travel in an amount equivalent to that allowed by the Internal Revenue Service as a deduction for business mileage. Any change in the amount allowed for mileage shall become effective upon the first of the month following the month in which the change is announced by the IRS. Reimbursement for meals for business travel when not away from home will be processed through payroll as taxable income. This is to be in compliance with IRS regulations.

**Article 9 – Benefits cont'd**

- Section 12. Overtime: Overtime shall be authorized by the District supervisor/building principal or designee and compensated, if budgeted funds for such purposes are available, for overtime worked in excess of eight (8) hours in any one day or 40 hours in any one week, at not less than one and one-half times the regular rate of such employment. If budgeted funds are not available for the payment of overtime, such overtime shall be allowed in compensatory time off at not less than time and a half for employment in excess of eight hours in any one day or 40 hours in any one week. If an employee's requests to use compensatory time on the books are impossible to grant before May 31<sup>st</sup>, the District will pay for compensatory time on the books no later than June 30<sup>th</sup>.
- Section 13. Early Retirement:
- A. An employee whose employment with the District began prior to July 1, 2000, who has completed at least ten (10) consecutive years of service with the District, and who is eligible for retirement under the Public Employees Retirement System (PERS) or is at least 58 years old and less than 62 years old, may exercise the option of an early retirement.
  - B. An employee choosing to retire early under Section (A) shall choose one from among the two retirement payment options as follows:
    - 1. The early retiree shall receive payment of ten percent (10%) of their current salary, paid in monthly installments of one-twelfth (1/12) of that amount for use towards up to two- party insurance premiums under the employer's group insurance plan. Payment will be for a maximum of eighty-four (84) months or age sixty-two (62). Any dollars in excess of the cost of the premium will be paid directly to the early retiree. Any premium costs in excess of the early retiree monthly payment will be borne by the early retiree.
    - 2. The early retiree shall receive a stipend based on ten percent (10%) of the current annual salary, and paid in monthly installments of one-twelfth (1/12) of that amount. Payment will be for a maximum of eighty-four (84) months or age sixty-two (62). The early retiree selecting this option must fully self-pay insurance if choosing to participate in the employer's group insurance plan.
  - C. An employee exercising the early retirement option shall notify the employer by April 15 of the current year.
  - D. Consecutive years of service include all paid leave, and approved unpaid leaves shall not be considered a break in service.

**Article 9 – Benefits cont’d**

## Section 14. Unpaid Leaves of Absence

## A. Charter Leave

1. Pursuant to ORS 338.135, employees requesting leave to work in a public charter school shall be granted unpaid leave of up to two school years.
2. Requests for leave must be made by April 1 of the year prior to the leave.
3. Leave requests must state the term of the leave. An employee must notify the Board by April 1 of the year prior to returning of their intent to return. Failure to provide such notice shall result in loss of all benefits and seniority in the district
4. An employee may request to return sooner than originally requested if the charter is terminated or dissolved. Such request will be evaluated as described below.
5. Employees who have appropriately requested leave and return to the district will retain all seniority accrued at the time of the leave. No seniority will accrue during the leave.
6. Employees returning from charter leave shall be subject to the terms of the collective bargaining agreement in effect at the time of return.
7. An employee returning from leave will be assigned to an available open position in the same or lower classification as was held when leave began as long as s/he meets the minimum qualifications. If there is no open position, the returning employee shall be placed on a recall list pursuant to Article 11.
8. An employee on a leave of absence under this section remains subject to layoff under Article 11 during the leave. If the employee’s job is eliminated due to layoff during the leave, he or she will be placed on the recall list as long as s/he has complied with sections 3 and 4 above.

## B. Other Unpaid Leaves of Absence in excess of 30 days

1. Employees may request an unpaid leave of absence for up to one calendar year. The approval and granting of such leaves and the terms shall be at the sole and exclusive discretion of the Superintendent or designee.
2. Employees who have appropriately requested and been granted leave and return to the district will retain all seniority accrued at the time of the leave. No seniority will accrue during the leave.
3. Employees returning from leave shall be subject to the terms of the collective bargaining agreement in effect at the time of return.
4. An employee on a leave of absence under this section remains subject to layoff under Article 11 during the leave. If the employee’s job is eliminated due to layoff during the leave, he or she will be placed on the recall list as long as s/he has complied with the terms of the approved leave.

**Article 9 – Benefits cont’d****C. Unpaid Leaves of Absence of 30 days or less**

1. Requests for leaves of 30 days or less shall be made to the Building Supervisor.
2. Employees who are granted unpaid leave for thirty (30) days or less will continue to receive District insurance contributions and returned to the position held prior to the leave. The approval and granting of such leaves shall be at the discretion of the Building Supervisor.
3. All paid leaves must be exhausted, other than sick leave, prior to any unpaid leave being taken. However, unpaid leave will not be granted for illness should a balance of sick leave exist.

**Section 15. Paid Certification Renewal:**

SLPA: The district will pay up to \$200 per year for SLPAs required state certification renewal.

**Section 16. Paid Leave Oregon:**

Employees who access paid family leave benefits through Paid Leave Oregon or the District’s equivalent program may utilize accrued paid leave or vacation in an amount necessary to make up the difference between their leave benefits and their regular wages until such time as their accrued paid leave has been exhausted.

## **Article 10 - Conditions of Employment**

Section 1. Medical Certification: Classified employees returning from illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the District or furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of students and fellow employees.

Any classified employee who has a known condition of a chronic or continuing type must, at the request of the Superintendent, authorize his/her doctor to report in writing to the administration his/her opinion as to the ability of said employee to carry out his/her duties as an employee of the District. Sickness or any other unavoidable circumstances which prevent the employee from carrying out his/her duties twenty (20) working days immediately following exhaustion of his/her accrued sick leave shall be sufficient for the District to terminate employment without penalty or at the District's option, to place the employee on leave without pay for the remainder of the school year, provided the District first complies with the provisions of the Family and Medical Leave Act when it is applicable under the circumstances.

Section 2. Time Loss Injury: When an injury occurs in the course of employment, the District's obligation to pay sick leave benefits is limited to the difference between any time-loss payments for which the employee is eligible under Worker's Compensation laws and the employee's regular salary, at the employee's option. In such instances, prorated charges will be made against accrued sick leave.

Section 3. Disciplinary Actions: The following are deemed sufficient for written reprimands, dismissal, suspension, or demotion of employees in the bargaining unit for cause:

Discipline shall be progressive, unless the nature and circumstances of the offense warrants a more severe sanction.

- A. Incompetence, inefficiency, insubordination, or neglect of duty.
- B. Unauthorized absence.
- C. Any willful violation of a rule or regulation established by the school Board.
- D. Conviction of a criminal act.
- E. The possession, consumption or being under the influence of alcohol or other non-prescribed drug while on duty.
- F. Conduct detrimental to the school District or its personnel.
- G. Unsatisfactory performance of duties.

An employee of the Federation may contest a disciplinary action by filing a grievance in accordance with the provisions of Article 12 hereof. However, if the employee or the Federation chooses to exercise rights granted under ORS 332.544, or if the disciplinary action is otherwise contested by the filing of a claim with any court or other governmental entity, contesting the disciplinary action, no valid grievance shall exist.



**Article 10 - Conditions of Employment cont'd**

- Section 4.      New Employees: All new employees will be hired on a probationary period of 120 work days, during which time they may be dismissed for any reason deemed in good faith sufficient by the District. At the time of their appointment, new employees shall be advised that the Federation is the exclusive representative.
- Section 5.      Copies of Agreement: The District shall provide all current employees with a copy of this Agreement within three weeks of contract execution. New employees shall receive a copy of this Agreement as of the date of hire. The District will post the contract on the District web site within 30 days of contract execution.



## **Article 11 - Layoff/Recall**

Section 1. Layoff: In the event staff reductions become necessary, the District will notify the Union in advance of any layoff. Requests for voluntary layoffs will be considered. If voluntary layoffs are not accepted, additional layoffs shall be made. The Union President will be sent copies of all layoff notices sent to employees covered by this contract.

Layoffs shall be conducted by classification. An employee whose position is eliminated due to such reduction, or whose hours are reduced shall first be entitled to use his or her district seniority to bump the least senior employee in their current classification with the greatest number of hours that is equal to or less than the employee's current assignment. If there is no employee to bump in the employee's current classification, then the employee may bump the least senior employee in any other classification in which that employee has worked, with the greatest number of hours that is equal to or less than the employee's current assignment, providing the employee's experience and qualifications meet the requirements of the position. Employees may not bump into more hours of work per week than they were currently assigned. An employee who wishes to exercise his/her bumping rights must notify the District within fourteen (14) calendar days after receiving written notification of his/ her layoff. In order to establish a seniority list, the first day of service will determine the seniority date. A drawing, conducted by a District and Union representative, will resolve any duplication within 30 days of hiring.

Employees assigned to the Educational Assistant or lead positions (Lead Custodian, Lead Secretary and Cook Manager) classifications shall be able to exercise their seniority to bump the least senior employee in the lower level Assistant classification of their current classification with the greatest number of hours that is equal to or less than the employee's current assignment.

Section 2. Recall: In the event that a vacancy arises after a layoff has occurred, which the District intends to fill, employees will be recalled by classification in the reverse order of layoff. An employee who is laid off will remain on the laid-off list and be eligible for recall for twenty-four (24) months. The District shall notify a laid-off employee of a position opening by registered letter, return receipt requested, at his/her address of record as maintained in the employee's personnel file. It shall be the employee's responsibility to insure that his/her current address is on file at the time layoffs occur. Notification of any change of address following the day of layoff shall be in writing by certified mail to the Superintendent. The laid-off employee shall personally notify his/her principal or the Superintendent within seven (7) calendar days or send, by certified mail, a letter of intent, postmarked no later than seven (7) calendar days from the date of receipt of such notification, indicating his/her acceptance or rejection of the position and have an additional fourteen (14) calendar days there from in which to begin active employment. If the employee cannot be reached at his/her address of record, fails to respond within the allotted time, or if he/ she rejects any position offered to him/her, he/she shall forfeit all re-employment rights unless he/she can show that the failure to respond in a timely manner was due to circumstances beyond his/her control.

Employees who wish to waive recall rights may do so by written notification to the District.

**Article 11 - Layoff/Recall cont'd**

Employees returning from layoff shall have previously accrued sick leave, emergency leave, and seniority reinstated, but shall not receive benefits for the period of the layoff.

Upon return to active employment, employees will be placed on the proper step of the salary schedule for their current position according to experience.



## **Article 12 - Grievance Procedures**

Section 1. Purpose: The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems which may from time to time arise regarding contract violations or violations of the application of the terms and conditions of the contract. The parties agree that these proceedings will be kept informal and confidential, consistent with the ultimate goal of resolving the grievance at each step of the grievance procedure.

Section 2. Rights of Employee Representation: Any grievant may be represented, at all stages of the grievance procedure, by him/herself, or at his/her option, by a representative selected or approved by the Federation. The Federation shall have the right to be present and to state its view at all stages of the grievance procedure, above Step 1. No grievance shall be pursued to binding arbitration, (Step 4 herein) except by the Federation.

No resolution may be reached that violates the terms of this agreement.

Section 3. Definitions:

A. Contract Grievance: A claim by an employee of a violation of a specific provision of this Agreement.

B. Equity Grievance: A claim by an employee that he/she has been treated inequitably by reason of any act or condition which is contrary to adopted school Board policy or practice governing or affecting employees.

C. Grievant: A grievant is the person, group, or the Federation, making the claim.

D. Day: For purposes of computing grievance time lines, a day shall mean a calendar day.

Section 4. Time Limits: Since it is important that the grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

The failure of the District to respond within time limits set forth herein will constitute a rejection of the grievance at that level and thereby allow the Federation to take the grievance up at the next step within the time limit specified therein. Failure of the Federation to comply with a time limit set forth herein shall constitute a withdrawal of the grievance.

The time limits specified may be modified only by written agreement between the parties.

**Article 12 - Grievance Procedures cont'd**

## Section 5. Procedure:

- A. Step 1: A grievant, as defined above, shall, within twenty-one (21) days of the occurrence of the grievance, or his/her knowledge of same, whichever occurs later, discuss it with the District supervisor/building principal and provide a written statement of the grievance, with the objective of resolving the matter informally. The District supervisor/building principal shall have fourteen (14) days in which to respond to the grievance.
- B. Step 2: If the grievant is not satisfied with disposition of this grievance at Step 1, he/she may file the grievance in writing with the Superintendent within fourteen (14) days after receipt of the Step 1 response. (However, in no event will such grievance be filed more than thirty-five (35) days after the occurrence of the grievance or the employee's knowledge of same.) The written grievance shall contain a statement of the relevant facts and shall specify whether the grievance is a contract grievance or an equity grievance, the specific action or lack of action being grieved, the contract article or articles and section(s) or paragraph(s) thereof alleged to have been violated (applied only to contract grievance), and the specific remedy sought. The Superintendent shall have fourteen (14) days in which to respond in writing to the grievance.
- C. Step 3: If the grievant is not satisfied with the decision of the Superintendent, the grievance may be presented to the Board by filing all correspondence presented or received at prior steps with the Clerk of the Board within fourteen (14) days after the receipt of the Step 2 response. The Board will have thirty-five (35) days in which to make a written response to the grievance. Unless the grievance is a contract grievance, the Board's decision shall be final and binding.
- D. Step 4: If the grievant is not satisfied with the decision of the Board and if the grievance is a contract grievance, the Federation shall, within fourteen (14) days of the receipt of the Step 3 response submit to the Superintendent written notice of intent to arbitrate the issue. Such written notice shall contain a copy of all materials submitted or received at previous steps.
  1. Within fourteen (14) days of District receipt of written notification from the Federation of their desire to arbitrate the grievance, the parties will meet and attempt to select an arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the fourteen (14) day period, a request for a list of seven (7) arbitrators may be made to the State Mediation and Conciliation Service by either party. Upon receipt of such list, the party to strike the first name shall be determined by lot and the parties shall alternately strike names thereafter, until only one name remains. Such person shall be deemed to be appointed as the arbitrator, provided he/she is available to serve upon a mutually agreeable date when first contacted. If such arbitrator is not available to serve within 120-days and the parties do not agree to an extension of the 120-day limit, the parties shall request a new list of seven arbitrators and repeat the striking process.

**Article 12 - Grievance Procedures cont'd**

2. The designated arbitrator shall set a time and place for hearing which is agreeable to both parties. Expenses of the arbitrator shall be borne equally by the parties; however, each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, providing it pays for the record and makes a copy available without charge for the arbitrator. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies. The arbitrator shall have authority to consider only a claim based upon a specific provision of this Agreement, and shall have no authority to add, to modify, or detract from this Agreement nor to substitute his/her judgment for that of the District. Any decision of the arbitrator within the scope of this Agreement shall be final and binding upon the parties.

**Section 6. Miscellaneous:**

- A. Any grievance arising from a direct specific action of the Board or the Superintendent may, at the Federation's option, be introduced at Step 2 of the grievance procedure.
- B. Meetings and Hearings: Subject to the Public Meetings Law, meetings or hearings under this procedure shall be conducted in private unless a public hearing or meeting is mutually agreed to.



**Article 13 - District Security**

The Federation and the bargaining unit members, as individuals or as a group, will not initiate, cause, permit, or participate or join in any strike, work stoppage, slow down, picketing, not to be confused with informational picketing, or any other restriction of work. Employees in the bargaining unit while acting in the course of their employment shall not honor any picket line established by the Federation or by any other labor organization when called upon to cross such picket line in the line of duty. Disciplinary action, including discharge, may be taken by the District against any employee engaging in a violation of this article. Such disciplinary action shall not preclude or restrict recourse to any other remedies including an action for damages, which may be available to the District.

The District shall not lock out employees as a result of any dispute with the Federation.



## **Article 14 - Funding**

The parties acknowledge that revenue to fund the compensation and benefits provided by this agreement will be determined differently than in previous contract years. The Oregon Legislature, the people of the state of Oregon, and local taxpayers will all have a role in the increase.

In the event that the funds provided through this finance mechanism are affected to the extent to have a major adverse impact as determined by the District, the District may reopen negotiations as to Wages (Appendix A) and Insurance Benefits (Article 9. Sections 3).

If the District closes its schools because of a lack of funds no member of the bargaining unit shall be entitled to any salary or fringe benefits provided in this agreement while the schools are closed.

This agreement does not guarantee any level of employment.





**Article 15 - Miscellaneous**

Section 1. Gender Construction: Whenever the masculine or feminine gender is used in this agreement, each also shall mean the other.

Section 2. Labor Management Cooperation: A Labor-Management Committee shall be established for the term of this Agreement. The Committee is established by the District and the Federation from a desire to develop better day-to-day communication practices and to achieve and to maintain a mutually beneficial program.

The purpose of the Committee is to discuss, explore and study those issues referred to it by the parties to this agreement. The Committee may take up any issue the parties mutually agree to, except grievances. The Committee by mutual agreement shall be authorized to make recommendations to the parties on those problems which have been discussed explored and studied.

In order to have frank and open discussions, the Committee shall have no authority to change, delete or modify any of the terms of this Agreement, or to settle grievances arising under the contract. Committee discussions shall not be publicized except for those recommendations which have been mutually made.

The Committee shall be composed of persons from the Federation and the District and shall meet on a continuing basis at the request of either party. Any necessary support services, such as secretarial services shall be provided by the District.

Section 3. Once a year for the first three (3) years of continuous employment, each classified employee shall be observed and evaluated by his/her supervisor. The evaluation will be presented to the classified employee at a meeting, where it will be discussed. A rebuttal may be attached to the evaluation and will be a permanent part of the evaluation. After three years, employees will be evaluated at least once every three years.

Section 4. The President of the Scappoose Federation of Classified Employees will be given a draft of the next school year's calendar at the time it is given to the certified staff in order to give feedback to the administration.

Section 5. A classified employee shall not be assigned to supervise students in a classroom in the absence of the regularly assigned teacher for more than 30 minutes.

Classified employees, as directed by the building principal or designee, who cover for a classified employee who is paid at a higher range for more than 60 consecutive minutes in any one day will be paid at a rate of \$.25 per hour over their regular wage or at the base rate of the position for which the employee is providing coverage, whichever is higher. A classified employee who voluntarily substitutes out-side their regularly assigned range and hours will be paid at the substitute rate for that position, which may result in a lower rate of pay than the employee's regular rate. Temporary assignment in a substitute capacity shall not be counted as FTE for the purpose of qualification for insurance benefits.

Section 6. A classified employee assigned to attend an in-service training scheduled after the yearly school calendar is established shall not be required to attend such training if not provided a minimum fourteen (14) days written notice by his/her supervisor.

## **Article 16 - Sick Leave Transfer Program**

The District will provide a sick leave pool, whereby members may contribute up to 10% of their sick leave days per school year for members who have a documented serious health condition (as defined in state and family leave laws) subject to the provisions below:

1. Members receiving donated sick leave must have exhausted all other paid leaves and not be receiving paid disability or workers compensation benefits.
2. The sick leave pool may not exceed 150 days.
3. The Federation will verify with the District Office that the member requesting leave has exhausted all leaves and whether they have other compensation plans such as disability or workers compensation benefits.
4. Upon retirement, members may donate up to 10% of accrued sick leave days to the sick leave pool, not used in their formula for Public Employees Retirement Systems (PERS). Donated days will be credited to the pool on July 1 of the next fiscal year.
5. Sick leave donated to the pool must be received by the District Office on or before October 31.
6. Management of the sick leave pool will be the responsibility of the Federation.
7. Unused days will carry forward to a maximum 150 days.



**Article 17 – Professional Development**

- A. The District will provide in-service programs to train employees on new equipment, processes and procedures related to their current job duties.
- B. The District shall establish a Professional Improvement Fund in the amount of ten thousand (\$10,000) for each year of the contract for the purpose of assisting employees seeking to upgrade and gain new skills. Use of such funds shall be for the cost of enrollment in workshops, seminars, conferences or college courses related to work performed by members of the bargaining unit, or to qualify for advancement into positions represented by the bargaining unit. Funds shall not be used for travel or lodging expenses.

Requests for funds shall be submitted through the employee's supervisor with final approval to be decided by the District Human Resources Manager or designee prior to taking the course. If a disagreement exists between those two parties, the District Superintendent shall make a final decision.

To receive reimbursement, an employee must provide verification of successful completion of the work within 90 days after the course end date or conference/workshop/seminar conclusion.

Employees may request reimbursement for one thousand dollars (\$1,000) in any one year. Approval for funds shall be based on the criteria stated above and shall be on a first come, first serve basis. Unused Professional Improvement Fund dollars shall be added to the subsequent year's \$10,000 contribution but not to exceed \$20,000.

Article 18 - Terms of Agreement

Section 1. The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in full in this Agreement. Therefore, the District and the Federation, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the District's direction and control.

Section 2. Upon reopening of the negotiations for a successor to this Agreement, which shall occur by written notice by one party to the other by January 1 of the year the Agreement expires, it is intended that each party shall have the opportunity to propose contract modifications on any and all items it so desires to modify.

Section 3. This agreement is effective July 1, 2023, and shall remain in full force and effect through June 30, 2025. It shall not be modified in whole or part by the parties except by instrument, in writing, duly executed by both parties.

Executed on this day, by the undersigned officers by the authority and on behalf of the Scappoose School District 1J and Scappoose Federation of Classified Employees, Local 3662, AFT, AFL-CIO.

SCAPPOOSE FEDERATION OF CLASSIFIED EMPLOYEES

SCAPPOOSE SCHOOL DISTRICT 1J



President

Date

8/2/23



School District Board Chairperson

8-14-23

Date

Appendix A: Salary Table and Range Assignments

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 15	Step 20	Step 25
Food Van Driver														
Educational Assistant														
Food Service Assistant II	5	\$15.84	\$16.24	\$16.64	\$17.06	\$17.49	\$17.92	\$18.37	\$18.83	\$19.30	\$19.78	\$20.78	\$21.81	\$22.90
Food Service Assistant II-Rover														
Clerical Assistant														
Educational Assistant I	6	\$16.23	\$16.64	\$17.06	\$17.48	\$17.91	\$18.37	\$18.83	\$19.29	\$19.78	\$20.28	\$21.28	\$22.36	\$23.47
SLP Assistant	7	\$16.68	\$17.11	\$17.53	\$17.97	\$18.42	\$18.88	\$19.36	\$19.83	\$20.33	\$20.84	\$21.88	\$22.97	\$24.13
Preschool Teacher Assistant	8	\$17.08	\$17.51	\$17.95	\$18.39	\$18.86	\$19.32	\$19.81	\$20.30	\$20.81	\$21.33	\$22.40	\$23.51	\$24.69
Cook Manager	10	\$17.99	\$18.43	\$18.90	\$19.37	\$19.85	\$20.35	\$20.86	\$21.38	\$21.91	\$22.46	\$23.59	\$24.76	\$26.00
Food Service Manager														
Educational Assistant II	11	\$18.48	\$18.93	\$19.41	\$19.90	\$20.39	\$20.90	\$21.42	\$21.96	\$22.50	\$23.07	\$24.22	\$25.43	\$26.70
Assistant Custodian														
Assistant Secretary														
Program Specialist - Athletics														
Program Specialist - Attendance	12	\$18.87	\$19.33	\$19.82	\$20.32	\$20.83	\$21.35	\$21.88	\$22.43	\$22.98	\$23.56	\$24.74	\$25.98	\$27.27
Program Specialist - SPED														
District Health & Wellness Coord.														
Assistant Grounds	13	\$19.27	\$19.75	\$20.25	\$20.75	\$21.27	\$21.80	\$22.34	\$22.91	\$23.48	\$24.06	\$25.27	\$26.53	\$27.86
Nursing Services Health Assistant														
Security Guard	14	\$19.74	\$20.22	\$20.73	\$21.25	\$21.78	\$22.32	\$22.89	\$23.46	\$24.04	\$24.65	\$25.87	\$27.17	\$28.54
Lead Custodian Elementary/Rover	15	\$20.15	\$20.65	\$21.17	\$21.70	\$22.24	\$22.80	\$23.37	\$23.95	\$24.55	\$25.16	\$26.42	\$27.74	\$29.13
Library Specialist II	16	\$20.55	\$21.07	\$21.60	\$22.13	\$22.69	\$23.26	\$23.84	\$24.43	\$25.05	\$25.67	\$26.96	\$28.30	\$29.72
Registrar														
Lead Custodian MS/HS	18	\$21.59	\$22.73	\$23.31	\$23.88	\$24.49	\$25.09	\$25.73	\$26.36	\$27.03	\$27.71	\$29.09	\$30.55	\$32.07
Assistant Grounds/Maintenance														
Lead Secretary	22	\$22.94	\$23.51	\$24.10	\$24.70	\$25.32	\$25.95	\$26.61	\$27.26	\$27.95	\$28.65	\$30.08	\$31.59	\$33.17
Admin Asst/Communications														
Payroll Clerk														
Assistant Maintenance II														
Instructional Prog. Coord - SPED	24	\$24.17	\$24.77	\$25.39	\$26.02	\$26.67	\$27.34	\$28.03	\$28.73	\$29.45	\$30.18	\$31.68	\$33.27	\$34.94
Student Info & Assessment Spec														
Lead Groundskeeper	25	\$24.54	\$25.14	\$25.78	\$26.43	\$27.08	\$27.76	\$28.45	\$29.16	\$29.89	\$30.64	\$32.17	\$33.78	\$35.47
Purchasing and Finance Specialist	27	\$25.42	\$26.05	\$26.70	\$27.37	\$28.06	\$28.76	\$29.48	\$30.21	\$30.96	\$31.74	\$33.33	\$34.99	\$36.74
Technology Specialist	29	\$26.19	\$26.85	\$27.52	\$28.21	\$28.91	\$29.63	\$30.37	\$31.13	\$31.91	\$32.71	\$34.34	\$36.06	\$37.86
Maintenance II														
Lead Preschool Teacher	30	\$27.96	\$28.66	\$29.38	\$30.11	\$30.87	\$31.64	\$32.44	\$33.24	\$34.07	\$34.93	\$36.68	\$38.50	\$40.43
	31	\$29.37	\$30.10	\$30.86	\$31.63	\$32.41	\$33.23	\$34.06	\$34.92	\$35.79	\$36.68	\$38.51	\$40.44	\$42.46
	32	\$30.85	\$31.62	\$32.40	\$33.22	\$34.05	\$34.91	\$35.78	\$36.67	\$37.59	\$38.52	\$40.45	\$42.47	\$44.59
	33	\$32.38	\$33.19	\$34.03	\$34.87	\$35.74	\$36.64	\$37.56	\$38.50	\$39.45	\$40.44	\$42.46	\$44.58	\$46.82
	34	\$34.00	\$34.85	\$35.72	\$36.62	\$37.53	\$38.47	\$39.43	\$40.42	\$41.42	\$42.46	\$44.59	\$46.82	\$49.16
Technology Engineer	35	\$36.00	\$36.89	\$37.81	\$38.76	\$39.73	\$40.73	\$41.74	\$42.78	\$43.85	\$44.95	\$47.20	\$49.56	\$52.04

Appendix A: Salary Table and Range Assignments

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 15	Step 20	Step 25
Food Van Driver														
Educational Assistant														
Food Service Assistant II	5	\$16.79	\$17.21	\$17.64	\$18.08	\$18.54	\$19.00	\$19.47	\$19.96	\$20.46	\$20.97	\$22.02	\$23.12	\$24.27
Food Service Assistant II-Rover														
Clerical Assistant														
Educational Assistant I	6	\$17.20	\$17.64	\$18.08	\$18.53	\$18.99	\$19.47	\$19.96	\$20.45	\$20.97	\$21.49	\$22.56	\$23.70	\$24.88
SLP Assistant	7	\$17.69	\$18.13	\$18.58	\$19.05	\$19.53	\$20.01	\$20.52	\$21.02	\$21.55	\$22.09	\$23.19	\$24.35	\$25.57
Preschool Teacher Assistant	8	\$18.10	\$18.56	\$19.02	\$19.49	\$19.99	\$20.48	\$21.00	\$21.52	\$22.06	\$22.61	\$23.74	\$24.92	\$26.17
Cook Manager	10	\$19.07	\$19.54	\$20.03	\$20.53	\$21.05	\$21.57	\$22.11	\$22.66	\$23.22	\$23.81	\$25.00	\$26.25	\$27.56
Food Service Manager														
Educational Assistant II	11	\$19.58	\$20.07	\$20.57	\$21.09	\$21.62	\$22.16	\$22.71	\$23.28	\$23.85	\$24.45	\$25.67	\$26.96	\$28.30
Assistant Custodian														
Assistant Secretary														
Program Specialist - Athletics														
Program Specialist - Attendance	12	\$20.00	\$20.49	\$21.01	\$21.54	\$22.08	\$22.63	\$23.19	\$23.78	\$24.36	\$24.98	\$26.22	\$27.54	\$28.91
Program Specialist - SPED														
District Health & Wellness Coord.														
Assistant Grounds	13	\$20.43	\$20.93	\$21.46	\$22.00	\$22.55	\$23.11	\$33.69	\$24.28	\$24.89	\$25.51	\$26.79	\$28.12	\$29.53
Nursing Services Health Assistant	14	\$20.92	\$21.44	\$21.98	\$22.53	\$23.09	\$23.66	\$24.26	\$24.87	\$25.48	\$26.12	\$27.43	\$28.80	\$30.25
Security Guard	15	\$21.36	\$21.89	\$22.44	\$23.00	\$23.58	\$24.17	\$24.77	\$25.39	\$26.02	\$26.67	\$28.01	\$29.41	\$30.88
Lead Elementary/Rover Custodian	16	\$21.79	\$22.34	\$22.90	\$23.46	\$24.06	\$24.65	\$25.27	\$25.90	\$26.55	\$27.21	\$28.57	\$30.00	\$31.51
Library Specialist II														
Registrar	18	\$22.89	\$24.09	\$24.71	\$25.31	\$25.96	\$26.60	\$27.27	\$27.94	\$28.65	\$29.37	\$30.84	\$32.38	\$33.99
Lead Custodian MS/HS														
Assistant Grounds/Maintenance	22	\$24.31	\$24.92	\$25.55	\$26.18	\$26.84	\$27.51	\$28.20	\$28.90	\$29.63	\$30.37	\$31.89	\$33.48	\$35.16
Lead Secretary														
Admin Asst/Communications														
Payroll Clerk														
Assistant Maintenance II	24	\$25.62	\$26.26	\$26.91	\$27.58	\$28.27	\$28.98	\$29.71	\$30.45	\$31.21	\$31.99	\$33.58	\$35.27	\$37.03
Instructional Prog. Coord - SPED														
Student Info & Assessment Spec														
Lead Groundskeeper	25	\$26.01	\$26.65	\$27.33	\$28.01	\$28.71	\$29.43	\$30.16	\$30.91	\$31.69	\$32.48	\$34.10	\$35.81	\$37.60
Purchasing and Finance Specialist	27	\$26.94	\$27.62	\$28.30	\$29.01	\$29.74	\$30.48	\$31.25	\$32.02	\$32.82	\$33.64	\$35.33	\$37.09	\$38.94
Technology Specialist	29	\$27.76	\$28.46	\$29.17	\$29.90	\$30.64	\$31.40	\$32.19	\$33.00	\$33.82	\$34.67	\$36.40	\$38.22	\$40.13
Maintenance II	30	\$29.64	\$30.38	\$31.15	\$31.92	\$32.72	\$33.54	\$34.38	\$35.24	\$36.11	\$37.02	\$38.88	\$40.81	\$42.85
Lead Preschool Teacher	31	\$31.13	\$31.91	\$32.71	\$33.53	\$34.36	\$35.22	\$36.10	\$37.01	\$37.93	\$38.88	\$40.82	\$42.87	\$45.01
	32	\$32.70	\$33.52	\$34.35	\$35.21	\$36.09	\$37.00	\$37.92	\$38.87	\$39.84	\$40.83	\$42.88	\$45.02	\$47.27
	33	\$34.33	\$35.18	\$36.07	\$36.97	\$37.89	\$38.84	\$39.81	\$40.81	\$41.82	\$42.87	\$45.01	\$47.26	\$49.63
	34	\$36.05	\$36.94	\$37.87	\$38.82	\$39.79	\$40.78	\$41.80	\$42.84	\$43.91	\$45.01	\$47.27	\$49.63	\$52.11
Technology Engineer	35	\$38.16	\$39.10	\$40.08	\$41.09	\$42.11	\$43.17	\$44.25	\$45.35	\$46.48	\$47.65	\$50.03	\$52.53	\$55.16