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A Member's Union

OSEA

AFT Local 6732

Classified Contract

2023-2026

COLLECTIVE BARGAINING AGREEMENT

Between

ESTACADA SCHOOL DISTRICT NO. 108

And

OREGON SCHOOL EMPLOYEES ASSOCIATION CHAPTER NO. 100

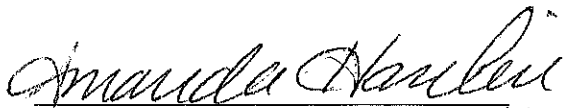
This contract is made and entered into this 8th day of January 2024, by the Oregon School Employees Association, Chapter 100, hereinafter referred to as the "Association" and the Board of Education of Estacada School District No. 108, hereinafter referred to as the "District" or "Board." Now therefore, the parties hereto agree to be bound by the covenants set forth in this Agreement.

This Agreement shall be effective upon the date of signing by both parties, retroactive to July 1, 2023, and shall remain in full force and effect through June 30, 2026. Both parties shall consider all past contracts void upon the signing of this contract.

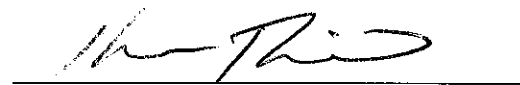
In witness whereof, the parties hereby affix their signatures as of the dates first above written.

FOR THE ASSOCIATION:

FOR THE DISTRICT:



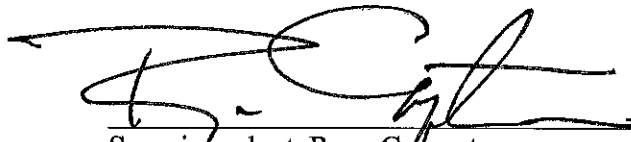
President, Amanda Hamlin 1-8-24
Oregon School Employees Association
Chapter 100



Chairman, Ken Riedel
Board of Directors
Estacada School District No. 108


8 Jan 2024

Field Representative, Hal Meyerdierk
Oregon School Employees Association



Superintendent, Ryan Carpenter
Estacada School District No. 108

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ARTICLE 1 - STATUS OF AGREEMENT

A. Recognition

The District recognizes the Association as the sole and exclusive bargaining representative for the purpose of collective bargaining with respect to wages, hours and related conditions of employment as set forth in ORS 243.650 *et al* on behalf of all classified employees who have been designated by the Employment Relations Board as members of the bargaining unit during the duration of this contract. Supervisory, confidential, substitute, and temporary employees are specifically excluded from the bargaining unit.

Temporary: A temporary classified employee is an individual hired for a specific purpose or special project ("temporary position"), and who is employed in that temporary position for a period not exceeding one hundred (100) days worked in any one fiscal year. If a temporary position assignment exceeds one hundred (100) days worked, then the employee shall become a member of the unit with all rights and privileges of membership, but shall not accrue rights under Article 18 - Layoff/Recall.

New employees to the District who are hired with temporary funds, will remain temporary employees for the entire school year or the duration of the funding availability, whichever occurs first. Any employee hired with temporary funds for more than a school year shall be hired as a member of the bargaining unit.

Substitute: A substitute employee is an individual employed to replace a regular employee who is on an approved leave.

No classified employee identified above shall, therefore, have the privilege of negotiating with the District on an individual basis regarding any issues covered in this contract.

B. Discrimination

Estacada School District does not discriminate against an individual's race, color, religion, gender, sexual orientation, national origin, marital status, age, or disability.

Estacada School District is an equal opportunity educator and employer.

C. Signed Agreement

There shall be two (2) signed copies of the final Agreement for the purpose of records. One copy shall be retained by the District and one by the Association.

ARTICLE 2 - MANAGEMENT RIGHTS AND RESPONSIBILITIES

- A. 1. Classified personnel covered by this Agreement have a continuing, professional commitment to the education process, to young people, to their colleagues, and to the improvement of their own skills. The Board consists of citizens who are elected by and directly responsible to the community for the total education program. The Board acts by and through its administrative and supervisory staff. The parties therefore, jointly recognize that pursuant to ORS 332.072 to ORS 332.075 and ORS 332.105 to 332.107 the Board has the responsibility for formulation and implementation of policies and rules governing the educational program and services of the District. No delegation of such responsibility is intended or to be implied by any provisions of this Agreement.
2. Recognizing the relationship noted in Section 1 of this Article, the parties agree that the District retains all the customary, usual, and exclusive rights, decision-making prerogatives, functions and responsibility to manage the affairs of the District and any part of it, as provided by applicable laws. Rights of employees in the bargaining unit and the Association are limited to those set forth in this Agreement and the District retains all prerogatives, functions, and rights not limited by the terms of this Agreement.
- B. Without limiting the generality of the foregoing, it is expressly recognized that the District's operational and managerial responsibility include:
1. The right to determine location of the schools and other facilities of the school system, including the right to establish new facilities and to relocate or close old facilities.
 2. The determination of the general accounting procedures, inventory of supplies, and equipment procedures and public relations.
 3. The determination of the management, supervisory or administrative organization of each school or facility in the system, and the selection of employees for promotion to supervisory, management or administrative positions.
 4. The use of school property and facilities.
 5. The determination of safety, health and property protection measures where legal responsibility of the District or other governmental unit is involved.
 6. The selection, assignment and management of all classified personnel.
 7. The right to enforce the policies and procedures now in effect and to establish new policies and procedures from time to time not in conflict with this Agreement.
 8. The direction and arrangement of all the working forces in the system, including the right to hire, suspend, discharge or discipline, transfer or reduce the number of employees.
 9. The creation, combination, modification or elimination of any classified position.
 10. The determination of the size of the working force, the allocation and assignment of work to employees.
 11. The determination of the layout and the equipment to be used and the right to plan activities.
 12. The right to establish hours of employment.

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 its present form or on any other basis. If the district is considering contracting or subcontracting work that impacts any classified positions or group of positions, the district shall give ninety (90) day notice to the OSEA Chapter 100 president and the OSEA Field Representative.

However, it is understood supplemental assignments are not subject to the provisions of this Article and do not constitute subcontracting. This includes, but is not limited to, special jobs such as electrical, plumbing, masonry, roofing, security system and after school and evening events and activities.

The foregoing enumerations of the functions 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 - ASSOCIATION RESPONSIBILITIES, RIGHTS & PRIVILEGES

The Association, as long as it is the recognized bargaining representative for classified personnel regarding employment relations, shall have the following responsibilities, rights and privileges:

A. Information

The District shall furnish the Association with a complete list of classified personnel to include job position, building location, and salary for the current school year via electronic submission only. The District shall provide the Chapter President with a list of new hires, transfers, and promotions monthly, via the Staff Report found in the School Board packet and via an e-mail during the summer months.

The Association President shall receive an advance agenda, unapproved Board minutes, and a copy of the Board packet (excluding confidential information) on the same day they are sent or given to Board members. The District may ask for a reasonable charge for information requested beyond normal operational areas.

Within ten (10) days after an employee is hired, the District shall furnish the Association Chapter President and their OSEA Field Representative the following information:

- i. The employee's name and date of hire;
- ii. Contact information including:
 1. Cellular, home and work telephone numbers;
 2. Any means of electronic communication, including work and personal electronic mail addresses; and
 3. Home address or personal mailing address; and
- iii. Employment information, including the employee's job title, salary and work site location.

B. Facilities and Equipment Use

The Association representatives, officers and committees may have access to District facilities and equipment with prior administrative approval. The Association will reimburse the District for any damage done to District property or equipment resulting from the Association's use.

The Association may reproduce newsletters and notices for distribution to Chapter 100 members. A copy of the communication shall be provided to the building principal, supervisors and the District office. Such use shall occur at times that the facilities or equipment are not being used for school related purposes. The Association shall reimburse the District for the cost of operating plus supplies utilized.

The Association shall be provided reasonable space and given exclusive use on existing bulletin boards for posting notices and bulletins related to classified personnel. Such bulletin boards shall be available in any building where employees are working.

The Association shall have the right to use the electronic mail system or other similar communication systems of the District, with respect to:

- i. Collective bargaining
- ii. Grievance or other dispute investigations
- iii. Governance of the labor organization

C. Pay for Protected Activities

The District shall allow representatives designated by the Association to use scheduled work hours to engage in the following protected activities without loss of compensation, seniority, leave accrual or any other benefits:

- (a) Investigate and process grievances and other workplace-related complaints;
- (b) Attend investigatory meetings, hearings, and other due process proceedings;
- (c) Participate in, or prepare for, proceedings that arise from a dispute involving a collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
- (d) Engage in collective bargaining;
- (e) Attend labor-management meetings held by a committee composed of employers, employees and representatives of the labor organization to discuss employment relations matters;
- (f) Provide information regarding a collective bargaining agreement to newly hired employees at employee orientations or at any other meetings for new employees;
- (g) Testify in a legal proceeding in which the public employee has been subpoenaed as a witness; and
- (h) Perform any other duties agreed upon by the District and an exclusive representative in a collective bargaining agreement or any other agreement.

1. The association must communicate to the District the list of designated representatives at the beginning of each school year, and/or when a change has been made.

D. Leaves/Meetings

1. With prior approval by the immediate supervisor as described in the next paragraph, the President of OSEA, Chapter 100 (or designee) shall be granted leave without pay of up to five (5) days per year to attend conferences or workshops on collective bargaining, contract administration, grievance processing and related activities bearing a direct relationship to labor-management relations between OSEA Estacada Chapter 100 and the District.

Such leave shall be granted upon request of the President provided that the request for such leave is made to the supervisor not later than five (5) working days in advance of the leave. At the employee's option the leave may be charged against the employee's available personal leave day, vacation days or it may be taken as an unpaid leave of absence.

2. The District shall allow not more than five (5) employees up to two (2) days leave without pay each year to attend the OSEA Annual Conference. At the employee's option, the leave may be charged against the employee's available personal leave days, vacation days or it may be taken as an unpaid leave of absence. Such leave shall be granted upon request of the President provided:
 - (a) Request for such leave is made to the supervisor not later than five (5) working days in advance of the leave.
 - (b) Absence will not cause or create undue disruption to District programs.
3. OSEA Time Release Leave - Upon a request from the Union's Executive Director or their designee and subject to the operating needs of the District, the Supervisor may approve OSEA Time Release Leave for designated bargaining unit members. An employee on District and OSEA approved OSEA Time Release leave shall suffer no loss in wages,

benefits, or other rights during the duration of such leave and the costs of the employee's wages and benefits during the duration of such leave shall be reimbursed to the District by the Union within 30 days of receipt of a District billing for such costs. A request for such leave shall include the estimate of the duration of such leave.

4. Employees assigned to work during regularly scheduled OSEA meetings held after the school day may attend one such meeting per month for a maximum of one hour without loss of pay, providing the absence does not create undue disruption of District operations. Employees who wish to attend such meetings must provide advance notice to the supervisor of intent to attend.

Employees who attend disciplinary or investigative meetings held during regular work hours as the designated representative of a bargaining unit member may attend those meetings without loss of pay.

E. New Employees

The District acknowledges that the Association may meet with new employees within 30 calendar days from the date of hire for at least 30 minutes but no more than 120 minutes. Both the Association representative and the new employee will meet with no loss of pay.

If the District allows a designated chapter representative to make a presentation at a new employee orientation, then this right will be satisfied for those employees who attend.

ARTICLE 4 - UNION SECURITY

- A. Employees in the bargaining unit who are currently members of the Association, and any new employees hired during the life of this agreement, who elect to become members of the Association, shall have the dues of the Association withheld from the employee's' paycheck. Such authorization for dues deduction shall be on a form for membership to the Association with a copy presented to the payroll clerk. Authorizations for payroll deduction under this Article shall remain valid until revoked by the employee to the Association in writing.

- B. The District agrees to transmit the dues deducted with a check-off list to the state office of the Oregon School Employees Association by the end of the month following payroll deduction.

The District agrees to furnish the Association each month with a list of all newly hired employees covered by this Agreement and any employees covered by this Agreement who terminate employment. Such list shall contain the names of the employees, along with their job classifications, work locations and home addresses.

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

ARTICLE 5 - TRAINING/WORKSHOPS/TUITION REIMBURSEMENT

Required by the District

Employees are expected to be present for the entire scheduled time of the training or workshop. Employees will receive their regular daily rate of pay for the actual hours spent in training sessions and/or workshops that the employee is directed to attend by the District. Employees will receive their regular daily rate of pay for the actual travel time to and returning from all District-directed trainings outside of the District. If the employee uses their personal vehicle, they shall be reimbursed for mileage in accordance with District Policy DLC-AR.

The district shall provide existing employees up to two (2) hours of uninterrupted paid time annually at the beginning of the school year to complete the online training. New employees shall be provided up to five (5) hours of uninterrupted paid time to complete the online training, prior to student contact.

Requested by Employee

- A. Employees desiring to attend training schools, workshops, or courses of instruction shall submit a written request to their immediate supervisor prior to enrollment or registration. The request must state how the training will improve job efficiency or extend present job capabilities. If approved, the costs of this training will be paid in accordance with current District procedures.
- B. The amount of reimbursement will be limited to the tuition rates in effect at Portland State University at the time of attendance or the actual tuition, whichever is less. The annual cost shall not exceed nine (9) credit hours at the PSU rate each fiscal year. The employee must complete the class with a passing or satisfactory grade; or, if letter grade of C or better. The district will not reimburse the employee without a passing grade or may deduct money from the employee's paycheck if a passing grade is not obtained after reimbursement is made.

Annually, the District will review with the Union officers, or their designee, the training needs and concerns of members and propose a schedule and format to address those needs.

In order to assess current training needs, a skills assessment may be administered however, the results thereof will not be evaluative in nature.

ARTICLE 6 - WORK YEAR/ANNUAL HOURS

Each job position will have an annually designated normal work year consisting of a certain number of workdays or equivalent hours as show in Appendix A. Employees shall be assigned annual work years and provided paid holidays as per Article 7.

Classified employees shall be provided a copy of the District adopted calendar along with notification of their first day of work on the employee's last day of work in the previous school year. Classified employees shall be provided with an annual work calendar that indicates every work day and all holidays for that employee prior to the employee's first day of work. At the same time, the District shall provide employees with a notice indicating their position title, hourly wage, grade and step placement, hours per day, number of days worked, worksite, number of paid holidays. In addition, for those employees who earn vacation, this notice shall include their vacation accrual rate.

This article does not impair the District's ability to alter the work week/length of the work year under Article 8 – Working Conditions, or to layoff staff under Article 18 – Layoff/Recall, for program or financial reasons. All provisions of Article 18 including seniority and bumping rights shall be observed. Except as otherwise allowed in this agreement, where the currently assigned work year for an employee is shorter or longer than required to meet District needs, the District may increase or reduce the work year/equivalent hours of an employee as much as five (5) days/or equivalent hours greater than or less than the hours shown in Appendix A.

ARTICLE 7 – HOLIDAYS

Holiday pay shall be based upon the employee's hourly pay rate and number of hours worked during the normal workday for which that employee is scheduled. Full time employees will receive eight (8) hours of holiday pay, regardless of whether they work an eight (8) hour five (5) day schedule or a ten (10) hour four (4) day schedule. Employees who are not regularly scheduled to work on a day where the holiday occurs will be required to schedule an alternative day off within ten workdays after the holiday subject to the supervisor's approval. Employees who are required to work on a paid holiday shall be paid double their regular wage (meaning eight hours of work plus holiday pay.)

All classified employees will be paid for the following holidays:

- | | |
|-----------------|-------------------------------------|
| Presidents' Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Labor Day | Day before Christmas |
| Veterans' Day | Christmas Day |
| | M.L. King Jr. Birthday (designated) |

Any 12-month employee who works a work day or has an approved paid leave before or after Independence Day or New Year's Day shall receive the day as a paid holiday.

ARTICLE 8 –WORKING CONDITIONS

Workweek

A workweek is defined as the period beginning 12:01 a.m. Sunday morning and ending 11:59 p.m. the following Saturday. Work calendars shall be established by the District.

Lunch Periods

Each employee working six (6) consecutive hours or more shall be provided a meal period of at least one-half hour in length of unpaid time during which the employee is completely relieved of duty. For employees working six (6) or more hours in one work period, lunch must be taken between the second and fifth hour worked. For work periods greater than seven hours, the meal period is to be taken between the third and sixth hours worked.

Employees who have been assigned work that prevents the employee from a duty-free lunch, shall be paid during their lunch period. The employee must have pre-approval from their supervisor.

Work Hours

It is expressly agreed by the parties, in accordance with the provisions of ORS 653.269(5)(b) that, notwithstanding the provisions of Article 15 (A) Overtime, persons may be employed upon mutual agreement between the employee and the District on a ten (10) hour basis per day for four (4) days per week, and shall be compensated only for overtime worked in excess of forty (40) hours in any one week.

Rest Period

Employees shall receive a fifteen (15) minute break during each four (4) hour period of consecutive service with the break as close as possible, in the supervisor's judgment, to the midpoint interval. For employees who are scheduled for less than four (4) hours, a ten (10) minute break will be provided as close as possible, in the supervisor's judgment, to the midpoint interval. Under no circumstances shall a break be scheduled during the first hour or the last hour of the period of consecutive service. Paid rest periods will not be used for early departure or late arrival, nor will they be cumulative if not taken.

Per, Oregon Department of Education requirements all bus drivers are required to have eight (8) hours of rest time.

Staff Meetings

All classified who are required to attend staff meetings will be paid their regular rate of pay.

Transportation:

- A. Bus routes will be assigned on a seniority basis and driver duties will be assigned by the Transportation Coordinator and/or Director of Operations.
- B. Regular bus routes may be altered by the District on an as- needed basis.

Virtual School Days and Emergency Services

Virtual School Days

1. In the event a virtual school day is determined by the Superintendent, this day will count as a student contact day and a paid contract day. All classified members within the OSEA bargaining unit will be required to participate in these days.
2. Virtual school day expectations will be sent to staff prior to October 1 each school year.

Emergency Closures

1. Classified employees shall be paid for their regularly scheduled hours on an Emergency Closure Day. Classified employees will work on emergency make up days for no additional pay. Three emergency make-up days will be added to the school year calendar every year for the purpose of making up school days if an emergency campus closure is determined and may be used at the District's sole discretion. This shall not prevent the District from making up more than three days in the event more than three are canceled due to emergency school closure. The District will make the decision no less than 30 calendar days from the end of the school year or by the May board meeting. The District may change non-contract days if necessary. Prior to implementation, the District will consult with OSEA leadership. Employees who are required to come to work at the worksite on an Emergency Closures day shall be paid double-time.

Delay or Early Release due to emergency or inclement weather

1. If the start of the regular workday is delayed due to an emergency or inclement weather, employees will report to work at the time directed by the District. The employee will be paid for the regularly scheduled work hours.
2. If employees are released before the end of their shift due to an emergency, the employee shall be paid the hours they were scheduled to work.
3. Employees will be paid for their regular hours regardless if Professional Leave is entered in TC+ for the delayed start or the early release.

Uniforms/Laundry Service

Uniforms and/or safety vests (ie shirts, pants, aprons, etc) shall be supplied to those who are food service, custodial, maintenance, grounds, transportation, and mechanic employees with the understanding that the employees shall wear the uniforms for the duration of their shift assignments. The District shall issue the requisite number of items to supply staff with six (6) days' worth of clean uniforms per school year. An initial allocation will be provided within 60 days of a new probationary employee's hire date.

Replacement items will be determined by management thereafter. Management will determine what constitutes a "uniform" for which the District is responsible. Employees are responsible for laundering their uniforms on their own time. Supervisors will consult with the employees in their division regarding the appropriate style and fabric for uniforms, but the District will make the final decision. At the district's discretion, personal protective equipment will be issued. Upon separation of employment from the District, the uniform/safety vests will remain the property of the District.

Department Handbooks

Departmental or personnel handbooks are the responsibility of management. The district agrees to review and update as necessary or at least every two years or as needed. The district acknowledges the need for staff input and the district agrees to obtain such input from staff in the revision of the handbook.

All staff will receive and acknowledge receipt of the latest version and any updates. Acknowledgement will be maintained in staff personnel files. Failure to abide by regulations set forth in the handbook will be cause for discipline up to and including termination.

A copy of the updated handbook will be provided to the OSEA President. The chapter will have fifteen (15) calendar days to review the handbook and determine if there have been any changes that impact wages, benefits, or working conditions.

ARTICLE 9 - PROBATIONARY EMPLOYEES

Employees new to the District shall serve a probationary period of one year from the date of hire. The employee may be evaluated at least two times during the probationary year. In the event the employee's supervisor does not recommend continuation of employment for just cause by the one-year anniversary date, the employee may be recommended for termination.

Employees on initial probation may be released only for just cause.

The probationary employee has the rights and privileges of the classified collective bargaining agreement, but shall not accrue rights under Article 18 - Layoff/Recall

ARTICLE 10 - ADVANCEMENT/REASSIGNMENT

Advancement

An employee selected for a higher-Grade position within the District shall be given a trial period of 20 days worked in the new position. The employee will retain regular employment status in the prior position during the trial period.

If an employee's performance during the trial period is judged by the District to be unsatisfactory, the employee will be returned to a position in his/her former "job title" at his/her former rate of pay. If, however, the employee's performance during the trial period is judged by the District to be satisfactory, the employee will be elevated to regular status in the new position. The employee may request, with a minimum of five (5) workdays' written notice, to voluntarily return to a position in the former "job title" at any time during the trial period.

Reassignment within the same "job title" is not subject to the provisions of this article.

Existing employees will be compensated pursuant to the Classified Salary Schedule on the corresponding Grade assigned to the job. They will be placed on a step closest to their current salary but not less than their current salary regardless of their step at the time of advancement/reassignment. In all circumstances under this article, an employee will receive at least a 3% increase in their hourly wage.

Reassignment

Involuntary Reassignment

If the district determines that a reassignment of a specific employee is necessary due to special circumstances, the district shall notify the employee of the reason(s) for the transfer in writing via district e-mail & regular mail.

Voluntary Reassignments

An employee may request a transfer to a job title in the same or lower grade of the salary schedule by submitting a letter of request to the human resources office. Such a request shall include the specific position(s) desired and shall be valid for the school year in which it is submitted. If the employee is transferred to a job title in the same or lower grade of the wage schedule, the employee will be placed on the same step that they held in the previous position.

ARTICLE 11 - TEMPORARY ASSIGNMENTS

To Higher Classification

Employees may be assigned to temporarily fill positions that are in a higher-grade classification than their permanent assignment. After five (5) working days in the temporary assignment, the employee shall be placed on the grade of the employee whose position is being filled on the lowest step that results in an increase of at least 5% over their current hourly rate. The employee shall then be compensated at this higher rate of pay for the balance of the assignment.

In cases where the number of hours is more in the higher position, the employee shall be paid for the additional hours at the higher hourly rate.

ARTICLE 12 – VACATIONS

Vacations for classified employees will be granted to employees assigned 255-261 workdays/equivalent hours in a given year (“twelve (12) month employees”) on a “vacation year” basis. If the District reduces the number of workdays for an employee per Article 6, the employee will retain their full vacation benefits.

The vacation year shall be July 1, through June 30, both for the purpose of earning credit toward vacation entitlement as described below and for the purpose of determining the period within which earned vacation must be taken. The District reserves the right to determine the number of employees on vacation at any one time.

A. Number of Days

Twelve-month employees shall be granted vacation in accordance with the following levels of service when they have completed the number of full years of continuous service. When a paid holiday(s) (as designated in this contract) occurs during an employee's vacation, the vacation shall be extended to allow for this day(s).

<u>Years of Continuous Service</u>	<u>1-5</u>	<u>6-10</u>	<u>11-19</u>	<u>20 or more</u>
Number of Vacation Days	10	15	20	25

B. Computing Credit

A twelve-month employee who starts at other than July 1 in any year shall receive a vacation the following vacation year prorated on the basis of the number of days of service with the District actually worked prior to the July 1 immediately following his/her date of hire. Pro-ration shall be on the basis of 10/12 day of vacation earned for each month or major portion worked, determined as follows:

Classified employees who change from a less than twelve (12) month position to a twelve (12) month position shall accrue their vacation credit on a prorated basis. The total days of service divided by 260 will reveal the years of service allowable as vacation credit. This shall be computed from the date of the change in assignment.

Twelve (12) month employees who are permanent and work less than 80 hours per month on a consistent basis shall not accrue any vacation credit.

C. Years of Credit

New employees hired after July 1 shall accrue vacation days on a prorated basis provided they complete at least nine (9) months of continuous service.

Twelve (12) month employees who work over half time, or over 80 hours per month, on a consistent basis for at least nine (9) months shall also prorate their vacation credit. Employees who consistently work less than 80 hours per month shall not receive any vacation credit.

D. Carry Over

Carry over vacation is limited to 40 hours from year-to-year and must be used by September 30th.

Employees are generally not allowed to take vacation for the first six months of employment. Thus vacation is accrued in one vacation year and is taken the following vacation year. Vacations will not be scheduled between August 15 and August 30.

By January 30th of every year it will be the employee's responsibility to meet with their immediate supervisor and schedule vacation to ensure that they are on track that no more than 40 hours will remain unused by June 30th. In the event the supervisor determines that it is not feasible to schedule vacations as such, the employee will be paid for all but 40 hours of unused vacation by June 30th. In the event the employee neglects to schedule such a meeting the employee forfeits all but 40 hours of unused vacation.

Vacation time of 40 hours or less that is currently accrued by an employee and unused by the end of the year (June 30th) will be automatically carried over into next year with the requirement that it must be used by September 30th. If the vacation time accrued by an employee is not used by September 30th the employee will receive payment in a separate check for the unused vacation time in the November payroll.

E. Requests

Requests for vacation time shall be made in writing or via e-mail at least ten (10) working days in advance to permit the supervisor to adjust work assignments and/or arrange for substitute services during the vacation absence and may be taken when approved in advance by the employee's supervisor

F. Termination

Classified employees who resign, retire, or are terminated will be paid for their accrued vacation time.

ARTICLE 13 - WAGES/PERS/EXTRA DUTY

1. Wages

- a. The wage Schedule for 2023-2024 will be attached as Appendix B-1.
- b. An additional new step shall be added which will be 3% more than the previous top step.

The following positions shall receive a wage increase as a market adjustment:

Position	Grade	Market adjustment
Type 10	B	10%

The FY 2023/2024 wage scale will consist of an increased COLA of 5.5%. In addition, each step now reflects the market adjustment increases as noted in Appendix B-1 for defined positions.

Wage increases for 2023-2024 shall be in effect on July 1, 2023 and the district shall make retroactive payments for the difference between what they have been paid and the negotiated increases to employees who are eligible for these increases in a separate payment by November 1, 2023.

- c. The wage Schedule for 2024-2025 will be attached as Appendix B-2.

The FY 2024/2025 wage scale will consist of an increased COLA of 4.5%.

- d. The wage Schedule for 2025-2026 will be attached as Appendix B-3.

The FY 2025/2026 wage scale will consist of an increased COLA of 5%.

- i. Upon verification all years of experience will be credited on the salary schedule. Years of experience is defined as a full school year, in the same or similar position. The new employee will be granted one step for every full year of experience in the same or similar position. In addition, new employees will be granted one step if they have completed a Bachelor's degree and two steps if they have completed a Master's degree.
- ii. In addition, beginning July 2019, all current staff members, who earn their bachelors and or masters will be granted a step upon completion. For those who cannot move on the salary schedule (last step), they will receive a one-time educational monetary stipend of \$1000.00 (for each received)
- iii. On July 1 of each year of this Agreement, the wages of the classified employees in the bargaining unit who are not on the last step of their respective grade shall be increased by one (1) step on the horizontal scale of the attached wage schedule.
- iv. Advancements on the wage schedule shall occur on July 1 for all twelve (12) month employees and on the first day worked in the new fiscal year for all less than twelve (12) month employees who are entitled to wage advancement.

2. PERS/OPSRP

The District will deduct and remit, through payroll deduction, eligible employees' 6% contributions to their own PERS/OPSRP/ IAP employee accounts. In accordance with PERS, waiting period may apply.

3. Extra Duty Compensation

Extra duty compensation for athletic, recreational, or social events will be provided consistent with applicable laws. The decision to fill any extra duty assignment, and to select the individual to fill such assignment, rests solely with the District.

Classified employees performing duties in positions under the Extra Duty Compensation categories shall receive an hourly wage equal to the state minimum wage. This hourly wage is subject to overtime rules when the employee works more than forty (40) hours in a regular work week. Should the total hourly compensation (including overtime) received by the employee at the end of the extra duty assignment or season be less than the District's scheduled extra duty stipend for the category of duties performed, the District will pay the employee the balance.

Employees shall submit monthly timesheets for hours worked in the extra duty assignment in accordance with established District timelines. The District will estimate the total number of hours required for the assignment. The employee and District will monitor the hours worked so that compensation does not exceed the stipend for the categories of duties performed.

4. After School Detention or Saturday School duties at the Estacada Middle School or High School:

- a. If the duties performed are within the employee's work day (contracted hours), the employee will be paid their regular rate of pay for the Detention duties.
- b. If the duties are performed after an employee has worked their full contracted hours for the day, they will be compensated at the \$25 per hour rate of pay for Detention duties.
- c. If the employee works Saturday School, they will be compensated at the \$25 per hour rate of pay regardless of the hours they have worked during the week. In the event the employee goes over 40 hours per week, they will be compensated at time-and-one-half their weighted average of pay.

5. **Route (regular or summer) and Trip Cancellations:** In the event a planned route/trip is canceled, and the driver has not been informed of the cancellation prior to having reported for the assignment, they will be paid for at least two (2) hours. If an activity is canceled after the trip has begun, (example-rain out of a sports event), the driver shall be compensated for a minimum of two (2) hours or the actual hours worked, whichever is greater.

If the cancellation occurred too late for the driver to drive their regularly assigned daily shift, the District shall compensate the employee as if/he had driven their regular daily shift.

If the cancellation occurs but the driver is able to drive their regular run, the driver shall receive no compensation for the canceled trip.

6. **Recruitment Bonus:** Current Estacada Classified employees will be awarded \$300 for any referral that leads to filling an open, classified position. The employee will be given the referral fee once the referred employee has been hired. The employee must notify Human Resources in

writing with the name of the person being referred before the referral is interviewed for the position.

7. **Payment of training costs:** All employees who receive district CDL training to obtain their CDL, but leaves (voluntarily or a termination with just cause) the district's employment within 24 months from the hire date, shall repay the training costs (outside the wages of the employee). The district may deduct this amount from the employee's final paycheck. The employee will sign an agreement upon taking the position that acknowledges the repayment of these costs.

8. **Job Description Review**

If there are more than trivial or de minimis changes to a job description, the district shall notify the OSEA Chapter 100 president prior to posting the position.

Other duties as assigned means duties temporarily assigned to an employee that are reasonably related to the duties of the position, and whenever possible should be duties of the same classification that the individual is currently filling.

If an employee or a group of employees has been assigned duties beyond the scope of their job description, the employees may request a reclassification hearing. The employee shall notify the chapter 100 president and the superintendent or their designee that they want to present their reclassification request before the classified labor-management committee (see Article 28).

The hearing will occur at the next regularly scheduled labor-management meeting. The employee or group of employees making the request will present the appropriate information to justify the request to the labor management committee either verbally, in writing or both. At least one person making the request will be heard before the committee to give the committee the chance to ask clarifying questions. The committee will make a determination within fifteen (15) days of the hearing and will make their recommendation to the superintendent. The superintendent will make a determination based upon the committee's recommendation within ten (10) days after the determination made by the committee.

The decision of the committee and superintendent cannot be appealed. Once a request is heard and decided, the employee may not request a reclassification for at least a period of one (1) year

If the reclassification results in a pay increase, the employee or group of employees who were approved for reclassification will be back paid to the date they filed the request for reclassification.

9. **Longevity**

At 15 Years, The Employee Will Receive An Additional .70 Cents Per Hour Above The Standard Wage For Their Current Classification And Step

At 20 Years, The Employee Will Receive An Additional \$1.00 Per Hour Above The Standard Wage For Their Current Classification And Step

Longevity shall be granted on July 1st, following the employees anniversary date. Employees who were eligible for longevity, prior to July 1, 2023 shall be granted longevity effective July 1, 2023.

ARTICLE 14 – PAYROLL

A. Pay Periods

Classified employees will be paid on the 15th of each month. If the 15th of the month falls on a Saturday, Sunday, holiday or during a recess period during which less than twelve-month employees do not work, payday will be the preceding Friday.

A-1. Method of Recording Time

The district currently employs a timekeeping system that shall provide a method for employees to record daily hours worked. Comp time, or overtime, must be approved by the employee's supervisor. When using comp time for overtime over 40 hours in a week, shall be recorded at time and a half. The District shall provide each employee with their comp time account balance. Accumulated comp time may be used by the employee for time off with pay with prior supervisor approval. No later than June 30th of each year, all unused comp time shall be paid to the employee. There shall be no other method for recording the accumulation and use of the comp time. The time clock shall not be programmed to round the clock-in and clock-out time.

B. Method of Payment

Employees must comply with payroll time tracking procedures by the 1st of the month to qualify for payment on the fifteenth (15th) of the month.

All employees will have twelve (12) equal monthly disbursements aka "smooth pay". For employees on a 10-month work schedule, payments will begin with the September payroll, and will be paid monthly through June. Three (3) checks in June will be received for June, July and August, the June paycheck will be paid on June 15th, and the two remaining checks for July and August will be paid on the last scheduled day of work. For employees on a 12 month schedule, payments will begin with the July payroll and will be paid monthly through June of each fiscal year.

For additional hours worked over contracted hours, monthly adjustments will be made based upon actual hours worked on the following month's payroll. Additional hours worked must be approved by the supervisor.

C. Optional Deductions

The District and the Association agree to the following as payroll deductions. All requests for optional deductions must be made on approved authorized forms.

1. Insurance
2. Annuities (employee paid)
3. OSEA Dues and any other voluntary deductions collected by OSEA.
4. Section 125 contributions
5. Employee HSA Contribution

The Association agrees to hold the District and each individual Board member harmless against any and all claims that may be brought against either party as a result of this provision.

D. Itemizations

1. Employee's hourly rate of pay (except for prorated employees)
2. Employee's overtime hours
3. Standard deduction items

E. Attendance Balances

1. All accumulated leave hours will be available for viewing in the absence management system.

ARTICLE 15 - OVERTIME/COURT APPEARANCES

A. Overtime/Call Back Pay

1. Employees will be paid overtime for any actual work performed in excess of 40 hours per work week. Work hours may be scheduled beyond eight (8) hours when the District determines such work is needed. All overtime must be pre-approved by Supervisor. If overtime occurs without preapproval, the employee may be disciplined, up to and including termination.
2. When employees are required to work on paid holidays specified in this Agreement, they shall receive twice their hourly rate for all hours worked on these days.
3. Employees who are called back to work after a regular eight (8) hour day for such reasons as emergencies from vandalism, fire, theft, damage and other causes shall be compensated at the rate of time and one-half for a minimum of two (2) hours. Employees may work out a flex schedule with approval by their supervisor in lieu of overtime as long as the flexed time off occurs in the same workweek. Any unused flex time shall be recorded as extra time or comp time.
4. Overtime will be offered based upon seniority within a department and in compliance with BOLI law.

B. Court Appearances

If an employee is called for jury duty, or when responding to a subpoena that has been issued relating to their duties as a District employee, they will be entitled to reimbursement by the District at the straight time hourly rate of their regular job, for the hours of work necessarily lost as a result of court appearance or duty, less the amount of reimbursement paid by the court, excluding mileage reimbursement. A copy of the subpoena shall be filed with the business office. If an employee is subpoenaed to appear for a case in court other than that stated above, the supervisor will authorize Paid Time Off (PTO).

Employees will be required to report for work if their court appearance ends on any day in time to permit at least two (2) hours work in the balance of their regular shift. Hours paid for court appearance will be counted as hours worked for the purpose of computing leave benefits and insurance contributions.

ARTICLE 16 - HEALTH INSURANCE

1. The District insurance package shall contain the following insurance benefits:

1. Long term disability for the employee only
2. Employee only life insurance and accidental death and dismemberment
3. Up to full family medical insurance
4. Up to full family dental with orthodontia, and
5. Up to full family vision

Effective October 1, 2023, the Estacada School District shall increase the 2022-2023 health benefit cap (\$1390.00) by-0% and will contribute up to \$1390.00 (for FY 2023-2024) per month towards the purchase of insurance items listed a-e above.

Effective October 1, 2024, the Estacada School District shall increase the 2023-2024 health benefit cap by 3.5% and will contribute up to \$1438.65 (for FY 2024-2025) per month towards the purchase of insurance premiums listed a-e above.

Effective October 1, 2025, the Estacada School District shall increase the 2023-2024 health benefit cap by 3.5% and will contribute up to \$1489.00 (for FY 2025-2026) per month towards the purchase of insurance premiums listed a-e above.

(8 hours per day or equivalent) shall receive the full benefit amount stated above. Employees who work less than full-time but at least an average of twenty (20) hours per week will be eligible for health insurance on a prorated basis. All additional premium costs will be paid for through employee payroll deductions.

2. Coverage for employees will commence the first of the month following the date of hire (i.e., first day worked) or the month thereafter, provided they complete an application for coverage prior to the time coverage is to go into effect and it is received by the payroll office within thirty (30) calendar days of their date of hire.
3. Unused benefits dollars (with exception of those employees who choose the HSA option listed in #4) will be used to mitigate the employee's share of their premiums. This calculation will take place in September and be reflected in the September payroll. The pool will only be calculated at the beginning of the enrollment year; therefore, employees who begin after September payroll will not be included in the pool that year. The District shall use the following formula to determine each employees share of the pooled dollars:

$$\begin{aligned} & \text{The total unused benefit dollars} \\ & \text{divided by total excess premium dollars} \\ & = \% \text{ of excess premium dollars covered by the pool.} \end{aligned}$$

4. Health Savings Accounts:

Employees eligible for health insurance per Article 16, that choose a high deductible health plan (HDHP) that qualifies for a Health Savings Account (HSA), with a total health care benefit package cost of less than the District cap, will receive a monthly incentive paid into their individual Health Savings Account (HSA) equal to the least of the following:

- a. The maximum District monthly health care contribution per Article 16 minus the employee's monthly health care benefit package cost, or
- b. 1/12th of the maximum contribution allowed by the IRS for self-only coverage (calendar year basis), or
- c. \$275 per month

In addition to the above monthly amount, the District will contribute \$1,000 to the individual HSA account of employees newly eligible for the HSA option. This additional contribution shall be made in the first month of HSA account eligibility and will be made only once per employee.

Employees who choose a HDHP plan and the cost of the insurance exceeds the monthly cap shall also receive the \$1,000 incentive in the first year. The monthly contribution amount described in the above section will be reduced if necessary to comply with the IRS contribution limit for self-only coverage.

5. This bargaining unit is, by law, required to be a part of the OEBC (Oregon Educators Benefit Board) and choices of carriers are limited to those offered by OEBC plans. Individuals may elect to waive certain benefits other than those mandated by the District. The Association shall be represented on a District-wide committee that will review and choose carrier(s) on an annual basis. The classified members of the committee, upon consulting with the members, may select either tiered or composite rates based upon meeting the OEBC qualifications for making such change.
6. Employees may waive health insurance coverage by providing written notification to the District and as allowed/required by OEBC. Employees may not waive any mandatory benefits such as life insurance, AD & D, and LTD.
7. If an employee leaves employment, the District's contribution towards health insurance premiums specified in parts (1) above shall cease as of the last day of the last month in which the employee worked. Exception - employees who are considering retirement/ resignation at the end of the fiscal year (June), upon written notification to the District of such impending retirement/resignation by April 30th the District will continue to contribute its share of health insurance premiums for the employee through September 30th which is the end of the plan year. This does not apply to anyone retiring or resigning at any other time of year.
8. The District does not guarantee against unilateral changes in benefits initiated solely by the insurance carriers/companies during the term of this Agreement. The District's contribution towards insurance premiums shall remain as specified in this Article unless changed, reduced or prohibited by law.
9. The Association shall indemnify and hold the District harmless for any acts or performance rendered by the respective benefit providers. The Association shall indemnify and hold the District harmless for any and all out of pocket expenses incurred as a result of employee choices of health and/or dental insurance carriers and medical/dental treatment. All matters relating to claims under these provisions are excluded from the formal grievance procedure in Article 24 of this Agreement.

ARTICLE 17 - EMPLOYMENT OPENINGS

The District will post on the District website, job openings when the District determines there are vacancies.

The job opening notice shall include job title, duties, number of hours in the workday, number of days in work year, qualifications, and rate of pay.

From September 1st to June 15th, copies of the job opening notification will be posted in all buildings where classified employees work.

Notice of vacant positions will be posted for a period of seven (7) workdays. The date on the posting notice shall serve as the determination of date of the posting. Employees interested in the posted opening must apply online. Employees applying for the posted positions will be considered based on the following:

- a. The needs of the overall operation of the District,
- b. The qualifications, as judged by the District, including skills, experience, and training,
- c. The employee's length and quality of service in the District.

Based on qualifications stated above, in-district applicants will receive an interview.

Upon request of the applicant, the appropriate administrator shall inform the applicant of the reason(s) why the applicant was not selected.

Additionally, an e-mail will be sent to the Chapter President with additional information regarding filled vacancies via the monthly Staff Report found in the School Board Packet.

Temporary Summer Jobs

The District agrees to consider less than twelve (12) month employees for temporary summer jobs, which are funded by the District. It is understood that to be eligible the employee must be qualified for the position and must make application to the Personnel Office at least fifteen (15) working days prior to the summer recess.

ARTICLE 18 - LAYOFF/RECALL

A. Definitions

1. "Layoff" shall be defined as written notification by the District, because of program changes or reduction in force that an employee will cease to be actively employed by the District, or that an employee's work hours may be reduced up to a maximum of 20% per day during a two year period.
2. "Seniority" shall be defined as an employee's total months and days of service in a respective classification, measured from the first day reporting to duty. If two employees have the same first day of duties in the classification, the one with the longest service employed by the District has greater seniority. A tie in seniority shall be settled by drawing of lots.
3. "Bumping" shall be defined as replacing a less senior employee in a position with a more senior employee providing the employee has the ability, capacity and skill to perform the job he/she will assume.
4. "Recall" shall be defined as a laid off employee's right to recall to active employment based on seniority and the ability, capacity and skill to perform the job he/she will assume.
5. A "formerly held position" shall be defined as any bargaining unit position the employee has held while employed with the District.
6. Ability, capacity and skill to perform the job are defined as the determination by the District of the employee's ability to perform the duties of the position, immediately or with reasonable assistance and training, and the employee's meeting the minimum qualifications for the position, which are typically stated in the job description. If the relevant qualifications are not defined in the job description and are not common throughout a group of similar jobs, the District will specify, upon request by the Association, the factual basis for its determination of the job's qualifications. In the assessment of the employee's ability, capacity and skill, sources of data can include the employee's demonstrated skills, experience in the current and previous jobs, relevant certifications or licenses held, and basic skills assessments. The District bears the burden of proof to retain a less senior employee over a more senior employee based upon, skills, experience and ability. Any deviation from the strict seniority may be challenged through the grievance process outlined in Article 24.

B. Notice of Possible Layoff to Union

1. In the event the District contemplates reductions in force, the District will notify the Union in writing at least thirty (30) days in advance of the effective date of the possible layoff actions. The District and OSEA representatives will meet during the thirty (30) day period to mutually discuss alternative ways of avoiding layoffs.
2. Following these discussions if reduction in force remains necessary, the District and Union will consult about requests of employees in the affected classification to take voluntary layoff or reduction in hours or reduction in days until the necessary reductions are met. If voluntary layoffs are not accepted or do not meet the necessary levels of reduction in the workforce, additional layoffs may be made.

C. Notice of Layoff to Employee

1. If after following the process outlined above the District determines that involuntary layoff of employees is necessary, the District will give a written notice of layoff to the employee who has the least seniority in the classification and range affected by the job elimination, provided that the remaining employees have the ability, capacity and skill to do the remaining work. The District will then reassign the remaining employees to the remaining positions within the classification and range.
2. The layoff notice will be either personally delivered or sent by certified mail not less than two (2) weeks prior to the effective date of layoff.
3. If the laid-off employee elects to exercise bumping rights, they must so notify the District in writing no later than one week after personal delivery of the layoff notice or ten (10) days after the first delivery attempt by the U.S. Postal Service of a certified mail notice.
4. At the same time layoff notice is given, the District will give written notice to employees who are subject to bumping under Section E. This notice will be given by personal delivery or certified mail.

D. Layoff

1. A bargaining unit employee whose schedule is reduced by a maximum of 20% per day during a two (2) year period shall be considered eligible to qualify for layoff.
2. In reducing the bargaining unit workforce, the District will first release all temporary, substitute, and probationary employees in the affected classification, providing the non-probationary bargaining unit employees have the ability, capacity, and skill to perform the jobs that they will assume.

E. Bumping

1. An employee in the bargaining unit who receives notification of pending layoff may:
 - a. Accept layoff or;
 - b. Bump to a formerly held position, provided the employee worked in the former position within the past five (5) years;
 - c. Bump to an equal or lower range within the employee's present classification.
2. Within classification and range to which the bumping employee intends to bump, they will bump a less senior employee holding a job that the bumping employee has the ability, capacity, and skill to perform. However, if that job would entail a work day reduction of more than one hour or a work year reduction of more than ten (10) days, the bumping employee may bump the next less senior employee holding a job that the bumping employee has the ability, capacity and skill to perform.
3. Bumping employees may not bump into a range with higher pay unless the employee formerly held a position in that higher range. Bumping employees may bump into a position of greater hours (up to two more hours per work day) or a position of up to 20 more contract days in the same work year.

4. Employees who bump to a formerly held position shall be placed on the appropriate salary grade at the step closest to the employee's rate of pay prior to bumping.
5. Employees who are eligible to bump into one or more positions may bump only once unless given a second notice of layoff.
6. The District will notify the employee who has been bumped either by personal notice or by certified mail. If that employee is entitled to bump, they may do so by notifying the District within three (3) working days of receiving notice of having been bumped. If the bumped employee does not elect or is not eligible to bump, they will be laid off effective on the date in the original layoff notice under Section C1.

F. Trial Period

1. Exclusive to this Article, where an employee has bumped into a classification different than the one they were was laid off from, the employee will serve a trial period of (60) workdays in the new assignment. The District will provide employees an initial evaluation after the thirtieth (30th) day worked and a second, written evaluation after the sixtieth (60th) day worked.
2. At any time during the trial period, the employee is not satisfied with the position or the District determines that the employee is not performing the duties in a satisfactory manner, the District at its discretion may give the employee additional time for training and job mastery or layoff the employee with full recall rights.

G. Recall

1. Laid off employees shall retain recall rights for up to two (2) years after the effective date of layoff. The District will recall a laid off employee to a vacant position by seniority providing the employee has the ability, capacity and skill to perform the job they will assume.
2. No new employees shall be hired for positions within a classification from which employees remain on the recall roster, if a laid off employee awaiting recall into the designated classification has the ability, capacity and skill, and is available to perform the job they will assume.
3. While in layoff status the employee will keep the District advised of his/her mailing address for recall notification. In the event of a recall, the District shall notify the employee of recall by certified mail, return receipt, sent to the last address given by the employee to the District Office.
4. The employees will have two (2) weeks from the first delivery attempt by the U. S Postal Service to notify the District in writing of their intent to accept re-employment. The District's notice will state the date the assignment is to begin. If the employee is unable to start work on the date specified in the notice, the employee shall be responsible for contacting the District to determine if different arrangements can be accommodated.
5. If the laid off employee fails to accept recall within two (2) weeks, rejects recall or fails to return to work as directed, the employee's right to recall shall be forfeited.
6. If a laid off employee is offered a position that is two ranges or more, lower than the position held before layoff, the employee shall not forfeit their right to recall by refusing the position.

7. Laid off employees who indicate a desire shall be considered for substitute or temporary assignments, that they have the ability, capacity, and skill to perform, provided that no regular employee is denied the same opportunity. When filling such assignments, the District will make a reasonable attempt to place laid off employees by seniority. Summer work will be made available to laid off employees provided all regular employees have been given first opportunity to apply for the work.
8. Employees in layoff status shall not accrue seniority or benefits. However, recalled employees shall be entitled to have previously held seniority and any unused sick leave restored. All other benefits to which the employee was entitled at the time of layoff shall be reinstated, based on the number of hours in the new position, provided such benefits are consistent with the terms of the contract or applicable laws to other members of the bargaining unit at the time the recalled employee returns to work.

ARTICLE 19 – LEAVES

A. Leaves with Pay

All requests for leaves by employees will be entered into the current leave request system at least 3 days in advance in order to secure a substitute if necessary. In extreme emergencies where time does not permit 3 days advanced notice, the employee must immediately notify their supervisor and enter their absence into the current leave request system as soon as possible.

1. Sick Leave

In accordance with the provisions of ORS 332.507, a minimum of ten (10) days sick leave shall be granted to all employees on the basis of one (1) day's leave each month of regular employment up to a maximum of twelve (12) days sick leave a year. Sick leave shall accumulate during employment in this school district. Sick leave shall be credited on the first day of active employment, and shall consist of one (1) day for each payroll month or major portion thereof remaining in the employment year. Up to seventy-five (75) days of sick leave may be transferred into the District by new employees who have accumulated these days in another Oregon district where they were formerly employed. Sick leave may be applied to an absence caused by illness or injury of an employee; and for medical or dental appointments. In addition, sick leave may be applied to an absence caused by the illness, injury or medical appointment of an immediate family member.

Any employee who is absent because of illness for five (5) or more consecutive school days or shall be required by their supervisor to file with the Personnel Office a certificate from their physician attesting to such illness. An employee returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination or other medical evaluation at the expense of the District in order to establish medical fitness for the duties of the position before returning to work.

In cases of time lost from job-related accidents, at the request of the employee, the District shall use an employee's accumulated sick leave, PTO or vacation time to pay the difference between the employee's regular pay and the amount paid by the State Accident Insurance Fund. The difference will be divided by the employee's hourly wage to compute the number of hours of sick leave to be deducted each pay period.

Any employee obtaining sick leave benefits by fraud, deceit or falsified statement shall be subject to disciplinary action up to and including dismissal.

2. Sick Time

Pursuant to Chapter 537 of Oregon Laws, the District will adhere to District policy regarding implementing and tracking sick time.

3. Paid Family Leave

The Oregon Paid Leave (PLO) program will apply to all members of the bargaining unit, subject to the following:

- A. Once the employee's PLO claim has been approved by the District 3rd party provider. If requested by the employee, the district shall pay the difference between the employee's regular earnings and what has been paid to them by the provider, by supplementing any accrued, applicable paid leaves and/or approved donation from the Sick Leave Bank. Once

the employee is out of applicable paid leave, the employee will be limited to the benefits provided by PLO. The employee will be required to supply the District their pay statements received by the provider no later than the last day of the month. The use of applicable paid leaves will follow the guidelines set forth in PLO.

- B. While on PLO, the employees will continue to accrue seniority and will have health benefits on the same terms and conditions as if they were actively performing their job duties.
- C. For the purpose of PERS Service Credit, the district will treat all time on PLO leave as time worked and will make contributions to PERS on the employees' behalf for wages paid by the District.

4. Paid Time Off

A maximum of six (6) days non-accumulative Paid Time Off (PTO) will be granted each year. Employees will receive their regular rate of pay during the time on authorized leave.

The District reserves the right to limit the number of classified employees within one job classification to be gone on any given day. With the proper notification, amount of absences within the immediate building or department and sub fill rate, it will be determined by the immediate supervisor if additional PTO requests can be taken.

At the end of each school year, the employee shall be paid their hourly rate of pay per day for each unused PTO day, prorated to the employee's weekly average hourly assignment.

5. Bereavement/Funeral Leave (non-accumulative)

Leaves of up to a maximum of five (5) days (Including the day of the funeral) for each death in the immediate family, shall be granted to employees in the bargaining unit. If, however, the leave period includes non-working days (other than paid holidays) there shall be no pay for such non-working days. Classified employees who qualify for OFLA may take a total of ten days unpaid of bereavement leave and may use accumulated sick leave to take any portion of these OFLA bereavement days as paid. In case of sickness in the immediate family when death is a distinct possibility, bereavement leave may also be allowed.

The immediate family shall be defined as spouse, children (including stepchildren and children toward whom the employee stands in loco parentis), parents and step-parents, grandparents, grandchildren, brother and sister (including stepbrother and stepsister), parents-in-law, and near relatives who at the time of their death resided in the employee's household. At the discretion of the District, leave may be granted to attend funerals of persons not listed above.

6. Military Leave

Employees who have been employed by the District for at least six (6) months shall be entitled to paid leave for periods of annual active duty in accordance with the provisions of ORS 408.290.

B. Leave without Pay

FMLA/OFLA leaves shall be granted in accordance with the provisions of those Acts.

Requests shall follow the general format as specified earlier except:

1. All leaves without pay will not be allowed during student days, with the possible exception of the below. All requests for the below purposes shall be submitted in writing and pre-approved by the Superintendent or designee in advance.
2. Purposes for which unpaid leave may be granted:
 - Peace Corps Service;
 - Election to the State Legislature or to Congress;
 - Reasonable accommodation for sincerely-held religious beliefs;
 - Receipt of an academic, military, national, or similar award or honor by the employee or a member of the employee's immediate family member as defined in this agreement;
 - For required Student Teaching hours towards a Teaching Certificate.
 - Worker's Compensation injuries, OFLA/FMLA leaves, military leaves, and other leaves granted by State and/or Federal law;
 - Short- or long-term illness/incapacitation of the employee and/or immediate family member.

All applicable paid leaves, including PTO and vacation accrual, must be exhausted prior to the application for unpaid leave in accordance with District policy.

Any employee who takes leave without pay (LWOP) without proper authorization will be deemed in violation of the contract and will be subject to disciplinary actions up to and including termination (Article 26 - Discipline).

Upon the expiration of any granted leave, the employee shall be assigned into a position similar to the one s/he left. Time spent on authorized leave shall be counted as continuous years of service for computing all benefits such as sick leave.

An employee on leave is required to notify the Superintendent of his/her intention to return to work as soon as practical, but in no case less than five (5) working days before the granted leave period expires. In cases where the leave expires after the end of the school year, the person on leave must notify the Superintendent of his/her intent by April 1st.

Leaves may be granted for any length of time but not to exceed one (1) school year. With prior written request and permission, employees on leave may be granted an extension by the Superintendent.

3. Family or medical leave shall be granted in accordance with the statutory provisions of the Federal Family and Medical Leave Act and the Oregon Family Leave Act and District Policy and will be coordinated through our Paid Family Leave Insurance partner.
4. Any employee taking any leave without pay (LWOP) not related to FMLA/OFLA or Worker's Compensation may elect to continue insurance benefits at the employee's own expense under COBRA.

Parental/Maternity/Child Care Leave

A maternity/child care leave of absence for childbirth or adoption will be allowed as provided by state and federal law.

Thirty (30) days prior to the expiration of the leave under state/federal law an employee who desires to extend the leave may submit a request for an additional unpaid leave of absence providing:

1. The individual has been employed by the District for at least one (1) year prior to the initial leave.
2. The request is for a specific period of time and the return coincides with a natural break or recess period.

It is agreed the District retains sole authority to approve or deny any request for additional leave.

Sick Leave Bank

The following guidelines will be utilized for a classified employee applying to access the bank who has exhausted their sick leave days. The following criteria shall establish how many Sick Leave bank days a classified employee may withdraw:

The value of donated days will be equal to the number of hours of sick leave that the employee accrues each month, both upon contribution and upon withdrawal.

1. The Executive Board of the OSEA is responsible for administering the pool and for tracking the balance available. The OSEA will have a three-person review board to determine eligibility.
2. The District agrees that they will store and be responsible for the security of all Confidential Medical Records used to determine approval status.
3. Any-classified employee who has pledged in the current "pledge cycle," or pledged within three calendar years period, is eligible to draw from the bank if they have exhausted all of their accumulated sick days;
4. A classified employee who has pledged to the bank, becomes eligible for approval after they have exhausted all sick leave; however they may apply before all their sick leave is used up.
5. The Executive Board of OSEA Chapter 100 may require proof of need (such as a doctor's note to support approval of a draw request.
- 6.-Donated days may only be used for a classified employee's own personal illness, injury or other serious health conditions.
7. Donated days may not be used as a substitute for an extension FMLA or OFLA leaves for family members for personal illness/injury.
8. A new pledge "cycle" will be initiated at the time that the bank is reduced to less than 400 hours and will continue for thirty days. There will also be a pledge cycle at the beginning of each school year.

9. Each classified employee will receive an "Intent to Participate/Release of Liability" form, on which they may choose to pledge between 1 or more days into the bank, or may choose not to participate during the current pledge cycle.

10. New classified employees may make a donation of one (1) day or more when they are hired. All classified employees who are represented as part of OSEA Chapter 100 bargaining unit are eligible to participate in the bank.

11. Awarded sick leave will only be credited after the District receives written approval from OSEA Chapter 100 In order for contributions to be credited for the subsequent month, such notification must be received in Payroll by the last work day of the month.

12. The "pledge cycle" will be open for thirty (30) day increments. All OSEA approved contributions received by the District on or before the last day of the month will be reflected on the following month's payroll except for the month of September which may not be reflected until October pending payroll's availability to do so.

13. Classified employees may only contribute their accrued sick leave to the bank. All other leave types (Vacation, bereavement, personal time off) are not eligible for contribution.

14. Upon resignation or retirement, a classified employee may donate some of their accrued, unused sick leave to the sick leave bank.

ARTICLE 20 - PERSONNEL FILES

No written disciplinary action, evaluation, or complaint shall be placed in an employee's District personnel file unless the employee has had an opportunity to review the material.

The employee shall acknowledge that s/he has had an opportunity to review such information by signing a copy of the information. Such signing does not necessarily indicate agreement with the contents but only that it has been received. The employee may also submit a written response to this information to the Personnel Office with a request that it be included in his/her file.

If an employee has material in his/her file of a disciplinary nature, which is three (3) years old and no subsequent offense has occurred, s/he may submit a written petition requesting that the material be reviewed by the Superintendent or designee to consider removal of the material. It is understood the decision shall be made by the Superintendent or designee, whose decision is final and binding. The decision shall be rendered in writing, and if the request is denied, the decision shall include the reason(s) for denial. Reapplication for removal of disciplinary material may occur once every twelve (12) months.

An employee or his/her designated representative may have access to his/her personnel file for the purpose of review and/or obtaining copies of materials. It is desirable, to avoid any delay in obtaining the file, to call Central Office prior to viewing the file. If questions or assistance is requested, the employee may experience delays until the proper person is available to give assistance.

In all cases, the records management process will be in accordance with applicable laws.

ARTICLE 21 - STRIKE CLAUSE

During the term of this Agreement, neither the Association nor any person acting on its behalf will cause, authorize, support or participate in, nor will any employee in the bargaining unit individually or as a group, take part in any work slow-up, work stoppage or strike (i.e., the concerted failure to report for duty, or willful absence of an employee from their position or stoppage of work or abstinence in whole or in part from the full, faithful and proper performance of their duty of employment). Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line when called upon to cross such picket line in the time of duty. Any employee participating in the violation of this Article, directly or indirectly, will be disciplined, including discharge by the District.

During the term of this Agreement, the District shall not cause or authorize a lock-out of classified employees.

In the event of a strike by the teachers of the District, employees in the bargaining unit shall not suffer loss of pay or benefits during the period of the strike unless the District has to close schools because of not being able to get teachers.

ARTICLE 22 – SEPARABILITY

Per ORS 243.702 in the event any words or sections of this collective bargaining agreement are declared to be invalid by a court of competent jurisdiction, by ruling but the Employment Relations Board, by statute of constitutional amendment or by inability of the employer or the employees to perform to the terms of agreement, then upon request by either party the invalid words or sections of the collective bargaining agreement shall be reopened for negotiation.

Only the Article(s), section(s) or clause(s) related to the deleted or affected portions, by this statement, shall be subject to further collective bargaining during the term of this Agreement.

ARTICLE 23 - COMPLAINT PROCEDURE

A complaint shall be defined as an allegation by an employee or employees that there has been a violation or inappropriate application of a school district policy rule or regulation.

The complaint shall be processed in the same manner as a grievance is processed in Article 24, but shall not be taken to Level Four, Arbitration, nor shall it be subject to an Unfair Labor Practice Complaint.

ARTICLE 24 - GRIEVANCE PROCEDURE

A. Purpose

It is the desire of the District and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of recrimination because of its use. Informal settlements at any stage shall bind the immediate parties to the settlement but shall not be precedent in a later grievance proceeding.

B. Definitions

1. A "grievance" is defined as an allegation by an employee or employees that their rights under the negotiated Agreement have been violated, except that the term "grievance" shall not apply to any matter as to which (a) the method of review is prescribed by law, or (b) the District is without authority to act.
2. An "employee" is any person in the unit covered by this Agreement.
3. An "aggrieved party" is the employee or group of employees who submit a grievance or on whose behalf it is submitted, the Association and (when it submits a grievance) the District.
4. "Days" shall mean working days.

C. Submission of Grievance

1. Before submission of a written grievance the aggrieved party must attempt to resolve it informally with the grievant's immediate supervisor.
2. If the grievance is not resolved at Level One, the informal level, then the grievance shall be submitted in writing on a form approved by the District and the Association and shall identify the aggrieved party, the provisions of this Agreement involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.

Failure of the grievant to adhere to submission deadlines means that the grievant is satisfied with the latest decision and waives any right to further appeal.

3. A grievance shall be deemed waived unless it is submitted within ten (10) days after the aggrieved party, or the Association knew or should have known of the events or conditions on which it is based.
4. An employee or group of employees may submit grievances, which affect them personally and shall submit such grievances to their supervisor. The Association may submit any grievance that involves a group or class of employees.

D. Levels

1. Level One

The supervisor shall respond in writing to each grievance received. If the aggrieved party is not satisfied with the response of the supervisor or if no response is received within ten (10) days after the submission of a grievance, such aggrieved party may submit a copy of the grievance to the Superintendent. Such submission shall be within five (5) days of the

determination at this stage.

2. Level Two

The Superintendent or their designated representative shall, upon request, confer with the aggrieved parties with respect to the grievance and shall deliver to the aggrieved parties a written statement of their position with respect to it no later than ten (10) days after it is received by them.

If the aggrieved is not satisfied with the decision of the Superintendent, they may file a written appeal with the Superintendent within five (5) days from receipt of the Superintendent's decision. The appeal shall state the aggrieved party's reasons for appealing the decision of the Superintendent and request appeal to Level Three, School Board.

3. Level Three

Within five (5) days of the receipt of the appeal, the School District Board of Directors may elect to hear the grievance, and if it elects to do so, will notify all official parties of a hearing to be held within fifteen (15) days of the receipt of the appeal. If the Board elects to hear the grievance, it shall hear arguments of the Superintendent or designee and the aggrieved. At the request of the aggrieved the hearing before the Board shall be a public meeting. If the Board elects to not hear the grievance, the Level Three decision shall stand as decided at Level Two.

On the first working day after the first regularly scheduled Board meeting following the hearing, the School Board of Directors shall render a decision in writing to all official parties.

If the aggrieved is not satisfied with the School Board's decision, they may appeal to Level Four.

4. Level Four- Arbitration

In the event the Association is not satisfied it may, within ten (10) days after receiving the Board's decision or notice of the Board's election to not hear the grievance, refer the grievance to arbitration by requesting that the Employment Relations Board provide the names of seven (7) arbitrators. A copy of such request shall be forwarded to the Superintendent.

Upon receipt of the names of the proposed arbitrators, a designee of the Superintendent and the Association shall strike names from the list until one (1) ultimately is designated as the arbitrator.

The arbitrator's decision will be in writing and will set forth their findings, reasoning and conclusion on the issues submitted. The arbitrator will be without power or authority to make any decision, which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be binding. The arbitrator shall have no power to alter, add to or detract from the provisions of this Agreement.

The election to submit a grievance to a forum other than arbitration (e.g., to state or federal

court, state or federal administrative agency such as ERB, BOLI, EEOC, OCR, etc.) shall automatically be a waiver of the right to proceed to arbitration.

The costs for the services of the arbitrator, including per diem expenses, deposition costs, transcription costs, necessary travel and subsistence expenses, will be borne equally by the District and the Oregon School Employees Association, Chapter 100.

ARTICLE 25 – EVALUATION OF PERFORMANCE

The purpose of evaluation is for the supervisor to give the employee a year's review of their work performance. It is recognized that the evaluation process should not be used as first knowledge to the employee of deficiencies that have occurred over the year. If appropriate, the supervisor will bring the employee's deficiencies to their attention through corrective conversations or written directives.

Each employee will be evaluated-at least annually due by June 30th of each year. If an employee receives an unsatisfactory evaluation, Human Resources will work with the supervisor to ensure that any relevant training and opportunities for improvement be offered, and may be required, to the employee through a plan of assistance.

In the event an employee receives two unsatisfactory evaluations or is placed on a plan of assistance twice, in two successive years, the employee may be terminated.

Excessive unexcused absenteeism may be considered a reason for unsatisfactory performance.

An employee whose work performance is inadequate during any time of the year, or as indicated at the annual evaluation, will be provided an opportunity for improvement. The District may place an employee on a plan of assistance as defined below:

- A plan of assistance shall be no shorter in duration than 2 weeks and no longer than 6 months
- Clearly identifies the areas of deficiency.
- Establishes the time limits and dates to which the plan of assistance will occur
- Provides suggestions for improvements.
- Identifies specific areas of assistance and support that will be offered

The plan of assistance will be delivered in writing to the employee at a formal meeting and shall be signed in triplicate by both the immediate supervisor and employee. The employee shall be entitled to union representation in this meeting and the OSEA Chapter 100 president or designee shall be notified that the employee is on a plan of assistance.

Before the expiration of the corrective period, the supervisor, the employee and their representative (if they so choose), shall meet at least once before the final meeting and as close to the midpoint of the plan as possible to discuss the employee's progress or lack thereof towards the expected improvements. The supervisor will notify the employee of the decision to recommend continued employment or dismissal provided that nothing will preclude a supervisor, at their discretion, from continuing the employee's plan of assistance status if in their judgement, positive, but less than full improvement has been shown. The decision to continue a plan will not count as being placed on a second plan.

A plan of assistance is considered corrective action and therefore, the District may dismiss or demote after an unsuccessful plan of assistance.

An employee may request the presence of a Union representative for a plan of assistance process with the supervisor as long as the scheduling of the representative does not preclude a timely evaluation.

The presence of a Union Representative shall in no way impede the evaluation process or results.

ARTICLE 26 – DISCIPLINE

Discipline, including reprimands, suspensions, demotions and dismissal, will be based on an employee's actions or inactions that constitute just cause for discipline. Progressive discipline steps will be used except when more serious discipline or when immediate action, such as a directive, is justified by the circumstances. The following steps shall be required as just cause:

1. Before imposing discipline, the District will meet with the employee, notify the employee of the facts that could lead to discipline, and allow the employee to provide their side of the story.
2. The District shall provide a fair and objective investigation into the allegations against the employee and shall provide clear and convincing evidence to support the charges.
3. The District shall consider the seriousness of the proven offense and the employee's service record with the District in determining the extent of discipline. Discipline shall be progressive unless the employee committed an offense that warrants termination.
4. The District will explain the facts and information upon which the discipline is based. An employee may attach a rebuttal to any disciplinary document and that rebuttal will be placed in the personnel file with the disciplinary document.
5. The District will identify the rule or rules that have been violated.
6. The rules identified by District must be applied equally and fairly to all employees.

The following are examples but not an exhaustive list of behaviors that can lead to a directive and/or disciplinary action:

1. Insubordination, misconduct, or neglect of duty; or
2. Unauthorized or excessive absence; or
3. Any willful violation of rules or regulations established by the District; or
4. Being under the influence or in possession of alcohol or controlled substances while on duty.
5. Patterns of negative interpersonal behaviors with adults and/or students.
6. Repeated failure to complete essential job assignments.

Where the District determines that the nature of the offense is such that immediate action is warranted, the employee may be suspended from employment with pay. The administrative staff shall investigate alleged charges and if these charges are found to be invalid or inaccurate, the employee will be immediately reinstated without loss of any pay or other benefits.

Every effort will be made to ascertain the relevant facts in the matter and act in a prudent, responsible fashion. In most cases, it is assumed that ten (10) working days will be sufficient.

An employee (or the Union on the employee's behalf) may grieve disciplinary action under Article 24 - Grievance Procedure. Only disciplinary action involving suspension without pay, demotion or dismissal can be taken past Level Two of the grievance procedure.

An employee may request Union representation at any stage during the disciplinary proceedings.

ARTICLE 27 - MEDICAL EXAMINATIONS/FINGERPRINTING

If the District in its judgment, determines the necessity for an employee to have a medical examination to determine the employee's fitness-for-duty, the District will select the physician, pay for the examination and have the findings reported to the District Office. If the examining physician recommends and the district requires the employee to submit to any medical test, the District will cover the added cost.

Current employees who are required to have fingerprinting will have the costs of the fingerprinting paid by the District.

Employees new to the District are required to complete fingerprinting in accordance with District Policy at their own expense.

In accordance with District Policy, if the District in its judgment determines the necessity for an employee to submit to a drug test examination to determine the employee's fitness for duty, the District will select the Occupational Health Facility and pay for the expense.

ARTICLE 28 – LABOR / MANAGEMENT COMMITTEE

Both the District and the Union believe that many conflicts and/or issues related to contract interpretation and employee related concerns can be resolved through an informal manner. Both parties agree that a problem solving, informal process is in the District's and employees' best interest.

In order to accomplish this, the District will be represented by at least two administrators or supervisors and the Union will be represented by the Chapter President and at least one other member designated by the Chapter President. The OSEA field Representative may also be present.

Both parties agree to schedule the monthly meetings for October through May for the upcoming school year prior to October 1st of each school year. A monthly meeting may be canceled if both parties agree that there is nothing to discuss.

Either the District or the Union may decide that the Labor Management Committee shall not meet after written notification has been received by the District from OSEA for a request to negotiate a successor agreement. If the meetings are suspended during bargaining, they will resume once both parties have ratified the agreement.

ARTICLE 29 - RE-EMPLOYMENT OF RETIRED EMPLOYEES

- A.** Unit members who retire from the Estacada School District may be rehired to complete the work year in their former assignment or into regular part-time employment, and shall be members of the bargaining unit represented by the Oregon School Employees Association. Employment and conditions of employment, including all eligibility for contractual rights and benefits under the Collective Bargaining Agreement shall be as set forth below:
1. Employees who choose to retire and wish to be considered for rehire to complete the work year must provide the District with written notice of the request for rehire at least sixty (60) days prior to the effective date of the retirement. The District may choose to rehire the employee to finish the current work assignment or until the end of the fiscal year, whichever comes first, without posting the position. Such employees will be notified of whether or not they will be rehired within thirty (30) days after the request is received. An employee may withdraw that request within five (5) days of said notification.
 2. Rehired retirees hereunder shall be compensated at their current wage rates and applicable benefit levels. Substituting after retirement is not considered under this Article.
 3. Rehired retirees hereunder who choose to retire and are re-hired shall not be entitled to the protections and provisions of Article 5 – Training/Workshops, Article 12 – Vacations, Article 18 – Layoff/Recall, Article 19 – Leaves, Article 25 – Evaluation, and Article 26 – Discipline.
 4. The District will not provide contributions to PERS/OPSRP IAP for the re-hired retiree who is already drawing PERS/OPSRP benefits.
 5. After retirement and for the entire period during which they are re-employed by the District, bargaining unit members shall not be entitled to work more than the work limitations established by PERS.
- B.** Nothing in this article shall require the District to rehire a retiree who applies for rehire.

ARTICLE 30 - SAFE WORKING CONDITIONS

- A. The District will provide a safe and healthful working environment by complying with state and federal laws and regulations pertaining to workplace safety and equipment safety.
- B. In the event that District administrators are aware of situations where employees are likely to be exposed to serious contagious diseases, illnesses or other health hazards (ie. toxic fumes, dangerous air quality, etc), the District will make a reasonable effort to provide this information to the employees who are likely to be exposed, unless confidentiality laws prevent it from doing so.
- C. Employees who are assigned to work with students with a behavior plan shall be provided up to date information, in alignment with FERPA.
- D. In an effort to keep students and staff safe, classified employees who may be required to supervise a student on an education plan (i.e. IEP, 504, BSP etc.), shall be provided with the necessary information to successfully support the student in a safe environment. Classified employees shall be adequately trained to use the strategies required to provide for a safe environment for students and staff prior to working with the student.
- E. To reduce the potential for harm to staff members, the District may provide the following when appropriate (list is not all inclusive and is based on individual student and staff needs):
 - a. Positive Behavior Intervention Supports;
 - b. Increasing interventions;
 - c. Functional behavior assessment followed by a behavior intervention plan;
 - d. Training of employees on proper lifting techniques;
 - e. Lifting equipment (back supporter, mechanical lift) when the student's size warrants;
 - f. Training of employees who work with students who have a history of presenting safety issues;
 - g. Training on de-escalation, deflection and restraint/seclusion when a student's behaviors warrant and the school team determines necessary;
 - h. Safety protocols;
 - i. Behavior consultation;
 - j. Annual training in other areas identified by the District
 - k. Safety equipment (such as bite guards, spit guards, protective gloves);
 - l. Bloodborne pathogen training for identified staff;
 - m. First aid training for identified staff;
 - n. Training by special needs nurse for delegated health services; and
 - o. Other District level resources when needed, as identified by the District.
- F. The District will make the association aware of efforts being made to insure employee safety.
- G. Annually, the District will review with the association officers, or their designee, the training needs and concerns of members and propose a schedule and format to address those needs.

- H. All District-level safety committees shall be in compliance with OR-OSHA rules governing safety committees. The Union shall appoint the Union representatives to all District-level safety committees by means of the internal processes of OSEA Chapter 100. The District shall notify the OSEA Chapter 100 president when there is a classified vacancy on the District-level safety committee. Draft Minutes of Committee meetings shall be posted at each work site.
- I. According to ORS 343.154, classified employees who may be required to supervise a student on an education plan (i.e. IEP or 504, etc.) shall be recognized as a service provider. All classified service providers who are involved in an incident that places the student, other students or staff at imminent risk of serious bodily injury shall be allowed to participate and have meaningful input into the development, review or revision of the student's behavior plan.

Meaningful input could include, but is not limited to:

1. Attending a behavioral support planning meeting
2. Meeting with a licensed member to review, ask questions, and provide feedback on the plan after a planning meeting; and/or
3. Provide information prior to a planning meeting that will help inform the plan.

APPENDIX A- FAMILY GROUPS & CLASSIFICATIONS

FACILITIES - CUSTODIDAL	Grade	Annual hours	FTE	Avg Daily Hours
Custodian II	M	2080	1.0	8
Lead Night	T	2080	1.0	8
Custodian I	G	2080	1.0	8

FACILITIES - MAINTENANCE / GROUNDS

Lead Maintenance	W	2080	1.0	8
Maintenance	R	2080	1.0	8
Lead Grounds	P	2080	0.5	4
Grounds/Athletic Fields	J	1040	0.5	4

FISCAL SERVICES

Accounting Clerk	ZZ	2080	1.0	8
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NUTRITION SERVICES

Lead Cook at HS	N	1323	0.875	7
Lead Cook (Elementary & Middle Schools)	D	1248	0.825	6.6
Cook	A	1248	0.825	6.6
Cook - .45 fte	A	681	0.45	3.6

PARAEDUCATOR

Paraeducator	F	1302	0.875	7
Paraeducator - Media assistant	F	1302	0.875	7
Paraeducator - RTS	F	1544	1.0	8
Paraeducator - Accompanist	F	1395	0.938	7.5

SECRETARIAL / CLERICAL

Principal 's Secretary - High School	Q	2040	1.0	8
Principal 's Secretary	H	1656	1.0	8
All Other Building Secretaries	E	1632	1.0	8
Athletic/ASB HS Secretary	Q	2040	1.0	8
Operations Administrative Assistant	Q	2080	1.0	8

STUDENT SUPPORT SERVICES

College & Career Coordinator (ASPIRE)	S	1302	0.875	7
Campus Security Monitor	I	1302	0.875	7
Youth Transition Program Coordinator (YTP)	S	1680	1.0	8
Translator/Interpreter	S	1840	1.0	8
Speech Language Pathologist Assistant	SS	1302	0.875	7
Lunch Recess Monitor	AA	480	0.375	3

TECHNOLOGY

Database Specialist	Z	2080	1.0	8
IT Help Desk	U	2080	1.0	8
Multimedia Videographer Specialist	Z	2080	1.0	8

TRANSPORTATION SERVICES - Dispatch/Drivers

Dispatch	O	1488	1.0	8
Bus Driver	L	930	0.625	5
Bus Driver - Relief	L	930	0.625	5
Student Transport - Shuttle Driver (Type 10)	B	930	0.625	5

TRANSPORTATION SERVICES - Mechanical

Lead Mechanic	BB	2080	1.0	8
Mechanic	V	2080	1.0	8
Service Technician	X	2080	1.0	8

This Appendix does not preclude the District's ability to hire for positions at a different FTE than listed above.

Appendix B1 - 2023-2024 SALARY SCHEDULE

Contract Year 1 - 2023-24													
COIA	Market Adj	Grade	Step										
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
FACILITIES - CUSTODIAL													
5.5%	0%	M	\$21.26	\$21.90	\$22.56	\$23.24	\$23.94	\$24.66	\$25.40	\$26.16	\$26.94	\$27.75	\$28.58
5.5%	0%	T	\$20.79	\$21.41	\$22.05	\$22.71	\$23.39	\$24.09	\$24.81	\$25.55	\$26.32	\$27.11	\$27.92
5.5%	0%	G	\$20.44	\$21.05	\$21.68	\$22.33	\$23.00	\$23.69	\$24.40	\$25.13	\$25.88	\$26.66	\$27.46
FACILITIES - MAINTENANCE / GROUNDS													
5.5%	0%	W	\$23.56	\$24.27	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98	\$29.85	\$30.75	\$31.67
5.5%	0%	R	\$20.97	\$21.60	\$22.25	\$22.92	\$23.61	\$24.32	\$25.05	\$25.80	\$26.57	\$27.37	\$28.19
5.5%	0%	P	\$21.29	\$21.93	\$22.59	\$23.27	\$23.97	\$24.69	\$25.43	\$26.19	\$26.98	\$27.79	\$28.62
5.5%	0%	J	\$19.74	\$20.33	\$20.94	\$21.57	\$22.22	\$22.89	\$23.58	\$24.29	\$25.02	\$25.77	\$26.54
FISCAL SERVICES													
5.5%	0%	ZZ	\$28.49	\$29.34	\$30.22	\$31.13	\$32.06	\$33.02	\$34.01	\$35.03	\$36.08	\$37.16	\$38.27
NUTRITION SERVICES													
5.5%	0%	N	\$20.51	\$21.13	\$21.76	\$22.41	\$23.08	\$23.77	\$24.48	\$25.21	\$25.97	\$26.75	\$27.55
5.5%	0%	D	\$18.23	\$18.78	\$19.34	\$19.92	\$20.52	\$21.14	\$21.77	\$22.42	\$23.09	\$23.78	\$24.49
5.5%	0%	A	\$16.70	\$17.20	\$17.72	\$18.25	\$18.80	\$19.36	\$19.94	\$20.54	\$21.16	\$21.79	\$22.44
PARAEDUCATOR													
5.5%	0%	F	\$18.22	\$18.77	\$19.33	\$19.91	\$20.51	\$21.13	\$21.76	\$22.41	\$23.08	\$23.77	\$24.48
5.5%	0%	F	\$18.22	\$18.77	\$19.33	\$19.91	\$20.51	\$21.13	\$21.76	\$22.41	\$23.08	\$23.77	\$24.48
5.5%	0%	F	\$18.22	\$18.77	\$19.33	\$19.91	\$20.51	\$21.13	\$21.76	\$22.41	\$23.08	\$23.77	\$24.48
SECRETARIAL / CLERICAL													
5.5%	0%	Q	\$22.65	\$23.33	\$24.03	\$24.75	\$25.49	\$26.25	\$27.04	\$27.85	\$28.69	\$29.55	\$30.44
5.5%	0%	H	\$20.39	\$21.00	\$21.63	\$22.28	\$22.95	\$23.64	\$24.35	\$25.08	\$25.83	\$26.60	\$27.40
5.5%	0%	E	\$19.72	\$20.31	\$20.92	\$21.55	\$22.20	\$22.87	\$23.56	\$24.27	\$25.00	\$25.75	\$26.52
5.5%	0%	Q	\$22.65	\$23.33	\$24.03	\$24.75	\$25.49	\$26.25	\$27.04	\$27.85	\$28.69	\$29.55	\$30.44
5.5%	0%	Q	\$22.65	\$23.33	\$24.03	\$24.75	\$25.49	\$26.25	\$27.04	\$27.85	\$28.69	\$29.55	\$30.44
STUDENT SUPPORT SERVICES													
5.5%	0%	S	\$21.68	\$22.33	\$23.00	\$23.69	\$24.40	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13
5.5%	0%	I	\$17.54	\$18.07	\$18.61	\$19.17	\$19.75	\$20.34	\$20.95	\$21.58	\$22.23	\$22.90	\$23.59
5.5%	0%	S	\$21.68	\$22.33	\$23.00	\$23.69	\$24.40	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13
5.5%	0%	S	\$21.68	\$22.33	\$23.00	\$23.69	\$24.40	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13
5.5%	0%	SS	\$23.59	\$24.30	\$25.03	\$25.78	\$26.55	\$27.35	\$28.17	\$29.02	\$29.89	\$30.79	\$31.71
5.5%	0%	AA	\$15.43	\$15.89	\$16.37	\$16.86	\$17.37	\$17.89	\$18.43	\$18.98	\$19.55	\$20.14	\$20.74
TECHNOLOGY													
5.5%	0%	Z	\$35.66	\$36.73	\$37.83	\$38.96	\$40.13	\$41.33	\$42.57	\$43.85	\$45.17	\$46.53	\$47.93
5.5%	0%	U	\$22.88	\$23.57	\$24.28	\$25.01	\$25.76	\$26.53	\$27.33	\$28.15	\$28.99	\$29.86	\$30.76
5.5%	0%	Z	\$35.66	\$36.73	\$37.83	\$38.96	\$40.13	\$41.33	\$42.57	\$43.85	\$45.17	\$46.53	\$47.93
TRANSPORTATION SERVICES - Dispatch/Drivers													
5.5%	0%	O	\$24.44	\$25.17	\$25.93	\$26.71	\$27.51	\$28.34	\$29.19	\$30.07	\$30.97	\$31.90	\$32.86
5.5%	0%	L	\$23.66	\$24.37	\$25.10	\$25.85	\$26.63	\$27.43	\$28.25	\$29.10	\$29.97	\$30.87	\$31.80
5.5%	0%	L	\$23.66	\$24.37	\$25.10	\$25.85	\$26.63	\$27.43	\$28.25	\$29.10	\$29.97	\$30.87	\$31.80
5.5%	10%	B	\$19.02	\$19.59	\$20.18	\$20.79	\$21.41	\$22.05	\$22.71	\$23.39	\$24.09	\$24.81	\$25.55
TRANSPORTATION SERVICES - Mechanical													
5.5%	0%	BB	\$35.80	\$36.87	\$37.98	\$39.12	\$40.29	\$41.50	\$42.75	\$44.03	\$45.35	\$46.71	\$48.11
5.5%	0%	V	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13	\$30.00	\$30.90	\$31.83	\$32.78	\$33.76
5.5%	0%	X	\$20.56	\$21.18	\$21.82	\$22.47	\$23.14	\$23.83	\$24.54	\$25.28	\$26.04	\$26.82	\$27.62
TRANSPORTATION SERVICES - OTHER													
DRIVER TRAINER													
DRIVER TRAINER ASSISTANT													

\$2.00 additional per hour while performing these duties
 \$1.25 additional per hour while performing these duties

Appendix B2 - 2024-2025 SALARY SCHEDULE

Contract Year 2 - 2024-25														
	COLA	Mkt Adj	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
FACILITIES - CUSTODIAL														
Custodian II	4.5%	0%	M	\$22.22	\$22.89	\$23.58	\$24.29	\$25.02	\$25.77	\$26.54	\$27.34	\$28.16	\$29.00	\$29.87
Lead Night Custodian	4.5%	0%	T	\$21.73	\$22.38	\$23.05	\$23.74	\$24.45	\$25.18	\$25.94	\$26.72	\$27.52	\$28.35	\$29.20
Custodian I	4.5%	0%	G	\$21.36	\$22.00	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71
FACILITIES - MAINTENANCE / GROUNDS														
Lead Maintenance	4.5%	0%	W	\$24.62	\$25.36	\$26.12	\$26.90	\$27.71	\$28.54	\$29.40	\$30.28	\$31.19	\$32.13	\$33.09
Maintenance	4.5%	0%	R	\$21.91	\$22.57	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17	\$26.96	\$27.77	\$28.60	\$29.46
Lead Grounds	4.5%	0%	P	\$22.25	\$22.92	\$23.61	\$24.32	\$25.05	\$25.80	\$26.57	\$27.37	\$28.19	\$29.04	\$29.91
Grounds/Athletic Fields	4.5%	0%	J	\$20.63	\$21.25	\$21.89	\$22.55	\$23.23	\$23.93	\$24.65	\$25.39	\$26.15	\$26.93	\$27.74
FISCAL SERVICES														
Accounting Clerk	4.5%	0%	ZZ	\$29.77	\$30.66	\$31.58	\$32.53	\$33.51	\$34.52	\$35.56	\$36.63	\$37.73	\$38.86	\$40.03
NUTRITION SERVICES														
Lead Cook at HS	4.5%	0%	N	\$21.43	\$22.07	\$22.73	\$23.41	\$24.11	\$24.83	\$25.57	\$26.34	\$27.13	\$27.94	\$28.78
Lead Cook (Elementary & Middle Schools)	4.5%	0%	D	\$19.05	\$19.62	\$20.21	\$20.82	\$21.44	\$22.08	\$22.74	\$23.42	\$24.12	\$24.84	\$25.59
Cook	4.5%	0%	A	\$17.45	\$17.97	\$18.51	\$19.07	\$19.64	\$20.23	\$20.84	\$21.47	\$22.11	\$22.77	\$23.45
PARAEDUCATOR														
Paraeducator	4.5%	0%	F	\$19.04	\$19.61	\$20.20	\$20.81	\$21.43	\$22.07	\$22.73	\$23.41	\$24.11	\$24.83	\$25.57
Paraeducator - Library assistant	4.5%	0%	F	\$19.04	\$19.61	\$20.20	\$20.81	\$21.43	\$22.07	\$22.73	\$23.41	\$24.11	\$24.83	\$25.57
Paraeducator - RTS	4.5%	0%	F	\$19.04	\$19.61	\$20.20	\$20.81	\$21.43	\$22.07	\$22.73	\$23.41	\$24.11	\$24.83	\$25.57
Paraeducator - Accompanist	4.5%	0%	F	\$19.04	\$19.61	\$20.20	\$20.81	\$21.43	\$22.07	\$22.73	\$23.41	\$24.11	\$24.83	\$25.57
SECRETARIAL / CLERICAL														
Principal 's Secretary - High School	4.5%	0%	Q	\$23.67	\$24.38	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81
Principal 's Secretary (Elementary and Middle)	4.5%	0%	H	\$21.31	\$21.95	\$22.61	\$23.29	\$23.99	\$24.71	\$25.45	\$26.21	\$27.00	\$27.81	\$28.64
All Other Building Secretaries	4.5%	0%	E	\$20.61	\$21.23	\$21.87	\$22.53	\$23.21	\$23.91	\$24.63	\$25.37	\$26.13	\$26.91	\$27.72
Athletic/ASB HS Secretary	4.5%	0%	Q	\$23.67	\$24.38	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81
Operations Administrative Assistant	4.5%	0%	Q	\$23.67	\$24.38	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81
STUDENT SUPPORT SERVICES														
College & Career Coordinator (ASPIRE)	4.5%	0%	S	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	\$29.57	\$30.46
Campus Security Monitor	4.5%	0%	I	\$18.33	\$18.88	\$19.45	\$20.03	\$20.63	\$21.25	\$21.89	\$22.55	\$23.23	\$23.93	\$24.65
Youth Transition Program Coordinator (YTP)	4.5%	0%	S	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	\$29.57	\$30.46
Translator/Interpreter	4.5%	0%	S	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	\$29.57	\$30.46
Speech Language Pathologist Assistant	4.5%	0%	SS	\$24.65	\$25.39	\$26.15	\$26.93	\$27.74	\$28.57	\$29.43	\$30.31	\$31.22	\$32.16	\$33.12
Lunch Recess Monitor	4.5%	0%	AA	\$16.12	\$16.60	\$17.10	\$17.61	\$18.14	\$18.68	\$19.24	\$19.82	\$20.41	\$21.02	\$21.65
TECHNOLOGY														
Database Specialist	4.5%	0%	Z	\$37.26	\$38.38	\$39.53	\$40.72	\$41.94	\$43.20	\$44.50	\$45.84	\$47.22	\$48.64	\$50.10
IT Help Desk	4.5%	0%	U	\$23.91	\$24.63	\$25.37	\$26.13	\$26.91	\$27.72	\$28.55	\$29.41	\$30.29	\$31.20	\$32.14
Multimedia Videographer Specialist	4.5%	0%	Z	\$37.26	\$38.38	\$39.53	\$40.72	\$41.94	\$43.20	\$44.50	\$45.84	\$47.22	\$48.64	\$50.10
TRANSPORTATION SERVICES - Dispatch/Drivers														
Dispatch	4.5%	0%	O	\$25.54	\$26.31	\$27.10	\$27.91	\$28.75	\$29.61	\$30.50	\$31.42	\$32.36	\$33.33	\$34.33
Bus Driver	4.5%	0%	L	\$24.72	\$25.46	\$26.22	\$27.01	\$27.82	\$28.65	\$29.51	\$30.40	\$31.31	\$32.25	\$33.22
Bus Driver - Relief	4.5%	0%	L	\$24.72	\$25.46	\$26.22	\$27.01	\$27.82	\$28.65	\$29.51	\$30.40	\$31.31	\$32.25	\$33.22
Student Transport - Shuttle Driver (Type 10)	4.5%	0%	B	\$19.88	\$20.48	\$21.09	\$21.72	\$22.37	\$23.04	\$23.73	\$24.44	\$25.17	\$25.93	\$26.71
TRANSPORTATION SERVICES - Mechanical														
Lead Mechanic	4.5%	0%	BB	\$37.41	\$38.53	\$39.69	\$40.88	\$42.11	\$43.37	\$44.67	\$46.01	\$47.39	\$48.81	\$50.27
Mechanic	4.5%	0%	V	\$26.26	\$27.05	\$27.86	\$28.70	\$29.56	\$30.45	\$31.36	\$32.30	\$33.27	\$34.27	\$35.30
Service Technician	4.5%	0%	X	\$21.49	\$22.13	\$22.79	\$23.47	\$24.17	\$24.90	\$25.65	\$26.42	\$27.21	\$28.03	\$28.87
TRANSPORTATION SERVICES - OTHER														
DRIVER TRAINER														
DRIVER TRAINER ASSISTANT														

\$2.00 additional per hour while performing these duties
 \$1.25 additional per hour while performing these duties

Appendix B3 - 2025-2026 SALARY SCHEDULE

Contract Year 3 - 2025-26													
COLA	Mkt Adj	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
FACILITIES - CUSTODIAL													
5.0%	0%	M	\$23.33	\$24.03	\$24.75	\$25.49	\$26.25	\$27.04	\$27.85	\$28.69	\$29.55	\$30.44	\$31.35
5.0%	0%	T	\$22.82	\$23.50	\$24.21	\$24.94	\$25.69	\$26.46	\$27.25	\$28.07	\$28.91	\$29.78	\$30.67
5.0%	0%	G	\$22.43	\$23.10	\$23.79	\$24.50	\$25.24	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14
FACILITIES - MAINTENANCE / GROUNDS													
5.0%	0%	W	\$25.85	\$26.63	\$27.43	\$28.25	\$29.10	\$29.97	\$30.87	\$31.80	\$32.75	\$33.73	\$34.74
5.0%	0%	R	\$23.01	\$23.70	\$24.41	\$25.14	\$25.89	\$26.67	\$27.47	\$28.29	\$29.14	\$30.01	\$30.91
5.0%	0%	P	\$23.36	\$24.06	\$24.78	\$25.52	\$26.29	\$27.08	\$27.89	\$28.73	\$29.59	\$30.48	\$31.39
5.0%	0%	J	\$21.66	\$22.31	\$22.98	\$23.67	\$24.38	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11
FISCAL SERVICES													
5.0%	0%	ZZ	\$31.26	\$32.20	\$33.17	\$34.17	\$35.20	\$36.26	\$37.35	\$38.47	\$39.62	\$40.81	\$42.03
ACCOUNTING CLERK													
NUTRITION SERVICES													
5.0%	0%	N	\$22.50	\$23.18	\$23.88	\$24.60	\$25.34	\$26.10	\$26.88	\$27.69	\$28.52	\$29.38	\$30.26
5.0%	0%	D	\$20.00	\$20.60	\$21.22	\$21.86	\$22.52	\$23.20	\$23.90	\$24.62	\$25.36	\$26.12	\$26.90
5.0%	0%	A	\$18.32	\$18.87	\$19.44	\$20.02	\$20.62	\$21.24	\$21.88	\$22.54	\$23.22	\$23.92	\$24.64
COOK													
PARAEDUCATOR													
5.0%	0%	F	\$19.99	\$20.59	\$21.21	\$21.85	\$22.51	\$23.19	\$23.89	\$24.61	\$25.35	\$26.11	\$26.89
5.0%	0%	F	\$19.99	\$20.59	\$21.21	\$21.85	\$22.51	\$23.19	\$23.89	\$24.61	\$25.35	\$26.11	\$26.89
5.0%	0%	F	\$19.99	\$20.59	\$21.21	\$21.85	\$22.51	\$23.19	\$23.89	\$24.61	\$25.35	\$26.11	\$26.89
SECRETARIAL / CLERICAL													
5.0%	0%	Q	\$24.85	\$25.60	\$26.37	\$27.16	\$27.97	\$28.81	\$29.67	\$30.56	\$31.48	\$32.42	\$33.39
5.0%	0%	H	\$22.38	\$23.05	\$23.74	\$24.45	\$25.18	\$25.94	\$26.72	\$27.52	\$28.35	\$29.20	\$30.08
5.0%	0%	E	\$21.64	\$22.29	\$22.96	\$23.65	\$24.36	\$25.09	\$25.84	\$26.62	\$27.42	\$28.24	\$29.09
5.0%	0%	Q	\$24.85	\$25.60	\$26.37	\$27.16	\$27.97	\$28.81	\$29.67	\$30.56	\$31.48	\$32.42	\$33.39
5.0%	0%	Q	\$24.85	\$25.60	\$26.37	\$27.16	\$27.97	\$28.81	\$29.67	\$30.56	\$31.48	\$32.42	\$33.39
STUDENT SUPPORT SERVICES													
5.0%	0%	S	\$23.79	\$24.50	\$25.24	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$31.04	\$31.97
5.0%	0%	I	\$19.25	\$19.83	\$20.42	\$21.03	\$21.66	\$22.31	\$22.98	\$23.67	\$24.38	\$25.11	\$25.86
5.0%	0%	S	\$23.79	\$24.50	\$25.24	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$31.04	\$31.97
5.0%	0%	S	\$23.79	\$24.50	\$25.24	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$31.04	\$31.97
5.0%	0%	SS	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13	\$30.00	\$30.90	\$31.83	\$32.78	\$33.76	\$34.77
5.0%	0%	AA	\$16.93	\$17.44	\$17.96	\$18.50	\$19.06	\$19.63	\$20.22	\$20.83	\$21.45	\$22.09	\$22.75
TECHNOLOGY													
5.0%	0%	Z	\$39.12	\$40.29	\$41.50	\$42.75	\$44.03	\$45.35	\$46.71	\$48.11	\$49.55	\$51.04	\$52.57
5.0%	0%	U	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81	\$32.76	\$33.74
5.0%	0%	Z	\$39.12	\$40.29	\$41.50	\$42.75	\$44.03	\$45.35	\$46.71	\$48.11	\$49.55	\$51.04	\$52.57
TRANSPORTATION SERVICES - Dispatch/Drivers													
5.0%	0%	O	\$26.82	\$27.62	\$28.45	\$29.30	\$30.18	\$31.09	\$32.02	\$32.98	\$33.97	\$34.99	\$36.04
5.0%	0%	L	\$25.96	\$26.74	\$27.54	\$28.37	\$29.22	\$30.10	\$31.00	\$31.93	\$32.89	\$33.88	\$34.90
5.0%	0%	L	\$25.96	\$26.74	\$27.54	\$28.37	\$29.22	\$30.10	\$31.00	\$31.93	\$32.89	\$33.88	\$34.90
5.0%	0%	B	\$20.87	\$21.50	\$22.15	\$22.81	\$23.49	\$24.19	\$24.92	\$25.67	\$26.44	\$27.23	\$28.05
TRANSPORTATION SERVICES - Mechanical													
5.0%	0%	BB	\$39.28	\$40.46	\$41.67	\$42.92	\$44.21	\$45.54	\$46.91	\$48.32	\$49.77	\$51.26	\$52.80
5.0%	0%	V	\$27.57	\$28.40	\$29.25	\$30.13	\$31.03	\$31.96	\$32.92	\$33.91	\$34.93	\$35.98	\$37.06
5.0%	0%	X	\$22.56	\$23.24	\$23.94	\$24.66	\$25.40	\$26.16	\$26.94	\$27.75	\$28.58	\$29.44	\$30.32
TRANSPORTATION SERVICES - OTHER													
DRIVER TRAINER													
DRIVER TRAINER ASSISTANT													
\$2.00 additional per hour while performing these duties													
\$1.25 additional per hour while performing these duties													