

March 3, 2023

MEMORANDUM OF AGREEMENT

I. Background

The South Lane School District ("District") has had several ongoing payroll issues including overpayments, underpayments, problems with HSA and HRA contributions, incorrect or missing retirement contributions in 403b accounts and in PERS accounts. The South Lane Education Association ("SLEA") has filed several grievances as a result of these ongoing payroll issues. The South Lane School District acknowledges that there have been payroll errors. The parties placed these grievances in abeyance while they worked through a settlement agreement.

II. Agreement

1. The District agrees to provide written notice to SLEA members of this Agreement and the steps the District will take to remedy the payroll issues now and in the future. The communication will be jointly prepared and/or approved by SLEA.
2. The District shall designate Sherri Bailey, as the District employee who will be the "point person" to address concerns about payroll raised by SLEA members. Contact information for Sherri Bailey to be distributed to SLEA members by email, conveyed to each school, and on District website.
3. The District will provide a monthly record to OEA of members' pay for each pay period through the end of the 2022-2023 school year and should show all deductions, corrections and supplemental checks issued to members. The format for this monthly record is attached as Exhibit A.
4. The District will create a Google doc or Excel spreadsheet where SLEA members can provide updates and comments about ongoing or new payroll errors and concerns. This document should be shared, with the Association having access to live results. The format for this Google doc is attached as Exhibit B.
5. The District agrees to make whole all SLEA members who have incurred late fees or similar financial consequences due to underpayment of the SLEA members by the District or failure to direct deposit into their savings

accounts, or the like. The District agrees to remedy within ten (10) business days after the District confirms loss based on proof provided by the SLEA member. Any disputed claims will be resolved between the parties using the regular grievance procedure.

6. District agrees to make whole all SLEA members affected by failure to timely deposit retirement contributions into 403B accounts (for example, by paying the interest that would have accrued had the deposit been timely made by the District). Any disputed claims will be resolved between the parties using the regular grievance procedure.
7. District agrees to make whole all members affected by failure to timely deposit PERS contributions into accounts (e.g. paying the interest that would have accrued, if interest would have accrued). Any disputed claims will be resolved between the parties using the regular grievance procedure.
8. The District agrees to make whole all members for any other issue raised concerning payroll errors or omissions not specifically named here, so long as those issues are appropriately documented by the member and proof is provided to the District. Any disputed claims will be resolved between the parties using the regular grievance procedure.
9. The District will sponsor and pay for a financial tax workshop offered on three (3) separate occasions for all impacted employees during their paid work time before June 30, 2023. The workshop will be selected thru an independent third party and mutually agreed upon by the SLEA/OEA. This tax workshop will be voluntary. Information provided to SLEA members will include how to correct incorrect reports of contributions, deductions, and the like.
10. The District agrees to make a good faith effort to follow the terms of the CBA between the parties. If the Association believes the terms of the CBA have been violated the issues can be resolved either at the regularly scheduled meeting of the CMC or using the regular grievance procedure.

In return, the SLEA agrees to the following:

1. Withdraw all grievances currently pending.
2. Refrain from filing any unfair labor practice complaint relating to this matter.

This Memorandum of Agreement shall become effective upon the date mutually agreed to by the two parties.

South Lane Education Association

South Lane School District 45J3

Becky McCoy

Yvonne Curtis

Becky McCoy, Co-President

Yvonne Curtis, Superintendent

Date: 3/8/2023

Date: 3.3.2023

Emily Quindry

Emily Quindry, Co-President

Date: 3/8/2023

Bob Gray

Bob Gray, OEA Consultant

Date: 3/3/2023

Attachment A

Concise Check History Report

Employee Number	Name	Check Date	Earnings	Hours	Pay Rate	Current Amount
		01/25/2023	SALARY	126.67	56.33	\$7,135.17
						\$7,135.17

DEDUCTION	Employee Deduction	Employer Contribution
FICA	\$424.98	\$424.98
Medicare	\$99.39	\$99.39
Federal	\$402.53	\$0.00
STATE	\$354.00	\$0.00
PERS/OPSRP 6% EMPLOYEE	\$428.11	\$0.00
OPSRP DISTRICT PAID 3.81%	\$0.00	\$271.85
PERS/OPSRP BOND AMOUNT	\$0.00	\$1,141.63
UNEMPLOYMENT INSURANCE	\$0.00	\$8.56
WORKER'S BENEFIT ASSESME	\$1.31	\$1.31
OREGON STATE TRANSIT TAX	\$7.14	\$0.00
MODA HLTH PLAN-125-12PAYS	\$30.67	\$1,502.61
LIFE INSURANCE/20,000	\$0.00	\$1.76
OPTIONAL LIFE/AD&D	\$0.20	\$0.00
LONG TERM DISABILITY/CERT	\$13.49	\$0.00
A FIDELITY HLTH SAV ACCT	\$250.00	\$0.00
VOYA FINANCIAL -ING	\$100.00	\$0.00
OEA DUES	\$88.20	\$0.00
SLEA DUES	\$13.00	\$0.00
	\$2,213.02	\$3,452.09

Attachment B

Payroll Questions and Concerns - Licensed Staff

The Finance Office wants to ensure they continue to support you through any payroll questions you may have. We are committed to providing quality service to all of our staff and we will address and resolve any concerns.

Since Sherri Bailey took on this new work following our September payroll challenges, she has learned our payroll system very quickly and worked diligently, triple checking every paycheck for accuracy.

Please use the form below to indicate any issue you might notice. Please be as detailed as possible so that we can look into your account in an efficient and timely manner.

This survey is designed to send an email notification to both Celia Gowing and Sherri Bailey in the Finance department as soon as a form is submitted. You do not need to send an additional email.

Some concerns will be an immediate fix and others may need some time to research. We will communicate with you as soon as your issue is resolved. Rest assured that if you entered your concern in here, we received it.

If you have already sent an email or called regarding a concern, we will transcribe the information into this form for you. You do not need to complete this form regarding that particular concern.

Once resolved, you will be notified of the outcome via email and whether any further action needs to be taken.

We appreciate all that you do.

* Required

1. Name of Person Submitting Form *

Mark only one oval.

- AKHS
- BOH
- CGHS
- DOR
- HARR
- LMS
- LON
- SOLO
- Other: _____

3. Name of Employee(s) Affected *

4. Notes Regarding Pay Concerns

Please be as specific as possible.

Please be as specific as possible.

6. Notes Regarding Deduction Concerns

Please be as specific as possible.

7. Notes Regarding Insurance Concerns

Please be as specific as possible.

8. Notes Regarding HRA-VEBA Concerns

Please be as specific as possible.

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