

Coquille Education Association

And

Coquille School District No. 8

Negotiated Agreement

July 1, 2024 – June 30, 2027

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Article 1 — Preamble

- A. This Agreement is entered into between the Board of Education on behalf of the Coquille School District #8, Coos County, Oregon, herein referred to as the "District" and the Coquille Education Association, herein referred to as the "Association," affiliated with the Oregon Education Association (OEA) and the National Education Association (NEA).
- B. The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours, and conditions of employment for licensed personnel included in the bargaining unit.

Article 2 — Recognition

- A. The District hereby recognizes the Association as the sole and exclusive bargaining representative for all licensed personnel employed or to be employed by the District, including temporary personnel, unless specifically excluded in Section B below. Such representation shall also cover all personnel assigned to newly created professional positions unless the parties agree in advance that such positions are principally supervisory and administrative.
- B. Excluded from the bargaining unit and not subject to the terms and conditions of this Agreement are the superintendent, principals, assistant principals, supervisors, confidential employees and temporary teachers and substitute teachers.

Temporary employees shall be defined as an employee employed to fill a position that is: (1) experimental, (2) that is open as a result of a vacancy that occurs after the opening of school because of unanticipated enrollment or because of the death, disability, retirement, resignation or dismissal of a contract or probationary employee, (3) filled by a retiree, or (4) is hired to temporarily replace an employee who is on an approved paid or unpaid leave of absence.

- C. The term "teacher" when used in this Agreement shall refer to all licensed personnel represented by the Association in the bargaining unit.
- D. The District agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

Article 3 — Negotiations Procedure

- A. If either party wishes to reopen negotiations over a successor agreement, it shall give written notice to the other by November 15 of the last school year of this Agreement. Any Agreement so negotiated will be reduced to writing and signed by the Board and Association within thirty (30) days following ratification by both parties.
- B. For the purpose of records, one signed copy shall be retained by the District and one signed copy by the Association.
- C. At the first meeting the parties shall mutually exchange their complete proposal(s).

Article 4 — Management Rights

- A. It is recognized that the Board has, and will continue to retain, the rights and responsibilities to operate and manage the school system and its programs, facilities, properties, and educational activities of its employees.
- B. Without limiting the generality of the foregoing Paragraph A, it is expressly recognized that the Board's operational and managerial rights include:
 - 1. The right to determine the location of the schools and other facilities of the school system, including the right to establish new facilities and to relocate or close facilities.
 - 2. The determination of the financial policies of the District, including 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 decisions of employees for promotion to supervisory, management or administrative positions.
 - 4. The maintenance of discipline and control and use of the school system, property, and facilities.
 - 5. The determination of safety, health, and property protection measures where legal responsibility of the Board or another governmental unit is involved.
 - 6. The right to enforce the rules and regulations now in effect and to establish new rules and regulations from time to time not in conflict with this Agreement.
 - 7. The direction and arrangement of all working forces in the system, including the right to hire, suspend, discharge, discipline, or transfer employees.
 - 8. The creation, combination, modification, or elimination of any teaching position.
 - 9. The determination of the size of the work force, the allocation and assignment of work to employees, the establishment of quality standards and judgment of employee performance.
- C. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth; the Board retains all functions and rights to act not specifically nullified by this Agreement.

Article 5 — Contract Terms

- A. The terms of this Agreement shall not be altered without negotiations with the Coquille Education Association. Additions or changes in rules and regulations affecting teachers' wages, hours and working conditions shall first be subject to negotiations with the Association.
- B. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- C. If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers is held to be contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law. All other provisions or applications shall continue in full force. Upon request of either party, the District and the Association shall enter negotiations over a replacement for the invalid provision.
- D. Any individual contract between the District and an individual teacher shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling for the life of this Agreement.
- E. The Agreement and all Memorandum of Understanding (MOUs) currently in effect shall be presented to all teachers employed by the District in PDF format either on the District's website and/or shared drive. The Agreement will be available for 30 days after the contract is ratified and MOUs will be available within 30 days of execution.

Article 6 — Nondiscrimination

The Association and the District affirm their adherence to the principles of free choice and agree that they shall not discriminate against any teacher covered by this Agreement because of age, race, religion, gender, sexual orientation, national origin, the presence of any mental or physical handicap or by reason of any individual's membership status in the Association.

The Board's decision shall be final and binding. Any other remedy must be sought through an appropriate agency or court of competent jurisdiction.

Article 7 — Association Rights and Responsibilities

- A. Teachers have the right to organize, join and assist the Association, to participate in professional negotiations with the District through representatives of their own choosing and to engage in other activities for the purpose of establishing or improving conditions of professional service and the quality of the educational program.
- B. Upon request, the District will furnish the Association public non-confidential information that the Association deems necessary to function as a bargaining representative. Consistent with recent PECBA amendments (HB 2016), the District shall provide the Association with bargaining unit information for non-newly hired employees every 120 calendar days and newly hired employees within 10 calendar days of a signed teacher contract.
- C. The Association shall have access to District buildings, office equipment such as computers, copying machines and meeting rooms so long as such access does not interfere with regular school programs and the Association has the building principal's approval or in their absence the superintendent's approval. The administration offices, hallway and rooms in that hallway are excluded from this provision.
- D. The Association shall have access to school mailboxes of faculty members in each building for the distribution of Association materials, as long as such materials are labeled as Association materials. The Association shall have the use of a bulletin board in each faculty lounge to display Association materials, as long as such materials are labeled as Association materials. The Association may use school equipment to e-mail its members, as long as e-mail messages are clearly labeled as from the Association.
- E. The District shall grant designated Association representatives (defined as Officers and Building Reps) reasonable time for all union activities specified in recent PECBA amendments (HB 2016) without loss of compensation, seniority, leave accrual, or any other benefit.
- F. The District shall ensure that Association representatives (defined as Officers and Building Reps) will have at least ½ hour of paid orientation time with bargaining unit members at the outset of each academic year. The District shall ensure the Association representatives will have at least ½ hour of paid orientation time at new teacher orientation day. If a teacher is hired after orientation day the Association representatives will have at least ½ hour of paid orientation time within 30 days of a signed teacher contract.
- G. Educators shall enjoy free entry into all home athletic events. This shall not apply to State playoff games.

- H. The parties agree to have regular monthly labor-management meetings between the Superintendent and CEA President, dates/sites to be set up between the two parties. The parties may opt out of any regular monthly meeting upon mutual agreement.

Article 8 — Teacher Discipline/Just Cause

- A. Whenever any teacher is required to appear before the Board or superintendent, concerning any matter which could adversely affect that teacher's position of employment, they shall be given prior written notice of the reasons for such meeting and shall be entitled to have a representative of the Association or legal counsel present to advise them.
- B. In the event any teacher is suspended, the teacher's salary shall continue during the first fifteen (15) days of the suspension period, unless the suspension is part of progressive discipline for an incident that has been investigated. If the investigation is ongoing, the teacher's salary shall continue until the investigation is completed. The fifteen (15) days can be extended if both parties agree.
- C. Rules and regulations governing teacher conduct shall be reasonable and enforcement of teacher discipline shall be fair and exercised for just cause.
- D. This article shall not apply to the dismissal of a contract teacher, nor shall it apply to the non-extension of a contract teacher's contract. The parties intend that dismissals and contract non extension of contract teachers is not covered by this Agreement but are covered solely by the Accountability for Schools for the 21st Century Law (ORS 342.805 to ORS 342.985).
- E. This article does not apply to the nonrenewal or dismissal of a probationary teacher, it being understood that nonrenewal or dismissals of probationary teachers are governed solely by ORS 342.513 and ORS 342.835.

Article 9 — Rights and Responsibilities of Professional Employees

- A. Any question or criticism by a supervisor, administrator or Board member of a teacher and their instructional methodology shall be made in confidence.
- B. The teacher shall maintain the right and responsibility to determine grades and other evaluations of students. No grade or evaluation shall be changed without conferring with the teacher. If the grade change is still in dispute after conferring, the disputed change shall be referred to the superintendent for final determination.
- C. No teacher shall be deprived of their paid extra-duty assignment without due process. Extra Duty assignments are re-evaluated on an annual basis. Complaints about individuals in extra-duty positions will be processed through the existing complaint procedure.
- D. Duties and responsibilities of teachers within each building involving student supervision outside of regular class work shall be explained as part of the regular orientation program and a written copy provided to each teacher by the principal of their respective building.

Article 10 — Teacher Evaluation

- A. Evaluation of teachers shall be in accordance with ORS 342.850 to ORS 342.856 and conform to the procedure and subsequent modifications which are adopted by the Board after consultation by the Board with the Association.
- B. At the beginning of the school year, a copy of the District's evaluation procedure, forms and all relevant policies will be provided to each licensed staff member, as well as copies of any changes that are later recommended by the Evaluation Committee and have been formally adopted by the Board.
- C. Alleged violations of the evaluation procedure or claims of unfair or inequitable treatment under the evaluation procedure referred to in Section A above, by probationary teachers, may be grieved only to the Board level in accordance with Article 21, Grievance Procedure. The Board's decisions on such a grievance shall be final and binding upon the parties. Such grievances are not subject to binding arbitration nor are they subject to an unfair labor practice complaint for breach of contract.
- D. The Association and Board recognize the necessity of maintaining a system which provides for revision and development of all aspects of the evaluation process. It therefore recognizes the value of receiving comments and information about this process from those being evaluated as well as from those responsible for evaluating. In order to provide for this channel of communication, an evaluation committee will be formed. The committee shall consist of three (3) District appointed members and three (3) Association appointed members. Yearly, the committee shall meet to review all comments and update necessary information, conduct any necessary research, and through a majority vote make recommendations to the Board for its consideration.

Article 11 – Teacher Work Year

- A. The schoolwork year for teachers shall be within the confines of the school calendar and contains 190 contract days. The number of teaching days shall not exceed 179 days; with eight (8) paid holidays and not less than six (6) in-service/workdays. Holidays include Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day, and Memorial Day. Teacher attendance shall not be required, nor pay docked, for days when student attendance is not required due to inclement weather. If the Board requires students to make up days lost due to inclement weather, then all members of the bargaining unit shall be required to fulfill their regular duties without additional compensation. If authorized by the Superintendent, members of the bargaining unit may work from home on grading days.
- B. It is recognized that the District has the responsibility to set the annual school calendar. Prior to adoption of the calendar, proposed calendars will be referred to the teachers for review and recommendation. The District shall attempt to coordinate calendars with area schools annually.
- C. The two (2) in-service days prior to the opening of school shall be workdays in the respective buildings.
- D. 32 hours of Professional Development.
- E. In addition to the two (2) workdays described in Paragraph C, other workdays shall be as follows:
 - 1. High School/Jr High
 - a. Three grading days.
 - b. Three hours of conference time to be exchanged for an early release on the next day.
 - 2. Elementary School & Kindergarten (K–6)
 - a. Four grading days.
 - b. One three-hour evening conference time shall be required for educators to attend. In trade for working past their 8-hour day, educators shall be allowed to leave three hours early the following day.
 - c. Two additional days of conferences (K–6).
 - d. If a teacher (K-6) has 35 or more students they may be granted a half-day sub to complete their conferences.
- F. Indigenous Peoples' Day will be recognized by the District in consultation with local Native Americans communities.

Article 12 — Employment Files

Personnel Files

- A. Teachers shall have the right, upon request, to review the contents of their personnel file and to receive a copy at the teacher's expense of any documents contained therein. This file shall contain materials relevant to the teacher's employment. A teacher shall be entitled to have a representative of the Association accompany them during this review.
- B. The teacher will acknowledge that they have had the opportunity to review this material by signing the copy to be filed, with the understanding that their signature does not indicate agreement with the contents. The teacher will also have the right to submit a written answer to this material and their answer will be reviewed by the superintendent and attached to the file copy of the material in questions. Teachers may make a request to the Superintendent to have documents removed from their personnel file after three years of said incident.
- C. Teachers shall be provided with a copy of materials placed in their personnel files at the time of original placement.

Working Files

- A. The District retains the right to maintain a building level working file which may contain information relevant to a teacher's employment. If there is documentation regarding discipline the member's signature is required. The member's signature does not represent agreement only that they acknowledge they received a copy of such document.

Miscellaneous

- A. If the District elects to place a written directive in the building level working file or personnel file it must present the document(s) to the affected teacher(s) for signature no later than fifteen (15) working days from the date or dates of the incident or situation which led to the placement of the document(s) in the working/personnel file.
- B. If mutually agreed upon the timeline may be extended by both the Association and the District.

Article 13 — Teaching Hours and Teaching Load

- A. The District and the Association agree that teaching requires student contact time, preparation time, other duties, and professional development. Furthermore, it is recognized that teachers will spend most of their time teaching, which requires a substantial amount of time preparing for that teaching as well as a diversity of other professional duties. Every effort will be made to allow teachers freedom to perform other professional duties before and after the student contact day. The district and teachers recognize that at times it is necessary to have planned meetings of the entire staff.
- B. Regular working hours for teachers shall not exceed eight (8) hours per day except the Winter Lakes School System.
- C. The starting and dismissal times, which may vary from school to school, shall be determined by the District. Not less than 30-minutes duty-free lunch period shall be part of the working day. Teachers leaving the building during their regular lunch period shall notify the building principal.
- D. Classroom teachers shall, in addition to their regular lunch period, have daily preparation time during which they shall not be assigned to any other duty as follows:
 - 1. (K-6) - One continuous period per day comparable in length to the high school and mid-school periods, or two periods totaling 60 minutes per day, as scheduled by the building principal.
 - 2. (7-12) - One period per day in a seven (7) period day.
 - 3. If unit members teach a zero-period class, the teachers may receive, upon their request, one of their prep periods as the last period of the school day.
 - 4. Teachers will be required to attend up to (2) 45-minute staff meetings per month. If a teacher loses preparation time to attend a meeting, they will be paid at their hourly rate to attend the meeting. On the last day of a staff meeting work week teachers may leave campus after the last bus exits the school.
 - 5. Teachers in elementary schools supervising students outside of their regular assignment when a substitute is not available will receive additional pay in the amount equal to that which would have been paid to a substitute. In the event that more than one teacher is supervising students the substitute pay will be divided equally. The exceptions to this are secondary teachers, PE teachers, and music teachers.
- E. In the event that negotiations are conducted during the regular workday, the District agrees that the teacher shall be released without loss of pay. The District agrees that a teacher participating in grievance processing concerning this District including

arbitration, shall be released from regular duties without loss of pay.

- F. If a unit member agrees to teach seven periods in a school day, the teacher will receive an additional prep period or financial compensation equivalent to one-seventh of their daily salary.
- G. The District and the Association agree that teaching sometimes requires student contact time beyond the regular eight-hour day, for overnight field trips, outdoor school, college visitations with students, that due to the distance require an overnight stay etc. In these special circumstances, which have been pre-approved by the administration, the teacher will be given a stipend of \$200.00 per night-unless the teacher is already receiving a stipend for the contact time.

All Teachers (K-12) will be paid at their hourly rate to attend the required Open House or Back to School Night at their school. Unless an unforeseen circumstance causes the employee to not be able to attend. Non-attendance will need to be communicated to the Building Administrator prior to the scheduled event. All other after-work hour activities will be considered voluntary to attend and will not be included in an employee's summative evaluation.

- H. A unit member may volunteer with Principal/Supervisor approval and will be given flex time equal to the amount of volunteer time. Flex time shall not be used during student contact time. The District will create a tracking system.
- I. Flex work hours (flex time): By prior mutual agreement, bargaining unit members and their immediate supervisor or designee may agree to deviate from the normal workday up to sixty (60) minutes. Flex time is the practice of working less than a regularly scheduled workday to attend to personal needs and make up an equal amount of time within a 10-calendar day timeframe. Flex time shall not be used during student contact time.
- J. In Title IA Schools large class size presents a hardship to the teacher as well as the students they serve. The Association understands that the District may lack the ability to control all factors that influence class size, particularly the number of classrooms, the number of students available and available funding. The District will make every effort to have equity between teachers in the same grade level. The District with good faith will strive to adhere to the class sizes below:

- 1. K – 1st 22 students per class
- 2. Grades 2nd – 3rd 25 students per class
- 3. Grades 4th – 6th 28 students per class

The District and the Association shall form a joint committee of six members, three appointed by the Association and three appointed by the District if class sizes are exceeded.

1. When class size is exceeded, the District will notify the Association.
2. If class size exceeds the recommended cap the committee will meet within 10 working days to develop multiple solutions to present to the building principal for consideration.
3. The Building Principal will render a solution within 10 working days from receiving the committee's recommendations. Copies will be given to committee members, staff member affected, and Superintendent.

K. Special Education

1. SPED Teachers/SLP will receive a \$2,000 stipend prorated based on FTE.
2. SPED Teachers will receive three additional days added to the contract assigned by their supervisor.
3. SPED Teachers/SLP may request clerical support and/or paperwork days. All requests must be approved by their supervisor.

Article 14 — Teaching Conditions

- A. The District recognizes that appropriate materials are necessary tools of the teaching profession. The teacher(s) involved in any curriculum modification/addition shall be consulted to review and provide feedback prior to any change.
- B. The District shall provide:
 - 1. A desk and file cabinet.
 - 2. Other materials required in daily teaching responsibilities.
- C. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being, provided the administration has received notice of these hazards.
- D. The District realizes the differences between students with additional needs and the resulting demands on classroom teachers. The District further realizes that these special needs students are the shared responsibility of all District personnel. The District will provide in-service training for teachers serving those students with special needs.
- E. The District shall notify all bargaining unit members that electronic surveillance may occur on District property. The District shall notify the Association prior to any expansion of electronic surveillance. There shall be no electronic surveillance in classrooms except for matters related to student and staff safety.
- F. Association members shall have access to on-site childcare provided by the District and shall pay a monthly rate not to exceed \$150. This benefit is for the custodial children of school district employed parents. The value of this benefit may be subject to taxes.
 - 1. Daycare must be in operation.
 - 2. Children must be at least 30 months and less than 10 years.
 - 3. Daycare cost will be \$10.00 per month per child for bargaining unit members scheduled work time plus ½ hour before and ½ hour after.
 - 4. Bargaining unit members must be working on site at Coquille SD in order to utilize the above benefit.
 - 5. The District reserves the right to cancel this benefit at any time due to funding concerns.
- G. Association Member in grades (K-6th) shall be given a minimum of \$200 per year, as an amount to be used for teaching supplies. In addition, a minimum of \$100 will be allotted

for classroom parties. Association Members will be notified of the amounts at the beginning of each school year. All purchases will follow approved District purchasing policies.

Article 15 — Non-Teaching Duties

- A. The District and the Association acknowledge that a teacher's primary responsibility is to teach, and their energies should, to the greatest extent possible, be utilized to this end. The District reserves the right to make all non-teaching duty assignments. Such non-teaching duty assignments shall be equitably distributed among teachers in each building.
- B. Pursuant to Section A above, whenever possible, licensed employees will not be required to perform duties not requiring a teaching license. Such duties include, but are not limited to supervision of the hall, bus, cafeteria, and playground activities.
- C. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily with the advance approval of the Superintendent. The District and employee will work together to mitigate liability for this action. They shall be compensated at the federal rate per mile as of July 1st of the school year for use of their own vehicle. Teachers who transport students to activities which take place away from school will be paid at the Step1 bus driver rate for drive time.
- D. A teacher new to the District, a teacher in a new assignment, or a teacher on a plan of assistance may be provided a mentor, within their building and/or subject area. It is the responsibility of the building administrator to choose this mentor, from voluntary mentor applicants. Contract teachers who agree to serve as mentors will receive district training and an extra duty stipend, as stated within the extra-duty schedule. The role and responsibilities of mentor teachers will not be used as part of the regular evaluation process.
- E. If a member accepts an extra-duty stipend, they are required to complete the terms of the extra-duty contract. Except in cases of an extreme nature- i.e. poor health, bereavement, etc.... or if the District agrees to release them from the extra-duty contract.
- F. New Teachers to the District will be required to participate in an additional August Professional Development Day, prior to the in-service week. The District will provide lunch and the participants will be paid at their daily rate.

Article 16 — Vacancies, Voluntary and Involuntary Transfers

A. Vacancies

A "vacancy" shall be defined for the purposes of this contract as a situation where a vacant position was previously held by a teacher or when a new position covered by this article is created.

1. No vacancy will be announced until all laid-off teachers who are licensed for the position have been offered employment.
2. Whenever a vacancy arises, the superintendent or designee shall post on the District Website, Social Media, and e-mail copies of such vacancies to the CEA president and all other licensed staff in the district. Staff members making application for vacant positions will be considered along with all other applicants.
3. A teacher with a specific interest in a possible vacancy will notify the superintendent of their interest, in writing, and shall include a summer address when appropriate. During the summer months when school is not in session, a list of known vacancies will be emailed to the CEA president.
4. Should a vacancy occur, the teachers who have expressed an interest in said position shall be emailed a copy of the posting.
5. The teachers so notified shall have the responsibility of timely applying for the position and will be considered along with all other applicants.
6. Vacancies shall be filled on the basis of the experience, competency and qualifications of the applicant, length of service in the District and other relevant factors.
7. If a current teacher applies for a vacancy and is not selected, they shall receive written reasons for the selection made, upon request.
8. The Association recognizes that when a vacancy is announced during the school year, it may be difficult to fill it from within the District without undue disruption to the existing instructional program. If the superintendent in their reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current school year, at which time the position will be considered vacant.

B. Voluntary Transfers

Teachers who desire a change in grade or assignment or who desire to transfer to another building shall make a written request to change or transfer to the superintendent. The

administration will act on such requests as soon as it is reasonably possible if a vacancy exists in the area or building to which the teacher has requested transfer.

C. Involuntary Transfers:

1. When a teacher is involuntarily transferred, they will have the opportunity to make known to the appropriate administration their wishes regarding a new assignment.
2. Notice of an involuntary transfer will be given as soon as reasonably possible.
3. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor field of study and length of service in the Coquille School District shall be considered.
4. An involuntary transfer will be made only after a meeting between the teacher and the principal, at which time they will be notified of the reasons for the transfer.
5. Teachers being involuntarily transferred will be informed of appropriate vacancies known at the time the transfer decision is being made. Teachers will be able to indicate their preference of assignment. If possible, the teacher being involuntarily transferred will visit the new assignment prior to transfer.
6. When it becomes necessary for a teacher to transfer because of changes in enrollment or program, the administration may give the transfer of the unit member priority in filling known vacancies.
7. The District shall make every effort not to involuntarily transfer a teacher more than twice in any five (5) year period, except in unusual or emergency circumstances.
8. Any unit member involuntarily transferred to a new grade level, school-wide program or area of endorsement may request professional development to the building principal to be implemented during the first year of the transfer. This will not count against the Association's tuition allotment in Article 29.
9. Any unit member involuntarily transferred to a different building after June 1st will have five calendar days' notice. Outside the school year the unit member will be paid two extra days to move from one classroom to another. During the school year the unit member would receive a substitute or five extra days.

Article 17 — Teacher Assignment

- A. The superintendent will give notice of assignments to new teachers as soon as practicable. Except in unusual or emergency situations, notice of assignment will be given to the teacher thirty (30) days before school starts.
- B. All current teachers will be given written notices of their class and/or subject assignments, building assignments and elementary room assignments for the coming year not later than June 15th, except in unusual or emergency circumstances.
- C. In the event that changes in such class and/or subject assignments or building assignments or elementary room assignments are proposed after June 15th, the teacher affected will be notified promptly in writing and upon request of the teacher, the change will be reviewed promptly by the superintendent or their designee and the teacher, who may have a representative of the Association present.
- D. In order to assure that students are taught by teachers working within their areas of competence, teachers will not be assigned, except temporarily and for good cause, outside the scope of their teaching license and/or major or minor fields of study.
- E. Schedules of classroom teachers who are assigned to more than one school building will be arranged by conference between principals involved so that teachers will not be required to engage in an unreasonable amount of interschool travel. Such teachers will be notified of any changes in their schedules as soon as practicable.

Article 18 — Layoff and Recall

A. In the event the District, in its discretion, determines that a layoff is necessary, it will notify the Association and the teachers to be affected as soon as practicable. The District will then determine the teachers to be laid off by means of the following criteria:

1. As expressed in ORS 342.934. Cultural and Linguistic expertise.
2. License
3. Seniority
4. Competence, if the District desires to lay off a teacher with greater seniority and retain a teacher with less seniority.

As used in this article:

- a. "Competence" means the ability to teach a subject or grade level based on recent teaching experience related to that subject or grade level within the last five years, or educational attainments, or both, but not based solely on being licensed to teach. The District may consider a teacher's willingness to undergo additional training or pursue additional education in deciding questions of competence.
- b. If the District desires to retain a teacher with less seniority than a teacher being released under this section the District will have the burden of proof to show that the teacher being retained is substantially more competent;
- c. Seniority shall be defined as the teacher's total length of continued service in the District as a licensed teacher. Seniority will be computed and accrue from the teacher's actual date of work. Authorized unpaid leaves of absence shall not be considered to "break" continuity of employment;
- d. If the District decides to lay off by seniority, they shall lay off unit members in reverse order of seniority;
- e. The District shall make every effort to transfer teachers from courses scheduled for discontinuation to other positions for which they are licensed.

B. Recall

If, within twenty-seven (27) months of layoff, a vacancy occurs within the District for which a laid-off teacher is licensed, the recall procedure outlined below will be followed:

1. The District will institute a recall procedure which will insure that teachers be recalled in the reverse order of layoff, provided the teacher is licensed and competent to teach in the vacant position;
2. At the time of layoff, the District shall provide for laid-off teachers to express in writing a desire to return to the District. The District shall also receive the teacher's address for recall notification. In the event of a recall, the District shall notify the teacher who has expressed a desire to return to the District by certified mail, return receipt requested, sent to the last address given by the teacher to the District office. The teacher will have fifteen (15) calendar days from the date of receipt to notify the District of intent to return. The teacher must thereafter be available to return to employment within thirty (30) days from the date the recall notice was received or, if employed elsewhere, at a time mutually agreed upon by the District and employee. Failure of the teacher to respond within the fifteen (15) calendar days herein specified shall terminate a teacher's employment as a voluntary resignation;
3. All benefits to which a teacher was entitled, at the time of layoff, including unused accumulated sick leave and seniority, will be restored to the teacher upon the teacher's return to active employment. The teacher will also be placed on the proper step of the salary schedule for his/her current position according to experience and education;
4. Teachers covered by this article will have the option to continue insurance programs at their own expense subject to the approval of the insurance carrier;
5. Teachers covered by this article will be given consideration for substitute teaching; such will not affect teacher recall rights;
6. No vacancy in the bargaining unit shall be filled until all laid-off teachers have been offered employment for which they are licensed;

- C. The layoff and recall procedure apply only to those employees not excluded (e.g., administrators, supervisory, confidential, substitutes and temporary employees) from the bargaining unit. The only exception to these exclusions is when a temporary employee (who is not a retiree) is rehired for a second year to fill the same position.

- D. Should the District close its schools because of budget levy failure, it agrees that, for up to twenty-seven (27) months, members of the unit will be laid off and recalled according to the procedures outlined above.
- E. Upon request, the District agrees to provide to the Association, a complete list of all licensed teachers, including each teacher's date of hire and areas of licensing;
- F. Any "appeal" from the District's decision on layoff or recall pursuant to this article shall be by means of a grievance filed pursuant to Article 21 - Grievance Procedure. The decision of the arbitrator will be final and binding on all interested parties as long as the arbitrator's decision is within his/her jurisdiction.

Article 19 — Personal and Academic Freedom

A. Personal Life

The personal life of a teacher is not an appropriate concern or attention of the District, so long as it does not interfere with professional duties.

B. Citizenship

Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher, or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state, or federal law.

C. Academic

1. The District and the Association agree that academic freedom is essential to the fulfillment of the purposes of the District and acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.
2. Such academic freedom shall be exercised within the appropriate course of study and for the age and maturity of the students.
3. Any disputes associated with the academic freedom of a teacher will be resolved by the complaint procedure in Article 22.

Article 20 — Maintenance of Classroom Control and Discipline

- A. A definition of the duties and responsibilities of all administrators, coordinators, supervisors, and other personnel pertaining to student discipline shall be reduced to writing by the superintendent and presented to each teacher at the start of each school year.
- B. When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, special programs director, a counselor, psychologist, physician or other specialist, they shall so inform their principal or immediate supervisor. The principal shall arrange for a conference among himself, the teacher and appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.
- C. The teacher shall maintain discipline and order within the classroom in accordance with the policy of their building. However, when in the judgment of a teacher a student is by their behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom until a conference can be arranged between teacher, student and administrator or counselor. If the disruptive behavior continues in defiance of the teacher's authority, the teacher may then refer the student to a higher authority for appropriate action as outlined in the definitions referred to in Section A of this article. The teacher shall be provided with a written response of the action taken by the administration. Students who are eligible for services under IDEA, Section 504 and relevant state law may be removed from the class unless not allowable under state and federal law and/or their IEP, Section 504 plan, or Behavior Support Plan.
- D. A definition of the behavior expected from the student in their classroom shall be reduced to writing by the teacher. A copy of these standards shall be given to each student at the beginning of the class term and shall be placed on file in the office.
- E. Recognizing that sharing ideas and discussing problems can promote consistency, the teacher shall be free to consult with the principal concerning discipline methods and situations in their classroom. Such consultation shall not be evaluated as a weakness on the part of the teacher.
- F. Continuously disruptive students should be referred to the principal or vice principal with a written account of the procedures taken to change their behavior to that time. This written account should include a description of the student's behavior, steps taken by the teacher and meetings with the counselor. The teacher shall be provided with a written response of the action taken by the administration on such student referral.
- G. An appropriate student disciplinary procedure shall be developed for each school building. The procedure shall be discussed with building faculty for approval prior to its implementation.

Article 21 — Grievance Procedure

A. *Definitions*

1. A grievance is a claim by a teacher, or the Association based upon the interpretation, application or violation of this Agreement.

Administrative decisions of alleged unfair or inequitable treatment affecting a teacher or group of teachers may be grieved to the Board level only. The Board's decision on such grievances is final and binding on the parties.

2. *Grievant*

A "grievant" is the person or persons of the Association making the claim.

3. *Party in Interest*

A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve a claim.

4. *Association*

The "Association" is as identified in Article 1.

5. *Days*

As used in this article, "days" shall mean school workdays.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting teachers. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of administration and to have the grievance adjusted without intervention by the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given an opportunity to be present at such adjustment and to state its views.

C. Procedure

1. Level One - Principal or Immediate Superior

- a. Within thirty (30) days following the act or condition which is the basis of the alleged grievance, the grievant shall discuss their grievance with their principal or immediate supervisor, either individually or through the Association's grievance representative, or accompanied by another representative with the objective of resolving the matter informally.
- b. If the grievant is not satisfied with the disposition of the grievance, the grievant shall, within ten (10) days from the informal meeting with the principal or superior, submit a formal written grievance to their principal or superior.
- c. A teacher with a grievance concern or an alleged contract violation by either the superintendent or the Board may elect to start action at Level Two - Superintendent or Board of Directors of the grievance procedure.

2. Level Two - Superintendent or Board of Directors

- a. If the grievant is not satisfied with the disposition of their grievance at Level One or if no decision has been rendered within five (5) days after the presentation of the grievance formally at Level One - Principal or Immediate Supervisor, they may file the grievance in writing to the Association within five (5) days after the decision at Level One or ten (10) days after the grievance was presented, whichever is sooner. Within five (5) days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools.
- b. Within ten (10) days after receipt of the written grievance by the superintendent, the superintendent will meet with the aggrieved person and a representative of the Association in an effort to resolve it. The superintendent may notify the Board of Directors on the same day they received the written grievance so the Board of Directors, in lieu of the superintendent, can meet with the grievant and representative of the Association in an effort to resolve it. The superintendent will notify the grievant and the Association that the matter has been referred to the Board of Directors.
- c. Administrative Decision Grievances Only: Grievances filed over administrative decisions which remain unresolved at the superintendent's level may, within five (5) days after a decision by the superintendent or fifteen (15) days after the meeting with the superintendent, be referred to the Board of Directors. No later than the next regularly scheduled Board meeting following the receipt of the grievance, the Board shall allow time

for the grievant and representative(s) to present their position. Within ten (10) days of this meeting, the Board shall issue its decision.

3. Level Three - Arbitration

- a. If the grievant is not satisfied with the disposition of their grievance at Level Two or if no decision has been rendered within ten (10) days after they have first met with the superintendent, they may, within five (5) days after a decision by the superintendent or fifteen (15) days after they have first met with the superintendent, whichever is sooner, request in writing that the Association submit their grievance to arbitration. If the Association determines that the grievance involves the interpretation, meaning or application of any of the provisions of this Agreement, it may, by written notice to the superintendent within fifteen (15) days after receipt of the request from the grievant, submit the grievance to binding arbitration. If any question arises as to whether a particular dispute involves the interpretation, meaning or application of any of the provisions of this Agreement, such question will first be ruled upon by the arbitrator selected to hear the dispute. Except as otherwise expressly provided in this Agreement, the arbitration will be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association in effect at the time (herein referred to as the "AAA Rules").
- b. Within ten (10) days after such written notice of submission to arbitration, the superintendent and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten (10) day period, a request for a list of arbitrators may be made to the Employment Relations Board (ERB) by either party. As soon as the list is received, the parties or their designated representative shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list and the fifth and remaining name shall be the arbitrator.
- c. The arbitrator so selected will confer with the representatives of the superintendent and the Association and hold hearings promptly and will issue their decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statement and proofs are submitted to them. The arbitrator's decision will be in writing and will set forth their findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decisions which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the arbitrator will be submitted to the District and the Association and will be final and binding upon the parties.

- d. The costs for the services of the arbitrator, including per diem expenses, if any, and their travel and subsistence expenses and the cost of any hearing room will be borne equally by the District and the Association. All other costs will be borne by the party incurring them.
- e. Any information, material, or testimony of witnesses not previously made known to each party prior to arbitration may not be used in arbitration.
- f. The names of any witnesses who will be used in arbitration must be made known to the other party seventy-two (72) hours prior to the first arbitration session.

D. Rights of Teachers of Representation

1. Teacher and Association

Any grievant may be represented at all stages of the grievance procedure by themselves or, at their option, by a representative selected or approved by the Association. The Association's representative shall have the right to be present and to state its view at all stages of the grievance procedure, except that the grievant may choose to represent themselves at Level One. Any settlement at Level I shall not set a precedent.

2. Reprisals

No reprisals of any kind shall be taken by the District or by any member of the administration against any party in interest, any representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Also, if the request for informal review, at Level One - Principal or Supervisor, of the grievance is not made within thirty (30) days after the act or conditions on which the grievance is based became known the grievance shall be considered waived.

2. Year-End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps of this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the grievant does not wish to do so.

4. If a grievance arises from action or inaction on the part of a member of administration at a level above the principal or immediate superior, the grievant will submit such grievance in writing to the superintendent and the Association directly. The processing of such grievance will commence at Step Two. The Association may process such a grievance through all levels of the grievance procedure even though the grievant does not wish to do so.

5. Writing Requirements for Grievances

Written grievances as required herein shall:

- a. Be signed by the grievant or grievant(s);
- b. State the complaint;
- c. Contain a synopsis of the facts giving rise to the alleged violation;
- d. Cite the section or subsections of this Agreement alleged to have been violated;
- e. Contain the date of the alleged violation;
- f. Specify the relief requested.

6. Written Decisions

Decisions rendered at Level One which are unsatisfactory to the grievant and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be

transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Three shall be in accordance with the procedures set forth in Section C, Paragraph 3 (c) of this article.

7. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

8. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the superintendent and the Association. These forms shall also be given appropriate distribution to facilitate operation of the grievance procedure.

9. Meetings and Hearings

All meetings and hearings under this procedure shall be subject to the Public Meetings Law and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article, unless the grievant requests an open hearing.

10. The Association and the grievant will be required to exhaust the grievance procedure set forth in this article, including arbitration, before seeking alternative remedies, provided that by doing so they will not be deemed to have waived or otherwise prejudiced any constitutional, statutory, or other legal rights that they may have.

11. For the purpose of assisting a teacher or the Association in the prosecution or defense of any contractual, administrative or legal proceedings, including but not limited to grievances and fair dismissal proceedings, the District shall permit a teacher access to and the right to inspect and acquire copies of their personnel file and any other files or records of the District which pertain to the teacher or any issue in the proceeding in question. A representative of the Association may accompany and assist the teacher in this regard. Confidential letters of reference secured from sources outside the school system may be excluded from the materials available for the teacher's inspection.

Article 22 — Complaint Procedure

A. Procedural Requirement

Any complaint regarding a teacher made to any member of administration by any parent, student or other person which does or may influence evaluation of a teacher shall, within five (5) working days, unless an extension of time is mutually agreed upon, be processed according to the procedure outlined in Section C below. This complaint procedure does not apply to child abuse, sexual conduct, discrimination, or harassment complaints.

B. Right to Representation

The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

C. Procedure

Step 1

The principal or immediate supervisor shall meet with the teacher to apprise them of the full nature of the complaint.

Step 2

If the principal is not able to resolve the issue, the principal may attempt to arrange a teacher/complainant conference to resolve the complaint informally. If the complaint is unresolved as a result of this conference or no conference is held, the complaint will be reduced to writing, signed by the complainant, and a copy will be given to the teacher. The complaint will move to Step 3.

Step 3

Any written complaint unresolved under Step 2, at the request of the teacher or the complainant, shall be reviewed by the building principal or counterpart supervisor in an attempt to resolve the matter to the satisfaction of all parties concerned.

Step 4

Any written complaint unresolved at Step 3 may be submitted by the complainant or the teacher to the building principal or counterpart supervisor who shall forward a copy to the superintendent or their designee and the complainant.

Step 5

Upon receipt of the written complaint the superintendent or their designee shall confer with all of the parties.

Step 6

If the superintendent or their designee is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the teacher they shall forward the results of their investigation along with their recommendation, in writing, to the Board and a copy to all parties concerned.

Step 7

After receipt of the findings and recommendations of the superintendent or their designee and before action thereon, the Board shall afford the parties the opportunity to meet with the Board and show cause why the recommendations of the superintendent or their designee shall not be followed. Copies of the action taken by the Board shall be forwarded to all parties.

Article 23 — Sick Leave

- A. In accordance with Oregon law, teachers shall be granted 80 hours sick leave each year. Individual sick leave may be used for qualifying FMLA/OMLA leaves. A "day" is defined as the number of hours the employee normally works per day. Sick leave shall be credited to each teacher on the first day of the school year. In the case of teachers beginning service after the beginning of the school year, sick leave shall be prorated, beginning on the first day of service. Sick leave may be used for self, family members, or anyone living in the same household.
- B. Accumulation of unused sick leave shall be unlimited. Upon retirement, the District shall report to PERS the total of earned, unused sick leave for purposes of calculating the individual's retirement benefit.
- C. The District will permit a teacher to take up to 600 hours unused sick leave accumulated in other Oregon districts. The accumulation shall not exceed that carried by the most recent employing district. However, unused sick leave transferred from another district shall not be effective until the teacher has completed 240 hours in the new district.
- D. Absence due to pregnancy, whether because of miscarriage or other complications or because of a reasonable amount of time needed to prepare for and recover from a normal childbirth, shall be considered a personal illness. The teacher has the option of taking unpaid leave in lieu of sick leave.
- E. At the teacher's option, the District shall deduct, from any sick leave payment made to an individual, amounts equal to benefits received by the individual under ORS 656.001 to 656.824, with respect to the same injury that gave rise to the sick leave. However, the deduction of sick leave shall not exceed an amount determined by taking the teacher's regular pay for the period less benefits received under ORS 656.001 to 656.824 divided by the individual's daily wage.
- F. The District will make available each employee's accumulated sick leave balance for them to access using the District's software program for leaves.
- G. **Supplemental Sick Leave**
Purpose: The purpose of supplemental sick leave is to provide a safety net for employees who face long-term illnesses or unforeseen medical emergencies that have exhausted sick leave and do not qualify for long-term disability or worker's compensation benefits. Supplemental sick leave, administered by the District, is available to all licensed employees covered by the contract. Individual teacher participation is voluntary. Upon exhaustion of all applicable paid leave, a member employee may apply to the District for use of up to 240 hours of supplemental sick leave in any one school year. The application for use of supplemental sick leave days shall be in writing and may include an explanation of need with a physician's verification. The employee's request will be issued to the CEA membership anonymously unless otherwise stated by member and unit members may anonymously donate their own individual sick leave hours by four-hour

increments for use by the requesting individual. If more hours are donated than necessary for each request, hours deducted will be in the order received. Each use of supplemental sick leave will be a separate request. All unit members have access to supplemental sick leave.

Article 24 — Individual Paid Leaves

A. Personal Leave

1. Each licensed staff member shall be granted up to three days of personal leave each year.
2. Licensed staff using personal leave shall provide at least one days' advance notice to their building principal or designated supervisor.
3. Absences shall be no less than half-day units.
4. Approval shall be granted by the building administrator unless a substitute is not available. Personal leave shall not be used on conference or in-service days unless approved by the principal.
5. The definition of "day" is the normal number of hours per day that the employee works. [A four (4) hour employee would earn four (4) hours, and the three (3) hour employee would earn three (3) hours.]
6. An employee may choose to "roll" their personal leave days into the next school year. At the beginning of each year the employee will be granted 3 days of personal leave, but at no time may the employee have more than 6 days saved for their use.
7. An employee with unused personal leave may also choose to be paid on June 30th for such leave at the rate of \$150.00 for each unused personal leave day up to a maximum of three days.

B. Professional Leave

Professional leave with pay may be authorized by the District for attending educational conferences, school visitations for other purposes related to licensed staff member's assignment. Prior approval by the building principal or designated supervisor is required and expenses will be reimbursed at the District's mileage, registration and/or conference fees including lodging. Salary will be paid at a per diem rate if the conference/event falls on a regularly scheduled workday. If the conference/event falls on a non-scheduled workday, salary will be paid at a negotiated curriculum rate.

C. Association Leave

The Association shall be granted twenty days of leave with pay, to be used by the Association representative(s) to attend conferences and other scheduled Association activities, provided the Association reimburses the District for the cost(s) incurred, by the

District, to pay for a substitute teacher. However, no one member of the Association will be allowed to use more than ten (10) days each school year.

D. Court Duty

The District shall allow leave with pay for any Association member who is called for jury duty or who is subpoenaed to appear as a witness in a court case. This section does not apply to an Association member who is a plaintiff, defendant, petitioner, respondent, a personal representative, or guardian in a court case. Deviation from the above provisions shall be made only with the approval of the Superintendent.

E. Critical Leave

1. An Association member who is faced with a crisis requiring immediate attention may be allowed to take up to five days of leave with pay during the school year. Critical leave shall be defined as such things as weather related incidents, fire, other natural occurrence, or another emergency that would require the Association member to take immediate action to protect property or persons.
2. An Association member shall make all practicable efforts to notify the building administrator or designated supervisor of the need to take critical leave and seek approval of the administrator prior to taking critical leave.
3. The definition of a day is described in A5 in this section of Individual Paid Leaves.
4. An immediate family member shall be defined as including the following: members spouse or significant other, child, stepchild, parent, parent in-law, (or parent substitute), sibling, grandparent and grandchild to any degree of person living in the abode where the Association member lives.

F. Bereavement Leave

1. An Association member may take up to five days of paid leave for the death of an immediate family member as defined above in E4. Additional days may be granted with permission of the superintendent.
2. An Association member shall be granted two (2) days per year bereavement leave with pay for persons not defined in E4 above. Additional days shall be subtracted from sick leave or have deductions equal to substitute's pay, whichever the employee shall choose.

G. Other Paid Leave Options

1. Extensions or other leaves with pay may be granted by the board of directors.

2. Leaves taken in the sections above shall be in addition to sick leave unless noted otherwise.

Article 25 — Unpaid Leaves of Absence

A. Unpaid International and Federal Programs Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; Peace Corps, Teachers' Corp. or Job Corps as a full-time participant in such programs or a cultural travel or work program related to their professional responsibility provided such teacher states their intention to return to the District system. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as they were prior to taking the leave of absence.

B. Unpaid Professional Study Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to their professional responsibility. Upon return from such leave, a teacher shall be placed in the same position on the salary schedule as they were prior to taking the leave of absence.

C. Unpaid Military Leave

An unpaid military leave of absence will be granted by the Board to any teacher who shall be inducted, activated, or shall enlist for military duty during any national or state emergency in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed in the same position on the salary schedule as they would have been had they taught in the District during such period.

D. Unpaid Association Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of service as an officer or its staff. Upon return from such leave, such teacher shall be placed in the same position on the salary schedule as they were before taking the leave of absence.

E. Unpaid Political Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of campaigning for or serving in a public office. Upon return from such leave, such teacher shall be placed in the same position on the salary schedule as they were prior to taking the leave of absence. Political leave shall be available no more than once during the teacher's employment with the District.

F. Parental Leave

Parental leave shall be granted consistent with State and Federal Law. If an educator goes on FMLA or OFLA the educator shall have the choice to use all or some of their accrued sick or personal leave.

G. Unpaid Personal Leave

An unpaid leave of absence for one year may be granted by the Board to any teacher, upon application, for personal reasons. Upon return from such leave, the teacher shall be placed in the same position on the salary schedule as they were as prior to taking the leave of absence.

All extensions or renewals of unpaid leave shall be applied for and answered in writing by the Board.

H. Return from Unpaid Leave

All benefits to which a teacher was entitled at the time the unpaid leave of absence commenced, including seniority, unused accumulated sick leave, shall be fully restored to the teacher upon their return as if they had never taken said leave and the Board shall make every effort to assign the teacher to the same or substantially equal position the teacher held at the time said leave commenced.

The contract for the replacement teacher shall specify the duration of the position.

I. Fringe Benefits

During the term of unpaid leave granted pursuant to 25.A through 25.F of this article, the District shall continue to fully provide, at the said teacher's expense, with any fringe benefits available to active teachers as though the teacher was on active duty, if they are available. The one exception to the employee's obligation to pay for fringe benefits is when the District is required by state or federal law to maintain fringe benefits at no cost to the employee.

J. Short-Term Personal Leave Without Pay

An Association Member may request a short-term leave of absence without pay by submitting a written request to the District. The written request must be approved by the Superintendent.

The District shall consider the request and may grant the leave of absence in its sole discretion and will only be granted upon exceptional circumstances, subject to the terms and conditions set forth in this Agreement and the needs of the District.

1. An Association Member requesting short-term leave without pay must pay for their substitute and all related cost of the substitute.
2. In the event an Association Member must pay for their substitute pay, a payment plan will be created between the educator and the District. All payment plans must be paid in full within the same fiscal year.
3. Absences related to short-term leave without pay may be reflected in the Association Member's evaluation.
4. An Association Member may be required to use any accrued paid leave prior to being granted short-term leave without pay.
5. Exceptions to the above is if an Association Member requests short-term leave without pay due to an illness, extended bereavement, or illness of an immediate family member as defined in Article 24.E.4. These requests shall not be subject to paying substitute pay and all related costs. An Association Member may be required to provide the District with a physician's note upon the district's request.
6. This article does not apply to any medical leave that is covered by OFLA/FLMA or the ADA.

Article 26 — Dues and Payroll Deductions

- A. The District, upon appropriate authorization of the teacher, shall deduct from the salary of any teacher and make proper remittance for the following approved programs: savings bonds, annuity programs, insurance programs as provided under Article 27, CEA, OEA, NEA dues, credit union, UGN or other jointly approved programs.
- B. Any teacher who requests a payroll deduction or certification of direct payment of dues shall be made by the fifteenth of September.
- C. The Association certifies that this Agreement is formally executed pursuant to the approval of a majority of all persons in this bargaining unit. Members wishing to drop union membership shall do so during the OEA drop window and shall notify the association and the district in writing.
- D. 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 article.

Article 27 — Insurance

- A. The district and the Association will determine which plans will be offered through OEGB. The medical insurance offerings will be ones that will keep the district from being adversely affected by any federal or state penalties, fees or fines.
- B. The District contribution for insurance for each full-time bargaining unit member shall be as follows:

For 2024-2025, the district shall contribute up to \$1,800 per month towards the purchase of insurance programs.

For 2025-2026, the district shall contribute up to \$1,850 per month towards the purchase of insurance programs.

For 2026-2027, the district shall contribute up to \$1,900 per month towards the purchase of insurance programs.

The Association will choose OEGB insurance program plans based on the needs of its members and the contribution level of the District.

If at any point the State or Federal government eliminates the Affordable Care Act (ACA) and either the Association or the District feels they will be adversely impacted by the elimination of the ACA, then either party may request an immediate contract re-opener on insurance.

If at any point the State of Oregon eliminates the Oregon Education Benefits Board (OEGB) and either the Association or the District feels they will be adversely impacted by the elimination of the OEGB, then either party may request an immediate contract re-opener on insurance.

- C. For bargaining unit members employed less than full-time, the District shall contribute a pro-rata amount based upon the employee's actual hours worked in a week compared to a forty-hour work week.
- D. The District contributes monthly to the Health Savings Accounts of employees who enroll in a qualifying high deductible major medical plan an amount of the difference (if any) between the limit imposed by Federal Regulation (IRS Publication 969) and the negotiated District insurance cap. The District portion of the HSA contribution is either 1/12th of the employee's Federal annual limit in place as of September 15th or the balance remaining of negotiated monthly insurance cap after medical, dental and vision, LTD premiums have been deducted, whichever is less.

If the District's negotiated contribution to the employee's HSA is less than Federal limits, the employee may contribute the difference by payroll deduction.

The federal maximum contribution limit to an HSA depends upon whether the employee is family-insured (two or more) or self-only insured.

Maximum contribution limits are subject to qualifying events (marriages, births, divorces, deaths) during the year and are adjusted accordingly in the month of the qualifying event.

The employee must demonstrate that they meet Federal Qualifications for participating in an HSA by providing proof of insurance for other insured family members, if any.

Employees may choose their own HSA carrier or choose the District's. Set-up costs, if any, are the responsibility of the employee. Employees must communicate their preference for a carrier if it is other than the District's choice.

Tax liabilities, if any, are the responsibility of the employee unless otherwise determined by law.

- E. 2016-2017, effective July 1, 2016, The District shall pay the employee's cost of Basic Life, AD&D and LTD each year.

Article 28 — Professional Compensation

A. Basic Salary

1. For 2024-2025, effective July 1, 2024, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 3.1% increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.
2. For 2025-2026, effective July 1, 2025, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 3.5 % increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.
3. For 2026-2027, effective July 1, 2026, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 3.0% increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.

The District shall pay the six (6) percent employee contribution required by ORS 238.200 and Section 32 of HB 2020. The full amount of required employee contributions paid pursuant to this sections (Article 28A) shall be considered a “salary” within the meaning of ORS 238.005 (20) and Section 1 (16) (b) (F) of HB 2020 with respect to PERS>OPSRP for the purposes of computing an employee member’s “final average salary” within the meaning of ORS 238.005 (8) and Section 10 of HB 2020, but shall not be considered as “salary” for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 238.200 or Section 32 of HB 2020, the parties agree that employee compensation has been reduced in order to generate the funds needed to make these employee contributions: the employer will file any required notices with the Public Employees Retirement Board.

B. Policies Regarding Salary

1. Credit shall be awarded for teaching experience outside the District for a BA degree, BA+15, BA+30, BA+45 or more hours. In order for a year of experience to count for placement purposes, the employee must have worked one hundred thirty-five (135) days each year. No employee will be paid for more years’ experience than actually worked.
2. Teachers shall be paid on the 25th day of each month or on the last working day of the month, if the last working day of the month precedes the 25th day of the month.
3. Salaries will be paid in twelve (12) monthly installments. No advances will be made without Board approval. End-of-year payments will not be made until all work has been completed and records are filed. Teachers

may elect to receive complete end-of-year payment at the close of the school year.

4. Experience credit increment will be granted to a teacher who, while under contract with this District, is drafted or called back into the military service. They will be granted yearly increment for that period of time they are fulfilling their military obligation only. The District will hold their position open providing they return immediately to the District after receiving an honorable discharge or satisfactory release from service.
5. Changes one step vertically and one or more steps horizontally on the salary schedule shall be made by October 15. If an employee has been on the last step of their column for more than one (1) year prior to moving horizontally on the salary schedule, the employee will only receive one (1) vertical step upon moving to another column of the salary schedule. Employees will make every effort to provide the District with initial notice of completion by May 1. The District will accept any evidence the employee has indicating that the course was taken (e.g., grade reports, unofficial transcripts, payment receipts, etc.).

By October 15, the employee must provide an official transcript indicating satisfactory completion in order to qualify for horizontal movement on the salary schedule. If an official transcript is not available by that time a grade card or certificate of completion is acceptable. However, the employee must notify the District office prior to October 15 that a transcript has been ordered and will be delivered as soon as possible.

Courses qualifying for advancement on the salary schedule will include only:

- a. Upper division (300-400) level courses, fifth year or Master's Degree programs.
- b. Graduate college credit hours.
- c. Exceptions to the above, when approved in writing by the Superintendent or designee. In accordance with the provisions of Article 30.C, the Superintendent or designee shall have authority to exercise professional judgment regarding the approval or disapproval of courses submitted for advancement.
- d. The District shall not grant tuition reimbursement for any courses related to OEA Summer Leadership Academy or any other courses related to collective bargaining, processing grievances and analyzing budgets. Academic credit for any of these courses may not be used for salary schedule advancement.

e. A bargaining unit member may move horizontally across the salary schedule by completing micro-credentials vetted by NEA/OEA as outlined below:

1. A micro-credential is a competency-based recognition that allows an educator to demonstrate mastery in a particular area. Mastery is demonstrated by earning a digital badge.
2. Micro-credentials must be approved by a bargaining unit member's evaluator or be offered by the District.
3. Each micro-credential is worth one (1) quarter credit unless otherwise stated.
4. Micro-credentials can be used in combination with college credits.
1. Micro-credentials credits will be approved by the Superintendent or designee.

C. Other

1. Teachers will be paid \$35.00 per hour for curriculum connected work and site committee work related to instructional improvement and staff development other than during work hours. Prior arrangement for approval of this work must be made in writing to an authorized district administrator. The response shall also be in writing.
2. Teachers assigned to more than one building and required to provide their own means of travel, shall be paid an annual per diem of \$50, to be paid in a separate check prior to Winter Break. Teachers will not be required to maintain a mileage log to receive the mileage per diem.
3. Educators assigned or hosting a student teacher shall be paid a stipend equal to the amount offered by the sponsoring educational institution. The stipend will be paid to the District and transferred to the hosting teacher. A teacher may not have more than one student teacher per school year.
4. Teachers employed in half-time or less positions shall be granted one (1) step increase for each two (2) years served.
5. Longevity Stipend- a teacher who has been employed by the Coquille School District for 20 years will receive a \$500 stipend in their May paycheck of their 20th year and each year thereafter until their employment with the District is concluded.

D. Retirement

Teachers who resign their positions and activate Oregon PERS retirement during a contract year will be hired as temporary teachers for the remainder of that contract year. The following conditions will apply to these temporary teachers:

1. Accumulated sick leave through the end of the regular contract will be reported to PERS and deleted from the employee's personal account.
2. New sick leave will be credited to the term of the employee's temporary contract, at a rate of 8 hours per month. These days shall not be added to the accumulated total prior to retirement or counted toward any District/PERS retirement benefit.
3. Other contracted leaves will remain the same as of the retirement date.
4. Placement on the salary schedule will be the same in both contracts.
5. Compensation and individual payroll deductions will cease in June.
6. The employee's insurance package will continue through September 30th, following the month of retirement.

The positions will become vacant at the end of the school year.

E. The Signing Bonuses

The Coquille School District provides a signing bonus to fully licensed teachers as part of its offer of employment. The amount of the bonus is dependent on the teacher's selection below. The receipt of a signed employment contract is required for payment. Once a selection is made, the offer is complete and may not be changed.

_____ \$2,000 In consideration for the amount checked, I agree to work for the district for one full school year.

_____ \$4,000 In consideration for the amount checked, I agree to work for the district for two full school years.

_____ \$6,000 In consideration for the amount checked, I agree to work for the district for three full school years.

SPED Teachers: The Coquille School District provides an additional signing bonus to fully licensed SPED teachers as part of its offer of employment. The amount of the bonus is dependent on the teacher's selection below. The receipt of a signed employment contract is required for payment. Once a selection is made, the offer is complete and may not be changed.

_____ \$1,000 In consideration for the amount checked, I agree to work for the district for one full school year.

_____ \$2,000 In consideration for the amount checked, I agree to work for the district for two full school years.

_____ \$3,000 In consideration for the amount checked, I agree to work for the district for three full school years.

The acceptance of one of the bonuses will oblige the employee to work for the district for the time listed. If the employee resigns or is terminated prior to the end of the period selected, the signing bonus will be prorated by the work completed and due back to the district. The amount owed will be taken from the employee's final paycheck(s).

This payment is provided as a signing bonus and will be treated as taxable wages subject to withholding of all applicable taxes and will be paid in the next available payroll after the teachers have signed a contract with the Coquille School District.

F. The Grow Your Own Program

The District and Association agree as follows; it is mutually agreed that supporting Association members to increase their knowledge and skills benefits both parties. At this time neither the Association or the District can predict what types of positions that may need to be filled with a Grow Your Own candidate, but we have discussed the following Teacher, Principal, and Counselor.

Tuition Reimbursement:

Individual Grow Your Own work agreements will be written based on the language below. The District will pay up to \$25,000 in tuition reimbursement outside of the professional development tuition reimbursement covered by the CBA, per educator seeking their initial license. The \$25,000 will be distributed over three years, not to exceed \$10,000 in any one school year. If an educator needs additional tuition reimbursement above \$10,000 per year, the District may reimburse the educator as long as it does not exceed \$25,000 over three years. For the educator to be eligible for reimbursement, the educator must submit a transcript, obtain a passing grade, and show proof of payment.

Prior to being dismissed or non-renewed the District will provide GYO teachers evidence to support teacher inefficiency or inadequate classroom performance. The District shall place the GYO teacher on a plan of assistance for 45 days prior to nonrenewing or dismissal.

The District shall pay all licensure costs for GYO teaching licenses. Six months prior to the expiration of a GYO teacher's licensure, the District will contact the teacher to begin the renewal process. The District shall ensure that all employer related licensure forms are timely submitted.

The employee has until September 1st to obtain their unrestricted Oregon preliminary license or be within the 90-day grace period designated by TSPC.

Employment Commitment:

An educator receiving tuition reimbursement shall be obligated to return to the District for one (1) year for every \$5,000 received in tuition reimbursement.

Example: If a teacher received \$17,000 in tuition reimbursement they would be obligated to return to the District for a total of 4 years of employment. An educator that does not fulfill this agreement will be required to reimburse the District a prorated amount. If the employee does not receive their unrestricted license by September 1st the educator will be responsible for reimbursing the District a prorated amount back. In the event of an unforeseen medical condition or program change the District and Association agree to meet to develop a plan. The prorated amount will be based on the total tuition reimbursement given and the years the educator taught.

Example: If a teacher received \$17,000 in tuition reimbursement and decided to leave the District after completing two years of employment, they would owe the District \$7,000.

In the event of employer termination, no repayment of the tuition reimbursement is required.

Column/Step Advances:

Educators on a GYO Contract will increase with the agreed upon COLA for the duration of the current contract. When the educator completes their Oregon preliminary license, they shall be placed on the pay scale according to their experience and education level at the beginning of the next school year. Each year the educator taught with an emergency/restricted license will count towards steps on the pay scale.

- G. Column movement: CTE teacher will receive credit for movement to the next column based on college coursework, or for approved, documented industry experience relevant to their discipline. Credit for industry experience will be at the rate of three years industry experience to one year of education. Failure to provide adequate documentation will result in placement at District's decision.

The industry experience must directly relate to the unit member's subject area. Said credit shall qualify the unit member for horizontal movement on the salary schedule.

With prior approval from administration, additional non-college credit professional development technology, craft/trade, or professional skills trainings shall be credited towards column movement on the pay schedule for CTE instructors/teachers.

Article 29 — Professional Growth

A. Payment of Incurred Expenses

The District agrees to pay the tuition, mileage and per diem cost incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which a teacher is required or requested to take by administration.

B. In-Service, Workshops, Conferences, Programs

The District and the Association agree to cooperate on the arranging of in-service courses, workshops, conferences and programs designed to improve the quality of instruction. In-service programs shall be conducted during the in-school teacher workday if teacher attendance is required.

C. Professional Growth Committee

The Professional Growth Committee shall act upon each request from a teacher for reimbursement for courses, workshops, seminars, conferences and in-service training sessions. The principals shall have the authority to exercise professional judgment regarding the approval or disapproval of courses, workshops, seminars, conferences and in-service training sessions.

D. Professional Growth Regulation Governing Reimbursement for College Hours

1. Twelve (12) term hours will be paid at the term hour rate at the time of registration at the Oregon system of higher education at which the course was taken.
2. No more than twelve (12) term hours per teacher per year will be reimbursed. Priority for reimbursement will be given to teachers who are satisfying state requirements. During the term of each yearly contract, the District will provide for 2024-2025, effective July 1, 2024, \$35,000 annually for tuition reimbursement. For 2025-2026, effective July 1, 2025, the District will provide \$40,000 annually for tuition reimbursement. For 2026-2027, effective July 1, 2026, the District will provide \$45,000 annually for tuition reimbursement.
3. Courses qualifying for reimbursement as provided herein shall include only:
 - a. Upper division (300-400) level courses, fifth (5) year or Master's Degree programs.
 - b. Graduate college credit hours.
 - c. To be eligible for reimbursement, the teacher must submit to the District a

valid copy of a transcript or grade card for the course(s) taken.

- d. Claims must be made within eighteen (18) months of the date the class was completed.
 - e. The District shall not grant tuition reimbursement for any courses related to OEA Summer Leadership Academy or any other courses related to collective bargaining, processing grievances and analyzing budgets. Academic credit for any of these courses may not be used for salary schedule advancement.
- 4. A teacher receiving tuition reimbursement shall be obligated to return to the District for one (1) year or repay the District the full amount of tuition received. The District will place that amount into the Association's tuition allotment.
 - 5. During the current teaching shortage, the District may need to hire teacher(s) that have not completed a teacher training program and have been granted a Restricted Teaching License by TSPC. In these instances, the District may need to pay for their teacher training. The money for that additional training will not come out of the tuition reimbursement fund. The District will notify the Association president of new employees qualifying for this program.

Article 30 — Extended Contracts

- A. Extended contracts will be given to teachers who can justify that an extension of their contract is necessary for the readiness of their program or the completion of their program, with the Superintendent's approval and recommendation to the Board.
- B. Teachers on extended contracts will be paid their hourly rate for any extended contract work.
- C. Extended contracts may be granted upon approval of the Superintendent and recommendation to the Board and may include but are not limited to the following:
 - 1. Counselors
 - 2. Librarians
 - 3. CTE Teachers
 - 4. Nurses
 - 5. Speech Language Pathologists
 - 6. Special Education Teachers
- D. 20-day FFA extended contract to be granted to the FFA advisor for hours spent outside of the regular workday on FFA activities throughout the year. Includes CDE's, LDE's, State Convention, SAE management, chapter fundraising events, and County Fair.

Article 31 — Extra-Duty

- A. Extra-duty compensation shall be as in Appendix B (attached).
- B. Extra-duty positions shall be funded and filled provided student and/or community interest justifies the continuation or establishment of such positions, in the judgment of the Board.
- C. Extra-duty positions may be added, deleted, or changed, upon recommendation of the superintendent, subject to agreement by the Board.
- D. Acceptance of an extra-duty contract shall be voluntary and separate from the teaching contract.
- E. Evaluation of performance in the extra-duty position shall be done in a manner approved by the Board. Such evaluation shall apply only to the extra-duty contract.
- F. The District shall give association members priority consideration for extra-duty and Coaching positions.
- G. If needed, District educators who are extra-duty or coaches who drive their athletes to and from a sporting event will be paid for their driving time at the Step 1 Bus Driver rate of pay.
- H. All athletic-related extra-duty positions will be removed from this agreement and will stand alone as part of the Coquille School District Athletic program separate from this agreement.
- I. Minimum Coaching Stipends:
Despite the District's discretion over coaching (excluding non-volunteer) stipends outlined in Section 1, the following minimum annual stipends will be established:
 - a. High School Head Coaches: \$1,500
 - b. Middle School, JV Coaches, and Assistant High School Coaches: \$1,000
 - c. Middle School Assistants: \$500.
- J. Collective Bargaining Agreement Protections
This provision does not negate any rights of association members who are coaches under the terms of Agreement.

Article 32 - 403(b)/457(b)Plans – Employer Match

Effective September 1, 2025, bargaining unit members may elect to participate in joint employee/employer benefit programs. The program requires employees to contribute funds to 403(b) or 457(b) plans. The District agrees to match the employee's contribution up to the maximum provided below:

- A. All active employees are eligible to participate in 403(b)/457(b) plan from an approved vendor.
- B. Bargaining unit member 403(b) and 457(b) plans and District contributions shall operate consistent with Internal Revenue Service (IRS) provisions.

| Years of Service w/District | Contribution Maximum |
|-----------------------------|----------------------|
| 0 – 9 | \$25 per month |
| 10 – 19 | \$50 per month |
| 20 + | \$100 per month |

Article 33 – Technology

In the event that Association Member's personal data, including but not limited to their personal contact information, is breached as a result of a security incident involving Ring Central, Outlook, sportsYou, or any other technology services used by the District, the following provisions shall apply:

A. Notification and Assistance:

Upon becoming aware of a personal data breach, the District shall notify the Association Member(s) as soon as reasonably practicable and provide necessary assistance to mitigate the potential impact of the breach. The District shall comply with all applicable laws and regulations regarding data breach notifications. If a data breach is discovered the District will assist individual employees on a case-by-case basis.

B. Personal Cell Phone Stipend:

Association Members will be eligible for a one-time stipend as compensation for the use of their personal devices. The stipend amount shall be \$150 and shall be provided each school year when paid in September.

34. Confidentiality:

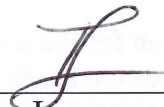
Both parties agree to treat the terms of this article and any information exchanged in connection with this agreement as confidential, except as required by law or with the express written consent of the other party.

Article 34 Duration of Agreement

This Agreement shall be effective as of July 1, 2024, and shall continue in effect until June 30, 2027. In accordance with ORS 243.702, if either party is unable to perform to the terms of this Agreement, any or all parts of this Agreement shall be reopened for negotiation upon request by either party.

Executed this 1st day of July, 2024 by the undersigned officers with the authority of and on behalf of the Coquille Education Association and the Coquille School District.

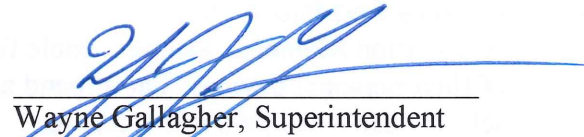
Coquille Education Association


Tyler Lieneman, President


Joe Nichols, Bargaining Chair

7-17-2024
Date

Coquille School District


Wayne Gallagher, Superintendent


Melinda Millet, Board Chair

7-17-24
Date

Appendix A – Salary
Appendix B – CEA Index
Appendix C – Extra Duty

**4% CEA Salary
Index**

| STEPS | BA | Ba+15 | BA+30 | BA+45 | MA BA+60 | MA+15 BA+75 | MA+30 BA+90 | MA+45 BA+105 |
|--------------|-----------|--------------|--------------|--------------|---------------------|------------------------|------------------------|-------------------------|
| 1 | 1.00 | 1.04 | 1.08 | 1.12 | 1.16 | 1.20 | 1.24 | 1.28 |
| 2 | 1.04 | 1.08 | 1.12 | 1.16 | 1.20 | 1.24 | 1.28 | 1.32 |
| 3 | 1.08 | 1.12 | 1.16 | 1.20 | 1.24 | 1.28 | 1.32 | 1.36 |
| 4 | 1.12 | 1.16 | 1.20 | 1.24 | 1.28 | 1.32 | 1.36 | 1.40 |
| 5 | 1.16 | 1.20 | 1.24 | 1.28 | 1.32 | 1.36 | 1.40 | 1.44 |
| 6 | 1.20 | 1.24 | 1.28 | 1.32 | 1.36 | 1.40 | 1.44 | 1.48 |
| 7 | 1.24 | 1.28 | 1.32 | 1.36 | 1.40 | 1.44 | 1.48 | 1.52 |
| 8 | 1.28 | 1.32 | 1.36 | 1.40 | 1.44 | 1.48 | 1.52 | 1.56 |
| 9 | 1.32 | 1.36 | 1.40 | 1.44 | 1.48 | 1.52 | 1.56 | 1.60 |
| 10 | | | 1.44 | 1.48 | 1.52 | 1.56 | 1.60 | 1.64 |
| 11 | | | 1.48 | 1.52 | 1.56 | 1.60 | 1.64 | 1.68 |
| 12 | | | | | 1.60 | 1.64 | 1.68 | 1.72 |
| 13 | | | | | 1.64 | 1.68 | 1.72 | 1.76 |
| 14 | | | | | | | 1.76 | 1.80 |
| 15 | | | | | | | 1.80 | 1.84 |
| 16 | | | | | | | | 1.88 |
| 17 | | | | | | | | 1.92 |

2024/25

| 3.1% COLA STEPS | BA | Ba+15 | BA+30 | BA+45 | MA BA+60 | MA+15 BA+75 | MA+30 BA+90 | MA+45 BA+105 |
|-----------------------|----------|----------|----------|----------|-------------|----------------|----------------|-----------------|
| 1 | \$46,612 | \$48,476 | \$50,340 | \$52,205 | \$54,069 | \$55,934 | \$57,798 | \$59,663 |
| 2 | \$48,476 | \$50,340 | \$52,205 | \$54,069 | \$55,934 | \$57,798 | \$59,663 | \$61,527 |
| 3 | \$50,340 | \$52,205 | \$54,069 | \$55,934 | \$57,798 | \$59,663 | \$61,527 | \$63,392 |
| 4 | \$52,205 | \$54,069 | \$55,934 | \$57,798 | \$59,663 | \$61,527 | \$63,392 | \$65,256 |
| 5 | \$54,069 | \$55,934 | \$57,798 | \$59,663 | \$61,527 | \$63,392 | \$65,256 | \$67,121 |
| 6 | \$55,934 | \$57,798 | \$59,663 | \$61,527 | \$63,392 | \$65,256 | \$67,121 | \$68,985 |
| 7 | \$57,798 | \$59,663 | \$61,527 | \$63,392 | \$65,256 | \$67,121 | \$68,985 | \$70,849 |
| 8 | \$59,663 | \$61,527 | \$63,392 | \$65,256 | \$67,121 | \$68,985 | \$70,849 | \$72,714 |
| 9 | \$61,527 | \$63,392 | \$65,256 | \$67,121 | \$68,985 | \$70,849 | \$72,714 | \$74,578 |
| 10 | | | \$67,121 | \$68,985 | \$70,849 | \$72,714 | \$74,578 | \$76,443 |
| 11 | | | \$68,985 | \$70,849 | \$72,714 | \$74,578 | \$76,443 | \$78,307 |
| 12 | | | | | \$74,578 | \$76,443 | \$78,307 | \$80,172 |
| 13 | | | | | \$76,443 | \$78,307 | \$80,172 | \$82,036 |
| 14 | | | | | | | \$82,036 | \$83,901 |
| 15 | | | | | | | \$85,318 | \$85,765 |
| 16 | | | | | | | | \$87,630 |
| 17 | | | | | | | | \$89,494 |

2025/26

| 3.5% COLA STEPS | BA | Ba+15 | BA+30 | BA+45 | MA BA+60 | MA+15 BA+75 | MA+30 BA+90 | MA+45 BA+105 |
|--------------------------------|-----------|--------------|--------------|--------------|---------------------|------------------------|------------------------|-------------------------|
| 1 | \$48,243 | \$50,173 | \$52,103 | \$54,033 | \$55,962 | \$57,892 | \$59,822 | \$61,752 |
| 2 | \$50,173 | \$52,103 | \$54,033 | \$55,962 | \$57,892 | \$59,822 | \$61,752 | \$63,681 |
| 3 | \$52,103 | \$54,033 | \$55,962 | \$57,892 | \$59,822 | \$61,752 | \$63,681 | \$65,611 |
| 4 | \$54,033 | \$55,962 | \$57,892 | \$59,822 | \$61,752 | \$63,681 | \$65,611 | \$67,541 |
| 5 | \$55,962 | \$57,892 | \$59,822 | \$61,752 | \$63,681 | \$65,611 | \$67,541 | \$69,471 |
| 6 | \$57,892 | \$59,822 | \$61,752 | \$63,681 | \$65,611 | \$67,541 | \$69,471 | \$71,400 |
| 7 | \$59,822 | \$61,752 | \$63,681 | \$65,611 | \$67,541 | \$69,471 | \$71,400 | \$73,330 |
| 8 | \$61,752 | \$63,681 | \$65,611 | \$67,541 | \$69,471 | \$71,400 | \$73,330 | \$75,260 |
| 9 | \$63,681 | \$65,611 | \$67,541 | \$69,471 | \$71,400 | \$73,330 | \$75,260 | \$77,189 |
| 10 | | | \$69,471 | \$71,400 | \$73,330 | \$75,260 | \$77,189 | \$79,119 |
| 11 | | | \$71,400 | \$73,330 | \$75,260 | \$77,189 | \$79,119 | \$81,049 |
| 12 | | | | | \$77,189 | \$79,119 | \$81,049 | \$82,979 |
| 13 | | | | | \$79,119 | \$81,049 | \$82,979 | \$84,908 |
| 14 | | | | | | | \$84,908 | \$86,838 |
| 15 | | | | | | | \$86,838 | \$88,768 |
| 16 | | | | | | | | \$90,698 |
| 17 | | | | | | | | \$92,627 |

2026/27

| 3% COLA STEPS | BA | Ba+15 | BA+30 | BA+45 | MA BA+60 | MA+15 BA+75 | MA+30 BA+90 | MA+45 BA+105 |
|------------------------------|-----------|--------------|--------------|--------------|---------------------|------------------------|------------------------|-------------------------|
| 1 | \$49,691 | \$51,678 | \$53,666 | \$55,654 | \$57,641 | \$59,629 | \$61,616 | \$63,604 |
| 2 | \$51,678 | \$53,666 | \$55,654 | \$57,641 | \$59,629 | \$61,616 | \$63,604 | \$65,592 |
| 3 | \$53,666 | \$55,654 | \$57,641 | \$59,629 | \$61,616 | \$63,604 | \$65,592 | \$67,579 |
| 4 | \$55,654 | \$57,641 | \$59,629 | \$61,616 | \$63,604 | \$65,592 | \$67,579 | \$69,567 |
| 5 | \$57,641 | \$59,629 | \$61,616 | \$63,604 | \$65,592 | \$67,579 | \$69,567 | \$71,555 |
| 6 | \$59,629 | \$61,616 | \$63,604 | \$65,592 | \$67,579 | \$69,567 | \$71,555 | \$73,542 |
| 7 | \$61,616 | \$63,604 | \$65,592 | \$67,579 | \$69,567 | \$71,555 | \$73,542 | \$75,530 |
| 8 | \$63,604 | \$65,592 | \$67,579 | \$69,567 | \$71,555 | \$73,542 | \$75,530 | \$77,518 |
| 9 | \$65,592 | \$67,579 | \$69,567 | \$71,555 | \$73,542 | \$75,530 | \$77,518 | \$79,505 |
| 10 | | | \$71,555 | \$73,542 | \$75,530 | \$77,518 | \$79,505 | \$81,493 |
| 11 | | | \$73,542 | \$75,530 | \$77,518 | \$79,505 | \$81,493 | \$83,480 |
| 12 | | | | | \$79,505 | \$81,493 | \$83,480 | \$85,468 |
| 13 | | | | | \$81,493 | \$83,480 | \$85,468 | \$87,456 |
| 14 | | | | | | | \$87,456 | \$89,443 |
| 15 | | | | | | | \$89,443 | \$91,431 |
| 16 | | | | | | | | \$93,419 |
| 17 | | | | | | | | \$95,406 |

| Appendix B - Extra Duty Schedule | | | | | |
|----------------------------------|-----------------------|------------|-------------|-------------|--|
| High School | | 24/25 | 25/26 | 26/27 | |
| | Band Director/FFA | \$5,487.00 | \$ 5,512.00 | \$ 5,547.00 | |
| | Knowledge Bowl | \$2,195.00 | \$ 2,220.00 | \$ 2,245.00 | |
| | Yearbook | \$2,524.00 | \$ 2,549.00 | \$ 2,574.00 | |
| | Interact Club | \$1,427.00 | \$ 1,452.00 | \$ 1,477.00 | |
| | Senior Advisor | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | Junior Advisor | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | Sophomore Advisor | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | Freshman Advisor | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | Voc Program Advisor | \$1,427.00 | \$ 1,452.00 | \$ 1,477.00 | |
| | NHS | \$824.00 | \$ 849.00 | \$ 874.00 | |
| | OSSOM | \$824.00 | \$ 849.00 | \$ 874.00 | |
| | Drama | \$3,292.00 | \$ 3,317.00 | \$ 3,342.00 | |
| | Student Government | \$1,921.00 | \$ 1,946.00 | \$ 1,971.00 | |
| | Speech & Debate Team | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | Model United Nations | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | Detention Monitor | \$1,646.00 | \$ 1,671.00 | \$ 1,696.00 | |
| | Leadership | \$1,263.00 | \$ 1,288.00 | \$ 1,313.00 | |
| | Knowledge Bowl | \$2,195.00 | \$ 2,220.00 | \$ 2,245.00 | |
| | Teacher Mentor | \$1,098.00 | \$ 1,123.00 | \$ 1,148.00 | |
| | Link Crew Coordinator | \$1,317.00 | \$ 1,342.00 | \$ 1,367.00 | |
| | Link Crew Teacher | \$1,098.00 | \$ 1,123.00 | \$ 1,148.00 | |
| | Fish Hatchery | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | HSS Data Coordinator | \$2,612.00 | \$ 2,637.00 | \$ 2,662.00 | |
| | Robotics Coordinator | \$1,756.00 | \$ 1,781.00 | \$ 1,806.00 | |
| | | | | | |
| Elementary School | | | | | |
| | PLUS Program Coord | \$5,487.00 | \$ 5,512.00 | \$ 5,537.00 | |
| | PLUS Program | \$3,292.00 | \$ 3,318.00 | \$ 3,343.00 | |
| | Elem Yearbook | \$1,411.00 | \$ 1,436.00 | \$ 1,461.00 | |
| | Teacher Mentor | \$1,098.00 | \$ 1,123.00 | \$ 1,148.00 | |

| | | | | | |
|---------------------------|----------------------------|-------------|-------------|-------------|--|
| Alternative School | | | | | |
| | Adjunct Teacher I | \$275.00 | \$ 300.00 | \$ 325.00 | |
| | Adjunct Teacher II | \$1,646.00 | \$ 1,671.00 | \$ 1,696.00 | |
| | Adjunct Teacher III | \$3,292.00 | \$ 3,317.00 | \$ 3,342.00 | |
| | Summer School Teacher | \$878.00 | \$ 903.00 | \$ 928.00 | |
| | Credit Recov/Summer Sch | \$1,705.00 | \$ 1,730.00 | \$ 1,755.00 | |
| | | | | | |
| Miscellaneous | | | | | |
| | Chess Club Advisor | \$ 3,175.00 | \$ 3,200.00 | \$ 3,225.00 | |
| | Content Team Leaders | \$550.00 | \$ 575.00 | \$ 600.00 | |
| | Oregon Battle of the Books | | | | |
| | High School | \$ 1,098.00 | \$ 1,123.00 | \$ 1,148.00 | |
| | Jr. High | \$ 1,098.00 | \$ 1,123.00 | \$ 1,148.00 | |
| | Elementary | \$ 1,098.00 | \$ 1,123.00 | \$ 1,148.00 | |
| | Indian Ed Advisor-WLS | \$ 3,292.00 | \$ 3,317.00 | \$ 3,342.00 | |
| | Indian Ed Advisor-CVE | \$1,646.00 | \$ 1,671.00 | \$ 1,696.00 | |
| | Teacher Tech Leaders | \$549.00 | \$ 574.00 | \$ 599.00 | |