
COLLECTIVE BARGAINING AGREEMENT

BETWEEN

ROGUE RIVER SCHOOL DISTRICT NO. 35

and

***ROGUE RIVER ASSOCIATION
OF CLASSIFIED EMPLOYEES***

JACKSON COUNTY, OREGON

2022-2025

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THIS AGREEMENT, entered into this **6th** day of **June, 2022** by and between ROGUE RIVER ASSOCIATION OF CLASSIFIED EMPLOYEES, hereinafter called "Association," and ROGUE RIVER SCHOOL DISTRICT NO. 35, Jackson County, Oregon, acting by and through its duly-elected and acting School Board, hereinafter called the "District," as follows:

**ARTICLE 1
RECOGNITION - STATUS OF AGREEMENT**

- A. The District recognizes the Association as the exclusive bargaining representative for all regular full-time and regular part-time classified employees employed by the District. Further, it is recognized that all administrators, licensed teachers, supervisors, confidential employees, substitutes and/or temporary employees are specifically excluded from the bargaining unit.
1. "Confidential employee" means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.
 2. "Supervisory employee" means any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or having responsibility to direct them, or adjust their grievance, or effectively to recommend such action, if in connection therewith, the exercise of such authority is not of the merely routine or clerical nature, but requires the use of independent judgment. However, the exercise of any function or authority enumerated in this subsection shall not necessarily require the conclusion that the individual so exercising that function is a supervisor within the meaning of ORS 243.650 to 243.782.
 3. "Regular full-time employee" is defined as an employee who works thirty (30) hours per week or more. "Regular part-time employee" is defined as an employee who works less than thirty (30) hours per week.
 4. "Substitute employees" are those irregular employees temporarily replacing regular employees during absences.
 5. "Temporary employees" are defined as follows:
 - a. Irregular employees hired for a specific period of time not to exceed ninety (90) calendar days.
- B. This Agreement shall modify, or replace, any policies, rules, regulations, procedures or practices of the District that are determined to be contrary to its terms.

There shall be two (2) signed copies of the final Agreement for purposes of records. One (1) shall be retained by the District and one (1) by the Association. This agreement shall be published by the Association; the cost of publication shall be shared equally by the Board and the Association. The Association shall supply a copy of this Agreement to each member of the bargaining unit.

ARTICLE 2
ASSOCIATION PRIVILEGES- MANAGEMENT RIGHTS

A. Upon written request, the District agrees to furnish to the Association information reasonably and legally available for its function as exclusive bargaining representative.

B. USE OF SCHOOL BUILDINGS

School facilities may be used for Association meetings and business at reasonable times provided that such meetings shall not interfere with the normal school operations and providing that custodial staff is on duty. Association-designated representatives who are employees of the District shall be allowed to conduct Association business inside District worksites during and outside of regular work hours, provided the business does not disrupt direct student services, and the office will be notified of the representative's presence.

C. USE OF SCHOOL EQUIPMENT

The Association shall have the right to use approved equipment of the District with prior approval of the site supervisor. Any costs incurred by the District from giving this approval shall be paid to the District by the Association.

D. COMMUNICATION

The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards. The Association may use the interschool mail facilities and member mailboxes for member communication. The Association shall have the right to use District computers, internet access and email system to conduct Association business. The Association will adhere to any District policies and rules regarding use of the computers, the e-mail system, and Internet access.

E. NEW HIRES/ ACCESS TO EMPLOYEES

The District shall allow designated union representatives reasonable time to engage in the following activities and at the District's facilities during regularly scheduled work hours, without loss of compensation, benefits, leave accrual, or seniority:

1. Investigate and process grievances and other workplace-related complaints;
2. Attend investigatory meetings, hearings, and other due process proceedings;
3. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
4. Engage in collective bargaining as a designated representative;
5. Attend labor-management meetings to discuss employment relations;

6. Participate in new hire orientations as follows:

- a. Prior to the start of the school year, the District shall provide a 60-minute block during the paid inservice days for the Association to meet with new employees hired during summer break.
- b. After the school year begins, the District shall provide the Association with a one-hour block of time once per month for the Association to meet with new employees. The District shall notify new hires of scheduled new hire orientations. If there have been no new employees hired within the 30-day period from one new hire orientation to the next, the orientation will be cancelled and will resume in the next month.

7. Testify in a legal proceeding in which the designated union representative has been subpoenaed as a witness.

For the purpose of this Article, "designated representatives" shall include any executive board officers and building representatives. The District shall not reduce a designated representative's work hours to accommodate the performance of the activities listed above, except to prevent an employee from working unauthorized overtime hours.

F. LABOR-MANAGEMENT COMMITTEE

A labor-management committee consisting of equal representation from the Association and the District meet as needed, during employees' working hours, for the purpose of discussing and resolving non-grievance issues or problems of mutual concern. Any member of the group may suggest items for the agenda.

G. The District shall provide the Association representative with prior notice of all disciplinary and Plan of Assistance Meetings.

H. Management Rights

The District retains the sole right and authority to manage the District, and all terms and conditions of employment shall continue to be subject to the School Board's direction and control and not subject to grievance, except as specifically limited by the terms of this Agreement.

I. Contracting Out

The District shall retain the right to contract for services. Prior to doing so, however, the Superintendent will notify the Association of District intent to consider contracting for services performed by bargaining unit members at least 90 days prior to any formal action by the Board to enter into any contract for such services and afford Association representatives the opportunity to confer with the Board during said period.

J. The District agrees to furnish each employee, upon request, a copy of the most recent job description that pertains to that requesting employee's job.

Upon request, the District agrees to furnish to the Association all readily available, nonconfidential information necessary for the Association to function as the exclusive bargaining representative.

- K. Whenever any representative of the Association, or any employee, is required by the District to participate during working hours in negotiations, grievance proceedings, or any conference relating to the administration of the collective bargaining agreement, the employee shall suffer no loss in pay.

ARTICLE 3 EMPLOYEE RIGHTS

A. Notice To Appear

Whenever any employee is required to appear before the School Board, the Superintendent, or designee, concerning any matter that could adversely affect the continuation of the employee in office, position, or employment, or the salary of any increments pertaining thereto, then the employee shall be given prior notice of the meeting and the purpose of the meeting or interview. The employee shall be entitled to have a representative of the Association or other counsel present to advise the employee during such meeting or interview.

B. Safety

- 1) To the extent permitted or allowed by law, the District will provide employees information regarding students who may pose a safety risk.
- 2) If a student causes physical harm to an employee, the employee will be notified of any applicable behavior or safety plans prior to the student's return to the employee's workspace, to the extent possible or allowed by state and federal student confidentiality and special education laws.

C. Association Identification

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

ARTICLE 4
PERSONNEL RECORDS

- A. The District agrees to give copies of all written evaluations, complaints, and disciplinary actions that are placed in an employee's working and personnel file to the employee. The employee shall be requested to sign the file copy for the purpose of acknowledging receipt of the document. An employee's personnel records shall be available for inspection upon his/her request.
- B. Letters of caution, consultation, warning, admonishment, and reprimand may be removed and destroyed no later than three (3) years after they have been placed in the employee's personnel file at the request of the employee and the discretion of the Superintendent. Upon request, the employee may appeal to the board for a final decision regarding removal of material from the personnel file. The Board's decision will not be subject to the grievance procedure.
- C. Material placed in the personnel file of an employee without conforming to the provisions of this Article will not be used by the District in any subsequent evaluation or disciplinary proceeding involving the employee.
- D. An employee shall have the right to attach a written statement of explanation to any material in the personnel file.
- E. An Employee's working files shall be cleared out at the end of an evaluation cycle. The District will notify the employee in writing of any document that is transferred from the working file to the personnel file.

**ARTICLE 5
VACANCIES AND TRANSFERS**

- A. Before initiating a move between schools, the District will first seek volunteers. Members who are interested in volunteering shall notify the Superintendent within three (3) working days. Decisions on the move between schools remain at the District's discretion.
- B. The Board shall list classified job openings that become available within the bargaining unit. When a job opening occurs, the District will first open the vacancy to in-District applicants. Except in exigent circumstances, job openings shall be posted online at least five (5) working days prior to closing or external posting of such open positions. A copy of the posting shall be forwarded to the president of the local Association. After application deadlines have passed, the District may fill the vacancy.
- C. When making transfers, or filling vacancies, the District shall take the training, experience, specific achievements and service to the District into consideration. Qualified bargaining unit members who indicate an interest for a vacant position in accordance with Section A., above, will be granted an interview.
- D. Upon request of any applicant rejected for a position, the District will provide a written explanation as to the reason for the rejection.
- E. Full experience will be granted for transferring from one job classification to another within one of the following three general job categories as recognized by the District: 1) Instruction, 2) Clerical, and 3) Custodial/Maintenance. When transferring from one job classification to another outside of the aforementioned three categories, not more than three steps' experience will be given on the salary schedule for previous experience. However, the transferred employee's salary shall not be less than he/she would have received in the former job when the transfer is made at the employer's request. An employee who requests to be transferred to a lower classification shall be paid at the same step but at the lower rate.
- F. **Involuntary Transfer**
When a member is being involuntarily transferred, written notice will be given to the employee and to the Union President as soon as reasonably possible by his or her direct supervisor or by the superintendent. The notice will identify specific reasons for the transfer. Within fifteen (15) District office days after the District sends the transfer notice, the District will schedule a meeting between the direct supervisor (or designee) and the employee, who may invite a representative to attend. The involuntary transfer will not take place until after the meeting occurs or the employee declines/fails to attend the meeting. During the meeting, the employee will have an opportunity to discuss the transfer with his or her direct supervisor or designee.

An employee who is involuntarily transferred to a lower classification for any reason other than performance will be placed on the salary schedule in the new range at the closest step that does not result in a loss of pay. Employees who are involuntarily transferred to a lower classification for performance reasons will be placed on the salary scheduled based on the employee's experience level in the new range.

An employee who is involuntarily transferred for any reason other than a RIF or bump will not experience a loss of hours as a result of the transfer.

Demotions that result from conduct-based disciplinary action are not covered by this section, and will be governed by Article 10, Discipline and Discharge.

- G. Bargaining unit members who express an interest in writing will be given first consideration to work in substitute positions (non-bargaining unit positions) for which they are qualified and where such work is not incompatible with the bargaining unit member's regular assignment. The terms and conditions of any substitute work are subject to the discretion of the District; those terms and conditions are not covered by this Agreement.
- H. Any classified position within the District that has been approved and budgeted by the Board which becomes vacant through retirement, resignation, transfer or other form of termination shall not be filled with a substitute employee beyond a reasonable time necessary to fill said position.
- I. Bargaining unit members who desire notification of specific summer vacancies and specific temporary positions shall file a written statement of such desire with the Personnel Office no later than the last contract day of each school year. Such statements must be renewed annually. The District shall mail a copy of each opening to the RRACE Representative and post it on the District website.

ARTICLE 6 ADVISORY INPUT

It is agreed that the Board of Directors recognizes the desirability of classified employee input for the purpose of advising the Superintendent and the School Board on matters relating to the design of the job description, the combination of old and creation of new positions, or the elimination or addition of responsibilities within current job functions. Prior to Board revision and/or adoption, new job descriptions design drafts and redesign drafts of existing job descriptions for classified employees covered by this contract will be submitted by the Superintendent to the Association and affected employees for input. Such notice shall be in writing to the Association president and given by posting such information in buildings where bargaining unit members work. Whenever possible, the employee's input should be made through the respective supervisor responsible for the service to which the position relates. The Superintendent will advise the Board of all such input.

When District committees are formed that relate to Classified employee matters, Classified employees will be invited to provide a Classified Representative for the committee, whenever feasible.

ARTICLE 7 LEAVES FROM DUTY

PAID LEAVES

A. Sick Leave

1. Eleven and twelve-month classified employees shall be granted sick leave at the rate of one (1) day for each month worked. Nine-month employees shall be granted not less than ten (10) days' sick leave. Sick leave will accrue at the rate of two (2) days a month worked until the contracted maximum is reached. Notwithstanding, the employee must actually report for work in the new school year before sick leave begins to accrue. The accumulation of sick leave days shall be unlimited. Sick leave accumulation at retirement shall be reported to PERS for Tier I and Tier II PERS members to provide additional retirement benefits as provided for by state law.
2. Sick leave may be used for illness or injury within the immediate family or for any other reason guaranteed by law.
3. "Immediate family" as defined herein, shall be defined as spouse, children, step-children, parents, spouse's parents, grandparents, other persons in loco parentis, and persons regularly residing in the home of the employee.

B. Sick Leave Bank

Upon request by the Association, the District will allow a bargaining unit member to voluntarily transfer three (3) days of accumulated sick leave, with a total bargaining unit cap of one hundred twenty (120) standard days per year, to one or more unit employees for special circumstances. A standard day is defined as eight hours. The special circumstances shall be determined by a committee of the Association and Superintendent or his/her designee

C. Bereavement Leave

1. Each classified employee who is absent from duty because of a death in his/her immediate family shall be entitled to ten (10) days of bereavement leave. The first three (3) days of bereavement leave will be paid even if the employee has no available sick or personal days left. The leave does not have to be continuous. The employee must use all of their available sick leave and personal leave before taking unpaid bereavement leave. Bereavement leave shall not be cumulative.
2. "Immediate family" shall be defined as blood relations and in-laws, to include spouse, domestic partner, children, grandparents, grandchildren (including step, foster, and legally adopted children), parents (including step-parents), brother and sister (including step brothers and sisters), uncle, aunt, nephew and niece.

D. Personal Leave

An employee absent from duty for essential personal reasons which may include, but are not limited to, business, household or family matters, shall be paid their full salary for the period of such absence not exceeding a total of two (2) days in any one school year. Personal leave does not accumulate from year to year and unused personal leave will be paid out at the following rates: Unused full days will be paid at the employee's daily rate in June paychecks. Unused days that are less than full days will be paid out in June paychecks at the employee's hourly rate for each unused hour.

E. Legal

1. When an employee is required to appear as a witness in court or before any other tribunal in response to a lawful subpoena, the employee may attend without loss of pay. The employee's daily salary shall be reduced by the amount of witness fees, exclusive of mileage and meal reimbursement. This provision does not apply in any case where the employee or the Association is a complainant in a case against the District or in cases where the employee initiates the court action, unless the need for the leave arises from the employee's participation in or preparation for proceedings under ORS 243.650 to 243.782, or that arise from a dispute involving a collective bargaining agreement, including arbitration proceedings, administrative hearings and proceedings before the Employment Relations Board.
2. Employees who are called for jury duty shall be excused for that purpose without loss of pay, provided that, when the employee receives his/her jury fee, said fee shall be deducted from the employee's pay. On days when the employee is excused from jury duty he/she will report to school for work.

F. Association Leave

The District shall grant the Association a total of five (5) days' paid leave during the school year for Association, collective bargaining and administration business. The Association will determine which members shall use the five-days of leave and shall provide the names and dates to the Superintendent at least 48 hours in advance. No more than three persons will be granted Association leave on any one day. Association leave will not be cumulative.

UNPAID LEAVES

A. The Board or designee may grant unpaid leaves of absence at its discretion upon application.

B. Family Medical Leave Acts

The District acknowledges the Federal and State Family Leave Acts.

C. Maternity/Child Care Leave

At the request of the employee an unpaid maternity/child care leave will be granted for up to one year. Unless emergency medical conditions exist, maternity/child care leave must be applied for at least three months in advance. Maternity/child care leave will be unpaid leave except as required by law.

D. Extensions And Renewals

All extensions or renewals of leave shall be applied for and granted in writing. However, the discretion as to whether such leave shall be extended or renewed remains solely with the District.

E. Return From Leave

Except as required by law, an employee shall not lose accumulated sick leave or seniority during an unpaid leave of absence. No sick leave will be accumulated during such absence. The member shall be assigned to the same position or a position for which the member is qualified.

Failure to deliver notice in writing to the District at least 30 days but not more than 45 days of intent to return from leave may be construed as a resignation by the employee at the discretion of the District.

F. Fringe Benefits

Except as required by law, fringe benefits will continue to be available to the employee at the employee's choice and expense provided the insurer is willing to extend coverage subject to laws, rules and regulations of the insurance carrier.

ARTICLE 8 SENIORITY

- A. Seniority, as used in this Agreement, unless otherwise specifically stated, shall mean a classified employee's total length of continuous service with the District since the last date of hire, as measured by the first day of actual work in the bargaining unit position. All authorized leave with pay shall be considered as continuous employment for the purpose of computing seniority. An employee shall lose all seniority credit in the event of voluntary or involuntary termination. An employee who is laid off and who is subsequently reinstated, shall have the full seniority earned prior to layoff restored, but shall not earn seniority during his layoff status.

- B. Seniority within a job classification shall mean a classified employee's total length of service with the District in a designated job classification.

- C. A break in service of no greater than twenty-four (24) continuous months will not cause forfeiture of previously accrued seniority. No additional seniority will accrue during the break in service, however.

ARTICLE 9 LAYOFFS

- A. If the District determines the need for a layoff, it shall provide an updated seniority list and written notice as soon as practical, but in no event less than twenty (20) working days to the Association and, to employees to be laid off, citing the specific positions to be affected, the proposed time schedule and the reason(s) for the proposed action. No permanent employees shall be laid off within a job classification until all temporary employees in such classification have been terminated.

The order in which employees will be laid off will be determined by seniority within the District. When forces again increase, employees shall be returned in the inverse order in which they were laid off. No new employees will be hired into positions for which an employee on the recall list remains qualified to perform, unless the employee on the recall list does not wish to accept the position.

An employee who has total length of continuous service with the District which is greater than that of employees in a job classification in which the employee has had prior work experience with the District and for which the employee is qualified at the time of layoff, shall bump any such other employees in the job classification provided employee performance in the prior position was satisfactory up to and including the time of transfer. Work experience for the purposes of this article does not include irregular, temporary, substitute, and out of classification work.

A bumped employee shall in turn bump an employee with less seniority in the same classification and if there are no further less senior employees, the final bumped employee shall bump out of classification on the same terms as described in this Article.

An employee may refuse to accept the transfer to the new position or classification, and shall be laid off and placed on the recall list.

An employee who bumps out of classification shall be compensated at the range for the classification into which he/she bumped at the same step occupied prior to bumping, or at the highest step he/she had previously worked at within the classification into which he/she bumped, whichever is greater.

An employee who accepts a job in a lower paying classification shall remain on the recall list for their original position until they are called back, or for the full 27 months, whichever is longer.

Employees who have their hours reduced as a result of a reduction in force shall remain on the recall list until they are returned to their prior hours, or for the full 27 months, whichever is longer.

Layoff status shall automatically terminate twenty-seven (27) months after the effective date of such layoff. If within twenty-seven (27) months of layoff a vacancy occurs within the District and from within the classification from which the employee was laid off, the recall procedure outlined below shall be followed:

At the time of layoff the District shall provide laid off employees the opportunity to express in writing a desire to return to the District. The District shall also receive the employee's address for recall notification. In the event of a recall, the District shall notify the employee who has expressed a desire to return to the District of the recall by certified mail, return receipt, sent to the last address given by the employee to the District Office. The so-notified employee shall have seven (7) calendar days from the date of receipt of the recall to notify the District of his/her intent to return to work. The recalled employee shall return to work no later than fifteen (15) calendar days from the date the District is notified of the acceptance of the recall. Failure of the employee to meet either of these time requirements shall terminate the employee's right of recall.

An employee who is laid off and who is subsequently reinstated, shall have all benefits restored that were earned prior to layoff, including full seniority earned prior to layoff, but shall not earn seniority during their layoff status.

- C. When the District notifies the affected employees of layoff, it will notify the Association's executive committee in writing of the scheduled implementation of reduction in work hours or elimination of bargaining unit positions. The Association and District will meet to investigate and discuss alternative plans to reduction in hours or elimination of bargaining unit positions. Board decision following such discussions is not grievable.
- D. Any reduction in work hours (exceeding one hour per day) or the elimination of a filled bargaining unit position will activate the layoff procedure. Should a bargaining unit position be vacated due to resignation, retirement or unpaid leave of absence, the district may reduce the hours of the position.

**ARTICLE 10
DISCIPLINE AND DISCHARGE**

A. Just Cause

The District shall not discipline, reprimand, suspend, reduce in compensation, terminate or discharge any employee without just cause.

The above provision does not apply to dismissal of probationary employees for any cause.

B. Prior to an investigative meeting, the District shall inform the employee in writing of the reason for the meeting. The District shall notify all employees in writing of their right to Association representation for all meetings related to investigations and discipline.

C. Probationary Period

Classified new hires shall demonstrate ability to perform the duties of the position for which they were hired for a probationary period of six (6) months. Periods of absence in excess of ten (10) consecutive working days during the probationary period shall not be considered in accounting toward the required time necessary for completion of that probationary period.

Any time during the six (6) month probationary period the employee of concern will be dismissed if, in the opinion of that employee's supervisor, the employee is not performing the duties of the position in a satisfactory manner.

D. Employee Dismissal

If in the opinion of the employee's supervisor, the services of an employee who has served six (6) months or more are unsatisfactory, the following procedure will be implemented:

1. Conduct a conference with the employee, the Association's representative if the employee so requests, and the supervisor; inform the employee of the deficiencies; suggest how the services could be improved; inform the employee that the necessary improvements must be made within a specified number of working days, or that a recommendation will be made for dismissal. Each of the aforementioned points shall be reduced to writing with a copy furnished the employee.
2. On the date specified to the employee at the initial meeting, the employee will again be notified as to his/her progress in writing. If the improvement is not satisfactory, a recommendation may be made for dismissal and the reasons therefore furnished to the employee in writing. If satisfactory improvement has been made, the employee will be so advised.
3. If dismissal of the employee is recommended or effected by the supervisor, the procedures in ORS 332.544 may be pursued and shall not be subject to grievance procedure.

E. Paid Administrative Leave

In the event of flagrant misconduct, as determined by the District, the employee may be placed on paid administrative leave immediately from employment until such charges are investigated and a decision is made to continue or terminate employment. If the employee is cleared by the District of the charges, affected employee will be immediately reinstated without loss of pay or other benefits. If the charges are upheld, the termination date will be a date thereafter determined by the District. Normally, investigation and decision concerning charges for employees will not exceed fifteen (15) working days from time of placement on paid administrative leave.

**ARTICLE 11
EVALUATION**

- A. The purpose of evaluation is to aid the employee in making continuing professional growth and to determine the employee's performance of their job responsibilities.
- B. New employees will be evaluated every year for the first three years. After three years, regular employees will be evaluated at least once every two years, but may be evaluated on an annual basis at the supervisor's discretion. If the supervisor determines that an employee needs to be evaluated annually, written reasons for this need shall be provided to the employee prior to the evaluation for that year.
- C. The substance and judgment of evaluators are neither subject to the grievance procedure nor to an unfair labor practice complaint for breach of contract.
- D. A copy of the evaluation and any other formal evaluation shall be given to the employee. The evaluation report shall be maintained in the personnel files of the District.
- E. An employee may make a written statement relating to any evaluation, and such statement shall be placed in their personnel file.
- F. Prior to any changes to the evaluation procedure or instrument, the District will notify the Association. At that point an evaluation review committee consisting of two Association members and two District administrators will meet to review the evaluation procedure and instruments and make recommendations to the Board. Any changes made by the Board will be provided to the Association prior to implementation.

ARTICLE 12 GRIEVANCE PROCEDURE

Grievance Procedure for Contract Dispute

The purpose of this procedure is to provide an orderly method for resolving grievances regarding the meaning, interpretation or alleged violation of the provisions of this Agreement. A determined effort shall be made to settle any differences at the lowest possible level in the grievance procedure.

Section 1 - Definitions

- A. "Grievance" shall mean a substantial difference of opinion regarding the meaning or interpretation of the express terms of this collective bargaining agreement.
- B. Grievant is the person, persons or Association who has the grievance and is presenting the claim, also referred to as the "grievant."
- C. The "party in interest" is either the person or persons making the claim or the person or persons against whom the claim is made.

"Consultant" is the one who advises either party in interest.
- E. "Representative" is the one who may speak for and/or advise a party in interest.
- F. "Immediate Supervisor" is the one who had direct administrative or supervisory responsibility over the grievant in the area of grievance.
- G. "Days:" The term "days" when used in the Article shall, except where otherwise indicated, mean the grievant's working days.
- H. "Persons officially involved," means the Superintendent, his/her representatives and/or consultants, the grievant, his/her representatives and/or consultants and witnesses.

Section 2 - General Procedure

- A. These procedures shall be processed within a specified length of time.
- B. All parties should attempt to complete the procedures by the end of the school year. The parties shall make good faith effort to shorten the number of days provided. Time limits may be extended by mutual agreement.
- C. The grievant has the right to representation at all levels of the grievance process.
- D. All documents, communications, and records dealing with the processing of a grievance shall be filed in the grievance file, which shall be maintained apart from the personnel file.

- E. Both the District and the Association agree that they will comply with written requests that comply with PECBA as it relates to providing information needed to process the grievance.
- F. Grievances shall be processed in the following manner and within the stated time limits:

Step 1:

The grievant shall promptly attempt to resolve the grievance informally between himself/herself and the immediate supervisor. If the grievance is not resolved informally, it shall be reduced to writing by the grievant who shall submit it to the immediate supervisor. If the grievant does not submit his grievance to the immediate supervisor in writing in accordance with Step 1 within ten(10) working days after the facts upon which the grievance is based, first occurs or first becomes known to the grievant, the grievance will be deemed waived. The grievant may be accompanied by one other member of the Association when presenting the written grievance. The immediate supervisor will reply in writing to the grievant with a copy to the Association within ten (10) working days after receipt of the written grievance.

Step 2:

If the grievance is not settled in Step 1 and the grievant wishes to appeal the grievance to Step 2, the grievant may file the grievance in writing to the Superintendent within ten (10) working days after receipt of the supervisor's written answer. The written grievance shall give a clear and concise statement of the alleged grievance including the fact upon which the grievance is based, the issues involved; the Superintendent or his representative shall thoroughly review the grievance, arrange for necessary discussions, and give a written answer to the grievant with a copy to the Association no later than ten (10) working days after receipt of the written grievance.

Step 3:

Grievance not settled in Step 2 of the grievance procedure may be appealed to arbitration provided:

- a. Written notice of a request for arbitration is made to the Superintendent within ten (10) working days of the Superintendent's grievance response.
- b. The issue must involve the interpretation, meaning or application of a specific provision of the Agreement.

When a timely request has been made for arbitration, the parties or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, they shall, within ten (10) working days of the appeal, jointly request the Oregon Employment Relations Board to submit a list of five (5) arbitrators. As soon as the list has been received, the parties or their designated representatives 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 act as the arbitrator.

The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties desire to present, shall render a decision. The arbitrator shall have no power to neither advise on salary adjustments, except as to the improper application thereof, nor to add to, subtract from, modify or

amend any terms of this Agreement. The arbitrator shall have no power to substitute his discretion for that of the Board. A decision of the arbitrator shall, within the scope of his authority, be binding on the parties.

- D. The Board and the Association will share equally any joint costs of the arbitration procedure, such as the fee and expense of the arbitrator and the cost of the hearing room.
- E. There shall be no restraint, interference, discrimination or reprisal exerted on any employee choosing to use these procedures for resolution of a grievance. It is agreed that the grievance procedure shall be the exclusive remedy for any alleged violation of any article of this Contract, which is subject to the above grievance procedure.

ARTICLE 13
HEALTH INSURANCE BENEFITS

- A. Employees hired on or before June 30, 1986, will receive full District contribution.
- B. Employees who work less than thirty (30) hours per week will not be eligible for District contributions toward medical insurance.
- C. Those employees working thirty (30) or more hours per week will be eligible for 100% of the full monthly District contribution amount. This arrangement is to continue in force until mutually agreed otherwise between the parties or until implementation of a lawful final offer following negotiations for a successor agreement.
- D. Subject to state law, selection of carrier and insurance coverage is to be determined by the employee Association; however, the Association will not select the two highest premium plans. Any cost of insurance in excess of the monthly District contribution amount per employee per month, or the prorated amount as provided above, will be paid by the employee through a payroll deduction. There will be no compensation for employees electing a plan less costly than the District's contribution amount. The Association will notify the District of change in carrier and/or insurance coverage no later than three (3) weeks prior to the OEGB deadline for designation of carriers and plans each calendar year.
- E. Classified employees who do not take or who are not eligible to receive District medical, vision, and/or dental insurance will receive a \$1.45 increase to their hourly wage. For an employee who is eligible for medical insurance to receive the opt out, they must attest in writing that they are either covered by other medical insurance that is employer sponsored or that they have other eligible coverage. If at any time the \$1.45 an hour creates a situation where the district would be in violation of the affordability provisions outlined by the federal government, the two parties agree to meet and discuss a solution.
- F. Monthly District Contributions:
For the 2024-2025 school year, the District shall provide a tiered insurance benefits plan to employees.
Tiered Rates with varied contributions 2024-2025:

Single employee	\$575.00
Employee + Spouse	\$1,269.00
Employee + Child	\$1,104.00
Employee + Spouse + Child	\$1,827.00
- G. For Members who select the highest deductible plan options, the District will contribute \$125.00 per month for those employees who have opted to participate in the District's Health Savings Plan (HSA).
- H. For members who do not qualify for an HSA contribution but meet the IRS qualifications to receive an FSA contribution, the District will provide an FSA contribution of \$41.50 per month.

- I. Beginning employees must work at least eleven (11) days in the first month of employment to be eligible for insurance coverage that month. Exiting employees, except those who have completed the school year and their individual working calendar, working less than eleven (11) days in the month will not be eligible for insurance coverage the following month.
- J. Any employee who retires prior to age 65 will be allowed to continue with the District family medical insurance at the employee's choice and expense subject to the law, rules and regulations of the insurance carrier.
- K. Employees will have the option to participate in a Section 125 Benefits Plan with the sole cost to the District to be a monthly processing fee per participant. For the Section 125 Benefits Plan to continue, the District's administrative fees may not exceed the District's saving from reduced payroll costs.
- L. The District does not guarantee against unilateral changes in benefits initiated solely by the insurance carriers (companies). In the event of carrier-initiated benefit or program changes during the life of this Agreement, the parties agree to bargain, upon demand, over potential changes in the benefit package or carrier.
- M. In order to assure nonstop medical coverage throughout the summer, employees NOT working twelve months will have their portion of the premiums for August and September paid prior to their last working day in the school year. Extra deductions will be taken in the months preceding June.
- N. Employees working twenty (20) or more hours but less than thirty (30) hours per week will be eligible for up to one-half of the insurance cap amount to be used for only the purpose of purchasing dental and vision insurance.
- O. In regards to Domestic Partners, insurance will only be offered as required by law and as allowed by the applicable insurance policy. Any current employee's domestic partnership as of June 1, 2019 will be grandfathered in and granted insurance benefits as allowed by the applicable insurance policy.

**ARTICLE 14
HOLIDAYS**

- A. Employees shall receive holidays, without loss of pay, as set forth in this Article.
- B. The following are observed holidays for all employees:
 - 1. Labor Day
 - 2. Veterans Day
 - 3. Thanksgiving Day
 - 4. Day after Thanksgiving
 - 5. Christmas Day
 - 6. New Year's Day
 - 7. Presidents' Day
 - 8. Memorial Day
 - 9. Independence Day (Members who are not scheduled to work at least 10 days in July will not receive this as a paid holiday.)
- C. An employee shall receive holiday pay if he/she is employed prior to and during the holiday. An employee's holiday pay shall be equivalent to one of his/her workdays.
- D. If an employee is required to work by their supervisor on an observed holiday, he/she shall receive the overtime rate of all hours worked in addition to his/her regular holiday pay.

**ARTICLE 15
COMPENSATION**

- A. Employees shall receive hourly pay rates as specified in the salary schedules in Appendix A.
1. The salary schedule for year 2024-2025 is shown in Appendix A. This salary schedule includes a 4.1% COLA. Step advancement will be given to eligible employees in 2024-2025.

B. Job position range placement shall be as follows:

Classification	Range
	1
	2
IA, SPED IA, Signer/Interpreter, Clerical Aide	3
Custodian, Credit Retrieval Assistant	4
Elementary Library Tech, Credit Retrieval/GED Options, Student Support Liaison	5
Jr./Sr. High Library Tech, Secretary, SPED Life Skills IA	6
Data Specialist/Special Programs Secretary, Groundskeeper	7
	8
Maintenance Assistant	9
Attendance Liaison/Campus Monitor	10
	11
	12
	13
Technology Specialist, Athletic Coordinator	14

- C. Members working the evening custodial shift shall be paid a 50 cent per hour shift differential. This differential shall not apply when evening shift custodial staff work a day shift.
- D. New employee's prior experience will be considered for placement on the salary schedule. Newly hired employees who have a bachelor's or master's degree shall be placed at a minimum of Step 3.
- E. Members will be paid in equal monthly installments as practically possible for their regular assignment. Members who select a ten-month pay schedule shall be paid on the 28th of each month from September through June. Members who select a twelve-month pay schedule shall receive one-twelfth of their yearly salary instead of the full amount actually earned. They shall be paid on the 28th of each month from September through August. If the 28th falls on a holiday or weekend, payday shall be the preceding workday.
- F. The District has the discretion to adjust checks that follow the use of unpaid leave, an end date before the end of the year, or other changes that cause an employee's yearly salary to decrease.

- G. In order to be considered for a step increase in the ensuing school year, an employee must be regularly employed for not less than ninety (90) workdays in the present school year. Step increases shall be 3.35%.
- H. Public Employees Retirement Systems
During the term of this Agreement, the District will participate in the public employee retirement plans required by law. The District will continue to pay the 6% employee contribution in accordance with the law.
- I. The parties recognize the revenue needed to fund the compensation provided by this Agreement must be approved by established budget procedures and in certain circumstances by vote of the citizens. All such compensation is therefore contingent upon sources of revenue and where applicable, voter budget approval.
- J. Each employee will receive a notice of classified employment for the ensuing school year by April 30 of the present year and must accept or reject the offer in writing within thirty (30) days. The notice will specify:
- 1) the employee's hourly salary,
 - 2) the number of hours that the employee's workday shall consist of,
 - 3) the number of days that constitutes the employee's personal work year.
- K. The District shall reimburse, up to a maximum of \$350.00 per occurrence, any regular employee required by law to have a physical examination in the course of the employment.
- L. The District will assume the cost of the criminal records check for all classified employees.
- M. When members are required to attend classes or training sessions outside of their regular workday, or when members have approval from their administrator/supervisor to work additional hours outside of their regularly scheduled working hours, all hours worked shall be paid at their hourly rate. Any time worked over forty (40) hours in a week shall be paid at a rate of time and one-half.
- N. When filling extra-duty positions within the District that are outlined in the Rogue River Education Association contract under Extra Duty, members shall be paid in accordance with the Extra Duty Pay Schedule article that is outlined in the RREA contract.
- O. The District will create a \$5,000 yearly professional development/tuition reimbursement pool. Employees and their current administrator can meet and discuss professional development opportunities for these funds. If the administrator and the employee agree on a professional development opportunity for the employee to pursue the District will pay for the registration fees, lodging, meals, mileage, and any other approved expenses for this activity. Funds may also be used for career improvement programs under the supervision of the administration. Classes must be related to work that can be done within the District. In addition, when members attend an approved professional development outside of their working hours, they shall be paid at their hourly rate for all hours worked.
By April 20th, any Classified employee can submit eligible unreimbursed expenses falling under Section P of this article to the Business Office. The unreimbursed expenses will be equally reimbursed based on total expenditure of the request until the \$5,000 limit is reached. For reimbursement purposes, employees will submit receipts and completed vouchers to the Business Department.

If any funds remain after these claims have been made, the District will distribute the remaining funds equally among classified employees with the May paychecks.

P. Members who are employed by the District as of December 5th of each year and have been employed by the District for 0-9 years will receive a \$350 retention bonus in December paychecks. Members who are employed by the District as of December 5th of each year and have been employed by the District for 10 or more years will receive a \$500 retention bonus in December paychecks. In addition, members who are employed by the District as of May 5th of each year and have been employed by the District for 0-9 years will receive another retention bonus of \$350 in May paychecks. Members who are employed by the District as of May 5th of each year and have been employed by the District for 10 or more years will receive another retention bonus of \$500 in May paychecks. Retention bonuses will not be prorated by FTE.

R. A member who receives a benefit under Workers' Compensation Insurance, Short Term Disability, or Paid Family and Medical Leave Insurance may elect to use accrued paid leave to make up the difference between their benefits and their normal salary. Upon receiving written notice of such an election, the District shall deduct and apply the number of accrued paid leave hours necessary to ensure that the member receives their normal salary.

**ARTICLE 16
WORKING SCHEDULE**

- A. Each employee shall report for the scheduled work on time as established by the site supervisor. If an employee cannot report on time, the employee shall notify the supervisor prior to the schedule not being met.
- B. If the start and/or end time of an employee's shift is changed, employees shall be provided with at least two weeks' notice of the change whenever possible.
- C. Each regular employee who works a shift of more than four (4) hours shall have scheduled an uninterrupted lunch period of not less than one-half or more than one hour, and such lunch period shall not be credited as time worked. The supervisor shall schedule the lunch period as nearly as is practicable to midshift.
- D. Eligible employees shall be compensated for all assigned hours worked in excess of their regular work schedule as follows:
 - 1. All assigned work in excess of forty (40) hours in any week at time and one-half the employee's regular rate of pay.

Overtime shall be computed to the nearest quarter hour. Overtime pay shall be based on the actual number of hours of work. For the purpose of computing overtime, all hours an employee actually works, excluding paid holiday, sick, personal and vacation hours, shall be credited as time worked in computing total work period hours. All overtime must be approved in advance by the Superintendent or designee.

- E. Regular hourly employees working eight (8) or more hours per day will have one (1) paid 15-minute break during the first half day of work and one (1) paid 15-minute break during the second half of the day.

Regular hourly employees working more than four hours but less than eight (8) hours per day will have one (1) paid 15 minute break during the first half day of work.

- F. Regular employees reporting to scheduled work, but not put to work, shall receive two (2) hour's pay providing that the District did not make a timely, reasonable effort to inform the employee that he/she was not to report to work.

- G. Working Out of Classification

An employee temporarily assigned by the District or who volunteers and is accepted to work in a position other than he or she is regularly assigned shall be considered working out of classification. Said employee shall be entitled to the rate of pay in the classification they are temporarily assigned to or volunteering in at the same step they are paid on while working in their regular assignment. In no case shall an employee receive less than their regular rate of pay.

At the termination of the temporary assignment, the employee's pay shall return to the regular rate.

- H. The day prior to Christmas shall be a nonscheduled, non-paid day. If an employee is required by the supervisor to work on this day, the employee shall be compensated at the overtime rate for all time worked.
- I. In the event of school closure or a delay in opening, classified employees, with the exception of employees deemed necessary by administration, will not report for duty and will be compensated as if there were not closure or delay. If the district adds school days in order for students to make up the lost time, then all classified employees shall be required to fulfill their regular duties during those days without additional compensation.
 - a) On a two-hour delay schedule, employees who are called in will report to work as close to their start time as possible.
 - b) All other classified employees will report to work two hours later than their regularly scheduled start time, but no later than the start of the delayed school day.
 - c) If a classified employee's regular start time is at the same time as or after the start of the school day, they will report to work at their regularly scheduled time.
 - d) The end times for shifts for classified staff will remain the same.

Any employee who was deemed necessary for the day and had to report to work will receive their normal daily wage in addition to the employee's regular rate of pay for hours worked.

J. Substitute Teaching

1. On days when a substitute teacher is needed, classified employees who hold the required license can choose to substitute teach within the Rogue River School District and will be paid the Oregon substitute teacher rate per ORS 342.610.
2. On days when a substitute teacher is not needed, or on days when a classified employee turns down an open substitute teaching position, they will remain in their classified position for that day and will be paid wages as specified in this agreement.
3. Classified employees who work under the conditions of #1 and 2 above shall receive Health Insurance Benefits as outlined in Article 13 regardless of the number of hours they work in a classified position, as long as they meet the weekly hour requirements for health insurance benefits as listed in Article 13. For the purposes of this section only, the "weekly hour requirements" refers to the classified employee's weekly hours worked in both the classified and substitute teacher positions.

- K. If an employee wishes to flex their schedule to attend an association meeting, they will provide at least 24 hours' notice to their supervisor. Requests shall be granted unless such request poses a hardship to the district.

ARTICLE 17
DUES DEDUCTION & EMPLOYEE INFORMATION

A. Association Dues

1. Dues Deduction Authorization

The District will deduct dues, fees, and any other assessments or authorized deductions to the Association in accordance with the payroll-deduction authorizations signed by members and provided to the Association. The Association will provide the District with a list identifying the employees who have signed such authorizations and the authorized deduction amounts. The District shall rely on the list to make the authorized deductions and to remit payment to the Association. The District shall enact dues deduction changes received by the 15th of the month in the following pay period.

2. Processing OEA/NEA Dues Deductions

Dues deductions shall be made monthly in an amount equal to one-tenth (1/10) of annual dues, commencing with the month of September and continuing through the June pay period. Deductions for employees who join the Association after the beginning of the school year shall be prorated on a twelve-month proration schedule.

3. Remittance of Dues Checks

a. Data to OEA

Within five (5) days after each pay period, the School District Clerk will send the Association a register of the NEA/OEA/RRACE dues, including voluntary Association contributions, deducted from each member's paycheck.

b. Payment to OEA

The School District Clerk will deduct OEA and NEA dues and remit such dues to OEA within five (5) days of the payday.

c. Payment to Rogue River Association of Classified Employees

The School District Clerk will deduct Rogue River Association of Classified Employees dues separately from OEA/NEA dues and such dues will be remitted to the Association Treasurer with five (5) days of the payday.

B. Employee Information

On January 15th, May 15th, and September 15th of each year, the District shall provide to the OF Member Specialist and the local OEA Consultant, in an editable digital file format, the following information for each bargaining unit members (both active members and non-members):

- First and last name

- First date of service
- FTE
- Classification or Title
- Worksite
- Position on the salary schedule (Range and Step)
- Annual salary
- Residential address or personal mailing address if they have been provided to the District
- Residential, cellular, and work phone numbers if they have been provided to the District
- Any means of electronic communication, including work and personal electronic mail addresses if they have been provided to the District

Whenever a new employee is hired into the bargaining unit, the District shall provide the above information, as well as their PERS classification, last four of their SSN, date of birth, and number of contracted worked days within 10 calendar days of hire.

The District shall also promptly notify the Association whenever an employee in the bargaining unit is placed on an unpaid leave of absence of longer than 90 days, retires, is terminated, is laid off, resigns, or changes their name.

**ARTICLE 18
COMPLAINT PROCEDURE**

- A. If a written complaint of sufficient gravity that may be used in the evaluation or discipline of an employee is registered with the district regarding an employee's performance or action the following is the procedure that shall be followed:
1. The supervisor receiving a concern may advise the complainant to discuss the matter with the employee in an attempt to resolve the situation prior to processing a complaint.
 2. If a complaint is filed with the supervisor, he/she shall discuss the complaint with the employee and provide in writing the full nature of the complaint. The discussion and written explanation of the complaint shall be within ten (10) working days of the receipt of the complaint, unless it is impractical to do so because of the absence of one or both of the parties or because of legal restrictions or ramifications.
 3. If the supervisor is able to complete the investigation in a timely fashion, the supervisor shall inform the employee in writing the disposition of the complaint within ten (10) working days after the meeting addressed in subsection 2 above. Any complaint placed in the employee's personnel file or materials placed in said file as a result of a third party complaint, shall identify the complainant.
- B. The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.
- C. Such complaints which are not discussed with the employee within ten (10) days shall not be considered in the evaluation process or in a disciplinary action except when the conduct complained of, if true, would constitute grounds for suspension or dismissal of the employee. Nor shall this Article have any application to complaints of such a nature that they may result in prosecution of suit or action, either civil or criminal nature, against the member or the District.
- D. All criticism of bargaining unit members shall remain confidential.

ARTICLE 19
Mentor Program

- 1) As part of the District's training program, each new hire will be assigned a mentor who works in their job classification. Being assigned to work as a mentor to a new hire shall be voluntary.
- 2) Mentors must have at least two years of experience working in the classification for which they are providing mentorship.
- 3) Mentors will be responsible for acclimating the mentee into their work environment, and for providing guidance, motivation, support, and role modeling for the mentee. Mentors will not participate in the evaluation of their mentee.
- 4) Mentors may serve in this role for a maximum of five months for each new hire they mentor. Mentors will track hours spent working with their mentees. Mentors will be paid their hourly rate for up to eight (8) hours per month worked in the mentor role in the first two (2) months and up to four (4) hours in the following three (3) months.

ARTICLE 20
SEPARABILITY OF PROVISIONS

In the event that any provision of this contract shall, at any time, be declared invalid by any court or competent jurisdiction, such decision should apply only to a specific article, section or portion thereof directly specified in the decision. Such a decision shall not invalidate the entire contract; it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect. At the request of either party, negotiations shall commence to find a mutually-satisfactory replacement for the unlawful or unenforceable provision.

ARTICLE 21
COMPLIANCE WITH INDIVIDUAL CONTRACT AND MASTER AGREEMENT

- A. Any individual contract between the District and an individual member heretofore or hereafter executed 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 during its duration, shall be controlling.

- B. This Agreement shall not be modified in whole or in part by either party except through renegotiation. Such modification shall be approved by the Association and the Board and reduced to writing.


**ARTICLE 22
TERM OF AGREEMENT**

- A. This Agreement shall be effective upon expiration of the preceding Agreement or upon ratification, whichever is later, and shall be binding upon the Board, the Association and its members and shall remain in full force and effect through June 30, 2025.
- B. Bargaining a successor agreement shall start by March 1, 2025 and be conducted in accordance with ORS 243.650, et seq.
- C. The parties agree to meet on or before March 15, 2023 to negotiate Article 13 – Health Insurance Benefits and Article 15 – Compensation for the contract year 2023-2024 in accordance with ORS 243.698.
- D. The parties agree to meet on or before March 15, 2024 to negotiate Article 13 – Health Insurance Benefits and Article 15 – Compensation for the contract year 2024-2025 in accordance with ORS 243.698.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its president and the Board has caused this Agreement to be signed by its Chairperson.

**ROGUE RIVER ASSOCIATION OF
CLASSIFIED EMPLOYEES**


ROGUE RIVER SCHOOL DISTRICT #35



Association Bargaining Chairperson


Chairperson, Board of Directors

6/14/23
Date

June 13, 2023
Date


Association President

ATTESTED TO:

Superintendent-Clerk

6/14/2023
Date

June 13, 2023
Date

Appendix A-1
2024-2025 Salary Schedule with 4.1% COLA

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Range 1	\$15.26	\$15.77	\$16.30	\$16.85	\$17.41	\$17.99	\$18.59	\$19.21	\$19.85
Range 2	\$15.77	\$16.30	\$16.85	\$17.41	\$17.99	\$18.59	\$19.21	\$19.85	\$20.51
Range 3	\$16.30	\$16.85	\$17.41	\$17.99	\$18.59	\$19.21	\$19.85	\$20.51	\$21.20
Range 4	\$16.85	\$17.41	\$17.99	\$18.59	\$19.21	\$19.85	\$20.51	\$21.20	\$21.91
Range 5	\$17.41	\$17.99	\$18.59	\$19.21	\$19.85	\$20.51	\$21.20	\$21.91	\$22.64
Range 6	\$17.99	\$18.59	\$19.21	\$19.85	\$20.51	\$21.20	\$21.91	\$22.64	\$23.40
Range 7	\$18.59	\$19.21	\$19.85	\$20.51	\$21.20	\$21.91	\$22.64	\$23.40	\$24.18
Range 8	\$19.21	\$19.85	\$20.51	\$21.20	\$21.91	\$22.64	\$23.40	\$24.18	\$24.99
Range 9	\$19.85	\$20.51	\$21.20	\$21.91	\$22.64	\$23.40	\$24.18	\$24.99	\$25.83
Range 10	\$20.51	\$21.20	\$21.91	\$22.64	\$23.40	\$24.18	\$24.99	\$25.83	\$26.70
Range 11	\$21.20	\$21.91	\$22.64	\$23.40	\$24.18	\$24.99	\$25.83	\$26.70	\$27.59
Range 12	\$21.91	\$22.64	\$23.40	\$24.18	\$24.99	\$25.83	\$26.70	\$27.59	\$28.51
Range 13	\$22.64	\$23.40	\$24.18	\$24.99	\$25.83	\$26.70	\$27.59	\$28.51	\$29.47
Range 14	\$23.40	\$24.18	\$24.99	\$25.83	\$26.70	\$27.59	\$28.51	\$29.47	\$30.46

Classification	Range
	1
	2
IA, SPED IA, Signer/Interpreter, Clerical Aide	3
Custodian, Credit Retrieval Assistant	4
Elementary Library Tech, Credit Retrieval/GED Options, Student Support Liaison	5
Jr./Sr. High Library Tech, Secretary, SPED Life Skills IA	6
Data Specialist/Special Programs Secretary, Groundskeeper	7
	8
Maintenance Assistant	9
Attendance Liaison/Campus Monitor	10
	11
	12
	13
Technology Specialist, Athletic Coordinator	14