COUNTER PROPOSAL TO SPS -

SPRINGFIELD EDUCATION ASSOCIATION

April 24th, 2025

I. RECOGNITION

Current language.

II. STATUS OF AGREEMENT

A. This Agreement will modify or replace any policies, rules, regulations, procedures or practices of the District that are contrary or inconsistent with its terms. It is recognized that school reform and other developments may generate proposals for changes in school structures or procedures that conflict with the Agreement. In such case, the District representative and the Association representative responsible for contract management will meet informally in an attempt to resolve the conflict. Solution options may include, but are not limited to, temporary suspensions of contract language, contract modifications and pilot projects for exploring new programs or procedures. When necessary, the issue may be referred to the bargaining teams **in writing. The Association agrees that if it does not file a demand to bargain with the District within fourteen (14) days of the written notification, the Association waives its right to bargain over the change or the impact of the change identified in the notice**. The parties will encourage employees, administrators and community members to provide information and ideas relative to the issue as they seek resolution.

B. If any provision of this Agreement is held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement will not be affected thereby, and upon the request of either the Board or the Association the parties will enter ~~into~~ negotiations **pursuant to ORS 243.702** for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

C. There will be two (2) signed copies of the final Agreement for the purpose of records. One (1) will be retained by the District and one (1) by the Association. The Board agrees to strive to duplicate sufficient copies of this Agreement for all employed licensed staff members and agrees to deliver those copies to the Association for distribution to licensed staff members within forty-five (45) days of ratification of this Agreement by both parties. **The District will post the current bargaining agreement and any MOA's on their website.**

III. GRIEVANCE PROCEDURE

A.-B. Current language.

C. REPRESENTATION AND RESPONSIBILITIES

1. Representation

Any grievant **initiating or responding to a grievance at any stage,** may be ~~accompanied at all stages of this procedure by an Association representative~~ **represented by counsel** and/or ~~an attorney of their own choosing.~~ **a designated Association representative.** ~~The Association will have the right to be present at all stages of the procedure.~~ If either party intends to bring an attorney to any stage of the grievance procedure, they will provide the other side at least three (3) days' notice of this intention.

2.-3. Current language.

D. OPERATING LIMITS

1.-4. Current language.

5. Grievance Form

Grievances will be filed **at the beginning of step two** on the form provided by the District**, located on the District website,** and will include the following:

a. A clear and concise statement of the grounds upon which the grievance is based.

b. The article or provision of the contract allegedly misinterpreted, misapplied or violated.

c. The specific relief requested.

d. The reasons why the grievant considered the decision rendered unacceptable.

e. The signature of the grievant.

6. Current language.

E. THE PROCEDURE

1. Level One: Supervisor

a. **If a grievance occurs during the school year,** a grievant will, within fifteen (15) **work** days of their first knowledge of the facts upon which the grievance is based, discuss it with their principal or immediate supervisor with the objective of resolving the matter informally. **If a grievance occurs during the summer, this discussion must occur within fifteen (15) work days once the school year begins.**

b. If the grievant is not satisfied with the informal disposition of their grievance, they ~~may file a written grievance with~~ **will email** their principal **or immediate supervisor** within ten (10) **work** days of the informal meeting **stating that they wish to start the official grievance process**. The principal **or immediate supervisor** will make a written decision within five (5) **work** days and attach it to the original written grievance **email**. During the five-day (5-day) period, the principal or supervisor may convene an additional informal conference by giving the parties two (2) days' notice of such conference.

2. Level Two: Superintendent

a. If the grievant is not satisfied with the disposition of their grievance the grievant may appeal in writing, **using the District's grievance form,** to the superintendent. The notice of appeal will include a copy of the decision being appealed and the ground or grounds for contending that the decision is unacceptable. The notice of appeal will be in writing and delivered to the Human Resources Office within ten (10) **working** days after the grievant receives notice of the Level One decision or within fifteen (15) days after presentation of the grievance, if no written decision was rendered at Level One.

b. Appeals to the superintendent will be heard by the superintendent or a designated representative within ten (10) **work** days of the superintendent's receipt of the appeal. Written notice of the time and place of the hearing and, if a representative is designated,

notice of such designation, will be given five (5) **work** days prior thereto to the parties in interest and the Association.

c. If a representative is designated by the superintendent to conduct the hearing:

(1)-(2). Current language.

(3) Within five (5) **work** days of hearing the appeal, the representative will render written findings and a recommended decision to the superintendent. The representative will provide a copy of the findings and recommended decision to all parties in interest. Within five (5) **work** days of the representative's recommended decision, either side may submit to the Superintendent written rebuttal evidence based on information submitted in the original grievance. **The grievant and/or their representative will have the right to speak in person with the superintendent along with submission of the written rebuttal if it is requested. If the in person option is requested it must occur within ten (10) work days of the representative's recommended decision.** Within ten (10) **work** days of the receipt of rebuttal evidence or the appeal hearing if there is no rebuttal evidence, the superintendent will communicate to all parties in interest the written decision which will include supporting reasons.

3. Level Three: Arbitration

Level Three is for disputes over the meaning and interpretation, or application of the terms of this Agreement. Arbitration related to reduction in staff will be conducted in accordance with procedures listed under Article XXII. REDUCTION IN STAFF.

a. Within ten (10) **work** days of the decision at Level Two, or if no written decision has been rendered within the required time, the grievant may address to the Association a request that the decision rendered under Level Two be submitted to arbitration. If the Association so determines, it may submit the contractual grievance to arbitration within five (5) **work** days after receipt of the request from the grievant, whose submission will be affected by notice to the District.

b.-f. Current language.

F. Current language.

VI. PAID LEAVES

A. 2. A. Current language.

~~B. ASSOCIATION LEAVE~~

OK with moving it to its own article. We will discuss the agreements/disagreements to the language in that article separately.

~~C.~~ **B. PAID** PERSONAL LEAVE

1. Allocation. At the beginning of the school year, each licensed staff member will be granted ~~three (3)~~ **five (5)** days of personal leave to be used at such time and for such reasons as deemed appropriate by each individual employee, subject only to the following limitations:

a. The employee shall give **at least** five (5) days' advance notice when leave is desired, unless circumstances beyond their control prevent such advance notice. The employee's ~~request~~ will state the date and time, either half day or full day, of the anticipated absence. **The employee will put the absence into the appropriate sub request system that is being used at the time of the request.**

b. Personal Leave cannot be revoked if it has been approved. The employee is not required to come back to work on the day that the leave was approved if the substitute cancels or the position is not filled.

~~b. Use of leave on any day before or after a holiday, or other recess period or during the first or last two (2) weeks of the licensed staff member's work year, for employee-initiated absences will be allowed under the following conditions:~~

~~(1) Requests for leaves must be made electronically and/or in writing to the building administrator.~~

~~(2) The Human Resources Department will approve a maximum of thirty (30) licensed staff members to be released for employee-initiated absences.~~

~~(3) Employee-initiated absences will include Paid Personal Leave, Professional Development paid days, and Personal Leave (unpaid).~~

~~2. Maximum licensed staff to be released on any one (1) day for employee-initiated absences for personal and professional leave will not exceed the following building ratio:~~

~~1 to 19 licensed staff — two (2) employees~~

~~20 to 29 licensed staff — three (3) employees~~

~~30 to 39 licensed staff — four (4) employees~~

~~40 to 49 licensed staff — five (5) employees~~

~~50 to 59 licensed staff — six (6) employees~~

~~60 to 69 licensed staff — seven (7) employees~~

~~70 to 79 licensed staff — eight (8) employees~~

~~80 to 89 licensed staff — nine (9) employees~~

~~90 to 99 licensed staff — ten (10) employees~~

~~3.~~**2.** With regard to use of this leave for personal needs, the intent of this provision is to provide leave for events that normally would cause the employee to be absent whether paid or not.

~~4. Absences for coaching athletic contests will not be included in these limits. The principal has the sole discretion to permit more licensed staff member absences on any day than the maximums described above.~~

~~5.~~**3.** The employee will be granted one (1) additional day of paid personal leave for retirement counseling, during the final year of employment under the PERS/OPSRP system.

~~6. Unpaid leave provisions are described in Article VIII.A, page 25.~~

4. Unused paid personal leave days that are not used at the end of the school year will be paid out to the employee at the current substitute pay rate.

~~D.~~**C.** SICK LEAVE

1. **Allocation.** Sick leave is granted at the rate of ten (10) days per year and will accumulate. **All employees will be credited with their full annual sick leave benefits on the first contract day of the school year.** A licensed staff member absent from work on sick leave will be paid their full salary for the period of such absence not exceeding the total amount of sick leave the licensed staff member has accumulated.

   Employees terminating before the end of their contract duty days who have used more days of sick leave than their service days entitle them to, will reimburse the District for the excess days paid to them through payroll deduction.

2. Current language.

3. Sick leave **shall be made available pursuant to the District's sick time policy and in accordance with any applicable state and federal laws. Such accrual and use of sick leave shall be credited against the individual employee's sick time allowance pursuant to ORS 332.507 and ORS 653.601 through ORS 653.661, and in accordance with Paid Leave Oregon.** ~~will cover the following situations~~

4. **Agree with District strike out of this section.**

5. - 11. Current language.

12. Short-Term Disability.

    The Association agrees that this section will not be in use while Paid Leave Oregon is in use. If Paid Leave Oregon ever stops being utilized then this section will be used again.

~~E. EMERGENCY PAID LEAVE~~

Agree to delete this section.

~~F.~~**D.** BEREAVEMENT LEAVE

Up to a maximum of ten (10) days' paid leave may be used for bereavement for spouse/ domestic partner, son, or daughter. Up to a maximum of three (3) days' paid leave may be used for bereavement for ~~spouse/same-sex domestic partner or~~ any of the following persons who have relationship to either the employee or the employee's spouse, such as: ~~son, daughter, mother, father,~~ sister, brother, aunt, uncle, niece, nephew, grandparent, grandchild or the spouse**/domestic partner** of any of the above or residents of the employee's home such as foster children, exchange students and roommates. Two (2) additional days may be used for in-state simultaneous multiple deaths in the employee's immediate family. ~~Five (5) days may be used for out-of-state death in the employee's immediate family.~~ **Out of state deaths in the employee's immediate family, where travel is necessary, another two (2) days of leave may be used.**

Should simultaneous, multiple deaths occur out of state, an additional three (3) days may be used. This leave is not charged against the employee's sick leave, nor is it cumulative. If additional days are needed to make a one (1) week block of time, an employee may use up to an additional two (2) days of sick leave. In cases where additional time is needed for bereavement, employees may request additional bereavement leave through OFLA and use their accumulated sick leave to create a total block of ten (10) days. These additional days would only qualify for family members defined in OFLA.

Each separate qualifying event (not simultaneous) will be eligible for the appropriate amount of paid leave days (3 or more days).

~~G. RELIGIOUS LEAVE~~

~~Licensed staff members may take up to three (3) days of Religious Leave for the purpose of observing religious holiday(s). Licensed staff members are required to report the absence and obtain a substitute when applicable. For each Religious Leave day taken, the licensed staff member will have the option of either:~~

~~1. Using an available Professional Development day, or~~

~~2. Having the gross pay of the teacher be deducted for this leave at the substitute rate of pay.~~

~~H.~~**E.** MILITARY DUTY LEAVE

Current language.

~~I.~~ **F.** OCCUPATIONAL ILLNESS OR INJURY

Current language.

~~J.~~**G.** SICK LEAVE BANK

The District and the Association will collaboratively manage a paid sick leave bank for unit members. The purpose of the sick leave bank shall be to provide additional sick leave days to eligible and participating ~~employees~~ **members** should a ~~long-term~~ illness or ~~catastrophic~~ injury**, impairment, or physical or mental condition, which is of an extraordinary or severe nature, cause, or will cause the member to** exhaust ~~the members'~~ accumulated sick leave. The sick leave bank shall also provide sick leave days to eligible and participating members to care for a child, spouse/partner, or parent as defined by OFLA/FMLA should the child, spouse/partner, or parent have a ~~long-term~~ illness or ~~catastrophic~~ injury**, impairment, or physical or mental condition which is of an extraordinary or severe nature, cause, or will cause the member to** ~~that~~ exhausts ~~the employee's~~ accumulated sick leave. The District and Association shall establish rules and regulations to govern the sick leave bank that meet these conditions.

1. - 4. Current language

5. Sick leave bank days shall be used by unit members who have a doctor's opinion stating they, their child, spouse/partner, or parent as defined by FMLA/OFLA are unable to perform their assigned responsibilities due to a ~~long-term~~ illness or ~~catastrophic~~ injury**, impairment, or physical or mental condition which is of an extraordinary or severe nature.** Sick leave bank days may also be used by members who have a doctor's opinion stating they need to care for their child, spouse/partner, or parent as defined by OFLA/FMLA due to ~~long-term~~ illness**,** ~~or catastrophic~~ injury**, impairment, or physical or mental condition which is of an extraordinary or severe nature.**

6. - 10. Current language.

11. **Sick leave bank members who not eligible for use of the sick leave bank may be allowed to ask for donations of sick leave days from other Association members. The member will inform HR that they would like to ask for donations. HR will then either send out the email request on behalf of the member or let the member know that the employee can send out the email request.**

H. **SPS Online is NOT a brick-and-mortar school. The program was created to be a more flexible option for students and parents, and that flexibility extends to the staff. The duties of teachers in this online format rarely have set hours when work must be completed. Therefore, when a staff member is unable to work at a given time, rather than requesting and being granted Sick Leave or Personal Leave, the person will "Flex" their time. The basic parameters include:**

1. **If a staff meeting is scheduled or in-person meetings with students/families (conferences) will be missed, Sick Leave must be requested and granted. This leave will include the hours that will be missed (ie. a two-hour meeting will require two hours of Sick Leave)**

2. **If the staff member will be sick or recovering for more than three (3) days, Sick Leave must be requested and granted. It is expected that staff will communicate with families and their administrator that they will be unavailable during this time.**

I. **PAID LEAVE OREGON**

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

1. **Throughout an employee's PLO leave the employee will be permitted to utilize any available paid leave accruals to make up the difference between the amount provided by PLO and the employee's normal workweek, based on assigned FTE. If the employee does not have available paid leave accruals, the District will allow the employee to utilize unpaid personal leave for the portion of each day not covered by PLO.**

2. **Employees on PLO leave will continue to accrue seniority and benefits, including health and pension benefits, on the same terms and conditions as if they were actively performing their job duties.**

3. **The District will ensure that the employee's PERS record remains in an active status while the employee utilizes PLO.**

4. **Employees requesting PLO time off will provide written notice, including an explanation for the reason the leave is requested, at least thirty (30) days before starting a period of family leave, medical leave, or safe leave. If the leave is not foreseeable (e.g., an unexpected serious health condition, premature birth of a child, unexpected adoption), the employee will be required to give notice within twenty-four (24) hours of the commencement of the leave. Failure to provide proper notice may delay PLO benefits to the employee.**

VII. PREGNANCY DISABILITY AND PARENTAL LEAVE

The District and the Association intend to coordinate a~~n employee~~ **licensed staff member**'s rights under Article VII with state and federal family leave law in a manner that ensures no loss of ~~an~~ a ~~employee~~ **licensed staff member**'s rights.

The District shall grant leave as required by Oregon and Federal law for the birth or adoption of a child. If additional benefits not included in this article are required by state and/or federal leave law, they shall be granted to the ~~employee~~ **licensed staff member** by the District.

Please note that all cases under this article will be addressed by the Human Resources Department on an individual basis.

A. PREGNANCY **DISABILITY** LEAVE

1. A pregnant ~~employee~~ **licensed staff member**, disabled because of pregnancy, may request a leave of absence for the period of disability. A newly hired ~~employee~~ **licensed staff member** must report to work at least one (1) day in order to be eligible for pregnancy **disability** leave under this Article.

    a. The ~~employee~~ **licensed staff member** will ~~give to~~ **provide** the ~~District~~ Human Resources ~~Office~~ **department with** electronic and/or written notice of intent to request leave at the earliest possible date after the necessity for leave becomes known to the ~~employee~~ **licensed staff member**.

    b. The District may require the ~~employee~~ **licensed staff member** to provide a written statement from the**ir** treating physician **indicating** that the ~~employee~~ **licensed staff member** is pregnant and suffering disability due to pregnancy that requires release from work:

        (1) The District may require a second opinion from a physician mutually acceptable to the District and the ~~employee~~ **licensed staff member**.

        (2) If no agreement on a second physician can be reached within a reasonable period of time, the District may request that the Bureau of Labor and Industries appoint a second physician.

        (3) The second medical opinion will be the final decision and will not be subject to appeal by the District or the ~~employee~~ **licensed staff member.**

2. During the pregnancy **disability** leave, the ~~employee~~ **licensed staff member** may, but is not required to, use earned sick leave **in accordance with the Oregon Family Leave Act (OFLA). Additionally, pregnancy disability leave may be available to licensed staff members through Paid Leave Oregon in accordance with Article VI.K. If no paid leaves are available through OFLA or PLO, or the member has exhausted all paid leaves, the licensed staff member may elect to use unpaid leave for the duration of the pregnancy disability.** ~~(Article VI.D)) or personal leave (Article VI.C). Unless the employee elects to use sick leave or personal leave, pregnancy leave will be without pay.~~

3. Early Termination of Leave.

    a. A~~n employee~~ **licensed staff member** on pregnancy **disability** leave may submit an electronic and/or written request to the Human Resources ~~Office~~ **department** for

early return from leave to resume ~~her~~ **their** position if ~~she~~ **they** regains~~ her~~ **their** ability to perform ~~her~~ **their** duties. The District may require medical certification, under the procedure established by this Article, of the ~~employee~~ **licensed staff member**'s ability to resume ~~her~~ **their** duties.

b. ~~An~~ **A** ~~employee~~ **licensed staff member** on pregnancy **disability** leave may submit an electronic and/or written request with the Human Resources ~~Office~~ **department** that ~~she~~ **they** be notified of any teaching positions, with less strenuous duties than ~~her~~ **their** former position and for which ~~she~~ **they** ~~is~~ **are** licensed and qualified, that become vacant during the period of the leave. The ~~employee~~ **licensed staff member** may submit a timely electronic and/or written request for early termination of leave and temporary transfer to such position under District- established procedures.

4. In lieu of leave, ~~an~~ **a** ~~employee~~ **licensed staff member** subject to this provision may request temporary transfer to any vacant and less strenuous teaching position for which ~~she~~ **they** ~~is~~ **are** licensed and qualified. The District may require medical certification, as provided by this Article, of the need for transfer.

5. The decision whether to grant a request for early return from leave or a request for temporary transfer under this article will be exclusively left to the District. An arbitrator will have no authority to rule on or consider any dispute regarding requests for early return from leave or temporary transfer. In the event of a dispute regarding such requests, the licensed staff member's recourse will be to appeal the decision through the Board Policy Grievance Procedures. The School Board's decision will be final and binding on the parties.

a. Following pregnancy **disability** leave, the ~~employee~~ **licensed staff member** will be reinstated to the position held at the commencement of leave unless the position has been eliminated. If the ~~employee~~ **licensed staff member**'s position has been eliminated, ~~she~~ **they** will be reinstated to a substantially equivalent position; provided that ~~employee~~ **licensed staff member**s on pregnancy **disability** leave are subject to the reduction-in-force provisions of this Agreement and state law to the same extent as ~~employee~~ **licensed staff member**s actively working.

B. PARENTING LEAVE

1. Eligibility and Notice

a. ~~An~~ **A** ~~employee~~ **licensed staff member** may take up to twelve (12) consecutive weeks of parenting leave **(bonding)**, under FMLA **and/or PLO**~~/OFLA laws~~, in the event of childbirth, **pre-placement,** or placement of an adopted or foster child in the home.

b. If two (2) family members are ~~employee~~ **licensed staff member**s and parenting leave is for twelve (12) weeks or less, the family members may divide the leave according to a plan submitted in the advance request for leave; provided that:

(1) Each family member may take only one (1) parenting leave per childbirth and the leave days must be consecutive, and

(2) Both ~~employee~~ **licensed staff member**s may take leave at the same time but are limited to the aggregate of twelve (12) weeks.

(3) When both family members are covered under FMLA/OFLA, they may each take up to six (6) weeks concurrently and then take additional total (aggregate) of twelve (12) weeks parenting leave separately. For example: If both parents want to take their full twelve (12) weeks of time allowed and have some time off together, they may stagger their leaves so that one (1) parent starts their leave at week one (1) through week twelve (12) and the other parent starts their leave at week six (6) of the first parent's leave, overlapping time off together for six (6) weeks and then continues their leave through the completion of their own twelve (12) weeks.

c. Leave may begin:

(1) On the date the ~~employee~~ **licensed staff member**'s child is born, or

~~(1)~~**(2) On the date pre-placement activities begin, or**

~~(2)~~**(3)** On the date an adopted or foster child is placed in the ~~employee~~ **licensed staff member**'s home.

d. The ~~employee~~ **licensed staff member**(s) must provide the ~~District~~ **Human Resources department** with notice of the dates for which leave is requested at least thirty (30) days prior to the ~~employee~~ **licensed staff member**'s last duty day.

(1) If unforeseeable circumstances prevent the ~~employee~~ **licensed staff member**(s) from providing thirty (30) days' notice, the ~~employee~~ **licensed staff member**(s) will provide the ~~District~~ **Human Resources department** with the maximum notice possible under the circumstances.

(2) Failure to provide the required notice may result in the delay of commencement of the leave up to three (3) weeks from the date notice is received by the ~~District~~ **Human Resources department** and a reduction of the period of leave for which the ~~employee~~ **licensed staff member**(s) is eligible to request pay of up to three (3) weeks, at the District's discretion.

e. Beyond FMLA **and/or PLO** ~~/OFLA~~ leave entitlements, an ~~employee~~ **licensed staff member** may request unpaid parenting leave to create a block of time up to twelve (12) consecutive months of parenting leave, subject to the other provisions of this article, in the event of child birth or placement of an adopted or foster child in the home.

(1) If two (2) family members are covered by this agreement, only one (1) family member will be eligible for unpaid parenting leave beyond FMLA/OFLA entitlement.

f. Parenting leave **through FMLA** is not available to ~~employee~~ **licensed staff member**s who are surrogate parents, seasonal or temporary ~~employee~~ **licensed staff member**s, or ~~employee~~ **licensed staff member**s who have been employed fewer than one hundred eighty (180) days prior to the birth or adoption of the child. **Parenting leave in these circumstances may be available through PLO, subject to the determination made by the administrators of the PLO program.**

2. Paid/Unpaid Status

   a. During the first twelve (12) weeks of leave the ~~employee~~ **licensed staff member**(s) may, but is not required to, use accumulated unused sick leave or personal leave. In such cases, paid leave is limited to unused, accumulated sick leave or personal leave.

   b. Paid leave in excess of twelve (12) weeks will be granted only if the Human Resources ~~Office~~ **department** receives a physician's written verification of ~~employee~~ **licensed staff member** illness or disability requiring release from work. In such cases, paid leave is limited to unused, accumulated sick leave or personal leave.

   c. If holidays, non-contract days or vacation days, for which the ~~employee~~ **licensed staff member** would not ordinarily be charged a leave day if absent, fall within the twelve-week (12-week) period immediately following birth or placement of an adopted or foster child in the ~~employee~~ **licensed staff member**'s home, they will neither extend the twelve- week (12-week) period nor be charged against the ~~employee~~ **licensed staff member**'s accrued leave account.

   d. Premature birth does not extend the right to request paid leave beyond twelve (12) weeks. However, in the event of premature birth, an ~~employee~~ **licensed staff member** who has requested a total of twelve (12) weeks of leave or less will be granted an extension of leave until the date the physician certifies the infant has reached the developmental stage of twelve (12) weeks; provided that the ~~employee~~ **licensed staff member** submits an electronic and/or written request for extension of leave.

   e. Except as specifically provided by this Article, parenting leave in excess of twelve (12) weeks will be without pay.

3. Return from Leave

   a. If the parenting leave is limited to twelve (12) weeks or less, the ~~employee~~ **licensed staff member** will be reinstated to the position held at commencement of leave, unless the position has been eliminated. If the position has been eliminated, the ~~employee~~ **licensed staff member** will be assigned to a substantially equivalent position.

   b. Return from leave in excess of twelve (12) weeks will be at the beginning of the school year or the beginning of the second semester, unless the District and the ~~employee~~ **licensed staff member** mutually agree to some other date.

      (1) A District decision to grant a request to return at a time other than the beginning of the school year or the beginning of the second semester will not obligate the
      District to grant such a request from another ~~employee~~ **licensed staff member**, or the same ~~employee~~ **licensed staff member**, at a future date.

      (2) If a child is born, or an adopted or foster child is placed in the home, during the summer recess when school is not normally held, the ~~employee~~ **licensed staff member** may take up to two (2) full semesters of leave.

      (3) If the parenting leave extends beyond twelve (12) weeks, the ~~employee~~ **licensed staff member** will be reinstated to a substantially equivalent position.

(4) In no case will parenting leave in excess of one (1) year be granted.

c. Notwithstanding any other provision of this Agreement, ~~employee~~ **licensed staff member**s on parenting leave are subject to the reduction-in-force provisions of this Agreement and State law to the same extent as ~~employee~~ **licensed staff member**s actively working.

d. The provisions above notwithstanding, a parenting leave may not extend beyond the contract of a temporary or part-time licensed staff member.

C. COORDINATION OF PREGNANCY **DISABILITY** AND PARENTAL LEAVES

Pregnancy **disability** leave does not extend parenting leave. Eligibility for paid or unpaid parenting leave will be reduced by the corresponding amount of paid or unpaid pregnancy **disability** leave taken after the birth of the child. In no case will pregnancy **disability** and parenting leave combine to:

1. Create a total leave period after childbirth in excess of one (1) year, or

2. Extend the contract of a temporary or part-time licensed staff member.

D. BENEFITS DURING AND FOLLOWING PREGNANCY **DISABILITY**/PARENTAL LEAVE

1. If an ~~employee~~ **licensed staff member** elects to use sick leave or personal leave during pregnancy **disability** or parental leave, the District will continue the same contributions for benefits during paid leave as the ~~employee~~ **licensed staff member** was entitled to while working.

2. ~~Employee~~ **Licensed staff member**s on unpaid leave may purchase insurance through COBRA (at step rates) for the duration of their leave, not to exceed one (1) year. The District will inform any ~~employee~~ **licensed staff member**s who have been approved for a leave of absence, or who inquire about an unpaid leave, of their insurance options and the cost of coverage to the ~~employee~~ **licensed staff member**. Continuation of insurance benefits beyond twelve (12) weeks of FMLA/OFLA **and/or PLO** leave in the preceding twelve-month (12-month) period will be at the expense of the ~~employee~~ **licensed staff member** on leave.

3. All benefits to which the licensed staff member was entitled at the time pregnancy **disability** or parental leave commenced, including seniority and unused accumulated sick leave will be restored to the licensed staff member upon return.

4. There will be no accrual of benefits or employment credit during unpaid leave, except that seniority will accrue during leave to the extent required by law.

VIII. UNPAID LEAVES

All unpaid leaves within this Article are limited to one (1) year in five (5) inclusively. Exceptions for emergencies are considered on an individual basis. ~~Aggregate total of licensed staff members on leave within this Article (excluding VIII.A) will not exceed 5 percent (5%) of the teaching force. If necessary, a priority system based on length of service will be followed.~~

A. **UNPAID** PERSONAL LEAVE **(SHORT-TERM)**

~~1.~~ Licensed staff members will be granted unpaid personal leave for up to six (6) days during any three-year (3-year) period. Request for such leave shall be submitted to the **Human Resources department, once approved by the building administrator,** ~~District~~ at least five (5) days prior to the commencement of said leave, except in the case of an emergency.

~~2. Use of leave on any day before or after a holiday, or other recess period or during the first or last two (2) weeks of the licensed staff member's work year, for employee-initiated absences will be allowed under the following conditions.~~

~~a. Requests for leaves must be made electronically and/or in writing on the "Employee Exception Time Report" forms to the building administrator.~~

~~b. The Human Resources Department will approve a maximum of thirty (30) licensed staff members to be released for employee-initiated absences.~~

~~c. Employee-initiated absences will include Paid Personal Leave, Professional Development paid days, and Personal Leave (unpaid).~~

~~3. Maximum licensed staff to be released on any one (1) day for employee-initiated absences for personal and professional leave will not exceed the following building ratio:~~

~~1 to 19 licensed staff - ---two (2) employees~~
~~20 to 29 licensed staff - -- three (3) employees~~
~~30 to 39 licensed staff --- - four (4) employees~~
~~40 to 49 licensed staff -- - -- five (5) employees~~
~~50 to 59 licensed staff - - six (6) employees~~
~~60 to 69 licensed staff -- - seven (7) employees~~
~~70 to 79 licensed staff -- - --- eight (8) employees~~
~~80 to 89 licensed staff -- --- - nine (9) employees~~
~~90 to 99 licensed staff - - - - ten (10) employees~~

~~E.~~**B. UNPAID PERSONAL LEAVE (LONG-TERM)** ~~PROFESSIONAL LEAVE~~

A licensed staff member may apply for a one-year (1-year) personal leave for VISTA and other

similar national service, or a two-year (2-year) personal leave for Peace Corps or a teaching position at an international school based upon the following factors:

1. ~~The leave is non-paid.~~

2.-7. Current Language.

C. **UNPAID** PROFESSIONAL LEAVE

1. Any contract licensed staff member may apply for a non-compensated leave of absence for one (1) semester or one (1) school year once during each five-year (5-year) period for the purpose of taking additional training or any activity which, in the opinion of the District, would result in benefit to the District. ~~As per Administrative Procedure GCBD/GDBD-AR, the~~ **The** District will consider requests for extensions to unpaid professional leave on a case-by-case basis.

2. Requests for leaves of absence must be **submitted** in writing **to the Human Resources department** ~~and state~~ stating the reason**(s),** ~~or reasons,~~ for the request.

3.-5. Current language.

~~C.~~**D.** MILITARY LEAVE

Current language.

~~D.~~**E.** EMERGENCY LEAVE

Current language.

~~E. NON-PAID LEAVE, PERSONAL~~

Moved to Section B instead.

F. RETURN FROM LEAVE

Current language.

G. NOTICE OF INTENT TO RETURN

1. Licensed staff members on any approved leave of absence, paid or unpaid, through the end of a school year must deliver to the District written notice of intent to return to employment for the subsequent school year. Written notice must be received by the Human Resources **department** ~~Office~~ no**t** later than April 1 of the school year the leave is taken. Failure to deliver timely written notice will constitute resignation of employment effective the date notice was due.

2.-3. Current language

H. EXTENSIONS AND RENEWALS

All extensions or renewals of leaves will be applied for in writing **to the Human Resources department** and the response of the District will be in writing.

I. - J. Current language.

X. ASSOCIATION DUES AND PAYROLL DEDUCTION

A. The District agrees to deduct Association dues, assessments and voluntary contributions from the salaries of bargaining unit employees as requested by the Association on behalf of the employee. Requests to deduct Association dues will be honored when received in writing from the Association by the fifteenth (15th) of the month prior to the month deductions are to be made. Such authorization will continue in effect from year to year unless revoked in writing by September 30th.

Pursuant to such authorization, the District will deduct the dues in ten (10) equal deductions beginning in November. Deductions authorized after the commencement of the school year will be pro-rated so that the full amount will be deducted by the end of that licensed staff member's payroll period.

The District agrees to provide to the Association **and OEA** information that includes an initial report of each new employee's **name, date of birth**, social security number, home address, **email** and phone, work location, position, FTE, and date of hire. Initial reports shall be made as soon as the new employee information is available. Subsequent monthly reports will include any changes to the above information, any change in employment status (e.g., starting and ending dates for unpaid leaves of absence, termination), and the effective date of any change in employment status. **The District shall provide the Association with the above information for any new hire within 10 calendar days of the date of hire.**

B. Current language.

C. If an employee gives written notification to the ~~Human Resources~~ **Payroll** Department of an alleged District clerical error in the employee's payroll deductions for the current school year, the District will investigate. Within thirty (30) working days of verifying such a District clerical error, the District will correct the error. The District's liability for any such error will be retroactive to the date of verification of the error, provided that if the District erroneously pays money to the Association, the Association will promptly remit such money to the injured party upon notification.

D. The District agrees to deduct from the salaries of its licensed staff members as requested by the licensed staff member:

1. Premiums for approved insurance and annuity programs.

~~2. Contributions to the United Way Fund.~~

~~3. Payment to credit unions.~~

~~4.~~**2.** Other items as approved by the District.

E. - G. Current language.

XI. INSURANCE

A. Current language.

B INSURANCE MATRIX

The District and Association agreed to apply to an insurance matrix, which covers medical, dental and vision insurance for all licensed employees, the full bargained amount of the District's monthly contribution towards premium for each employee. The matrix will be adjusted annually in consultation with the Joint Insurance Committee.

1. The District's monthly contribution for ~~2022-2023~~ **2025-2026** will be one thousand ~~two~~ **three** hundred-sixty-five dollars (~~$1,265~~**$1365**) per month ~~and~~, for ~~2023-2024~~ **2026-2027** the District's contribution will be one thousand ~~two~~ **four** hundred ~~ninety~~ **sixty-five** dollars (~~$1,290~~**$1465**) per month**, for 2027-2028 the District contribution will be one thousand five hundred sixty-five dollars ($1565).**

2. - 3. Current language.

C. Current language.

D. VOLUNTARY EARLY RETIREMENT (VER) INSURANCE

1. This section applies to all eligible licensed staff members who elected to participate in the District's Voluntary Early Retirement (VER) Plan and have retired from the District.

2. A VER retiree may elect medical insurance under the plan for current employees as follows:

a. Single retirees will be enrolled as single coverage.

b. Retirees with spouses will be enrolled as two-party (2-party) coverage.

c. Retirees with families will be enrolled as full family.

d. Retirees may also enroll in a supplemental insurance plan.

3. The District's contribution for VER retirees electing single, two-party (2-party), full family, or supplemental plans, will be the step rate for the elected coverage. The District's contribution will be the same as for current employees, including the cap limitation. VER retirees will receive the same benefits resulting from pooling or blending of rates as active step- rated licensed staff members.

The same dental and vision plan provided for current employees will be provided for the VER retiree and spouse.

a. Insurance coverage for the VER retiree and spouse will terminate upon eligibility for Medicare or at age sixty-five (65), whichever comes first.

b. In the event of the VER retiree's death prior to age sixty-five (65), the employee's spouse will be eligible for insurance for ten (10) years or until eligible for Medicare or age sixty- five (65), whichever of the three (3) comes first. The District's

contribution for medical insurance coverage will be as above.

4. **When spouses are both retirees of the District and both are eligible for Voluntary Early Retirement, they may combine the amount of the District contributions for each and select desired insurance coverage at the regular open enrollment period.**

5. **The District will provide a one-hundred-fifty-dollar ($150) monthly stipend for a VER retiree who elects to opt out of District insurance coverage. The stipend will be paid for the same length of time as the retiree's insurance would have been in effect. To qualify for the stipend, the retiree can no longer be covered by ANY District insurance plan**

E. INSURANCE ACCESS BEYOND RETIREMENT

Retiring staff shall have the option to buy into the district health insurance plan until they reach the age to qualify for Medicare.

XII. SALARY SCHEDULES

A. SALARY INDEX

Salary Schedules for ~~2022-2023~~ **2025-2026, 2026-2027,** and ~~2023-2024~~ **2027-2028** are based on a three-point-seven-five percent (3.75%) horizontal index and a three-point-seven-five percent (3.75%) vertical index.

B. SALARY SCHEDULE

1. Effective the first month of the ~~2022-2023~~ **2025-2026** school year, employees on the Salary Schedule will receive a **seven percent (7%)** ~~five percent (5%)~~ Cost of Living Adjustment (COLA). Effective the first month of the ~~2023-2024~~ **2026-2027** school year, employees on the Salary Schedule will receive a **seven percent (7%)** ~~four percent (4%)~~ Cost of Living Adjustment. **Effective the first month of the 2027-2028 school year, employees on the Salary Schedule will receive a seven percent (7%) Cost of Living Adjustment (COLA).**

2. Current language.

3. Current language.

4. All licensed employees will receive a ~~three-hundred-dollar ($300)~~ **five-hundred-dollar ($500)** stipend in their September paycheck for use on classroom supplies, professional development, etc. No accounting or receipts are required for these funds.

5. **Employees who have contributed twenty-five (25) years as a licensed staff member to Springfield Public Schools will receive a $5000 retention stipend to be paid in three (3) of the employee's final years. These years will be elected by the employee when they are to be awarded prior to**

October 1 at the start of the school year. After a maximum of three (3) years of awarded stipend the employee will receive no further stipend. The award years do not need to be consecutive.

C. INITIAL PLACEMENT **ON THE SALARY SCHEDULE**~~/SALARY COLUMN ADVANCEMENTS~~

	A	B	C	D	E	F	G
Teachers	B	B+23	B+45	B+68 or M	B+90 or M+22 or B+67 w/M	B+105 or B+90 w/M or M+45	M+90 or PhD
Nurses **(proposed)**	LPN	RN **(w/ADN or diploma) or LPN+23 or LPN+230 CEU**	**RN+220 CEU or LPN+45 or LPN+450 CEU**	RN+B **or RN+450 CEU**	RN+M **or RN+68 or RN+680 CEU**	**RN+M+22 or RN+90 or RN+M+220 CEU or RN+900 CEU**	**RN+PhD or RN+M+45 or RN+M+450 CEU**

1. Upon initial employment, teachers will be placed on the salary schedule above **in accordance with the Oregon Pay Equity Law and** according to the standards set forth in this article. ~~After employment, teachers who meet the criteria for higher salary columns in accordance with this article may advance to such higher columns.~~

2. **Initial Placement on the salary schedule (Column).** Degrees and credits must be awarded by an accredited college or university in order to be applied for initial placement ~~or advancement~~ on the salary schedule.

3. **Initial Placement on the salary schedule (Step).** Placement on the salary schedule will be based on full-year teaching experience. Experience will not be awarded for substitute teaching or partial years' service. Full-year teaching experience is equal to one-hundred thirty-five (135) days within a school year. **After initial placement on the salary schedule, step advancement will be awarded for each year of full-year teaching experience.**

4. Current language.

5. Teachers hired to teach approved vocational courses, and who hold a special vocational license in addition to a basic or standard certificate, will be placed on the salary column that reflects their academic training.

   a.-b. Current language.

   c. The remedy for error or omissions made by the District which results in column misplacement disadvantage of the unit member shall be fully retroactive.

6. - 9. Current language.

10. **Newly-hired employees who have completed a probationary period of three (3) years at another Oregon school district will serve a probationary period of one (1) year.**

D. OFFICIAL TRANSCRIPTS

Transcripts will be submitted prior to October 5th to qualify for retroactive pay to the beginning of the school year for column advancements. Transcripts turned in on or before May 5th will qualify for retroactive pay to April 1. If the indicated date (October 5th or May 5th) falls on a weekend, the transcript must be submitted by the Monday following the indicated date. Pay for retroactivity may be included in the first check after advancement or distributed over the remaining monthly checks.

Licensed employees may file with the District a letter signed by an authorized official of the institution of higher education to verify the qualification to advance to a higher column on the current salary schedule in lieu of official transcripts on or before ~~October 1~~ **October 5th or May 5th**, to qualify for the increased pay. The official transcripts will be filed with the District as soon as available.

E. Current language.

F. ~~HOURS TOWARD~~ **COLUMN** ADVANCEMENT

1. **Eligible Coursework. To qualify for column advancement, courses must be directly related to the employee's current teaching assignment, a future assignment with the District, performance goals for District evaluation, or an approved professional development area that benefits student learning. Hours used toward advancement from one column to another must be earned from an accredited college or university. If hours or credits are not Graduate level, they must be pre-approved by the building administrator or the Human Resources director in order to guarantee use for advancement on the salary schedule.**

   ~~Hours used toward advancement from one column to another must be earned from an accredited college or university. Hours or credits earned must be classified as Graduate Hours, except for non-Graduate hours or credits related to the member's current assignment, performance goals for District evaluation, or Continuing Professional Development Plan for relicensing. In order to be counted, undergraduate hours or credits must be earned after January 1, 2004.~~

2. The number of hours used to advance to the next column is based on "quarter hours." Each semester credit earned at a college or university will count as one and one-half (1.5) quarter hours.

3. ~~After June 30, 2010, non-Graduate hours must be pre-approved by the building administrator or the Human Resources director in order to guarantee use for advancement on the salary schedule.~~ **Moved this idea to number 1.**

4. ~~Courses taken without pre-approval will only count for salary advancement pending approval by the Human Resources director.~~

~~5.~~**3.** School Nurses~~, and~~ Athletic Trainers**, CTE employees** may use Continuing Education (CE) hours **or undergraduate credits** to move across the salary schedule provided the courses relate to the employee's assignment at the time of the course. Ten (10) Continuing Education hours is equal to one (1) quarter credit hour (Article XII.I). Course hours will begin accumulating as of August 29, 2017. Continuing Education hours used for national certification (Article XXII.G) will not count for movement on the salary schedule.

4. Verification and Documentation. Upon successful course completion, licensed staff members must provide an official transcript.

G. Current language.

H. TAX SHELTERED ANNUITY

A. All certified employees will receive a monthly stipend of $200.

B. Stipend Options: Members may spend their monthly stipend, under any of the options below.

Each member will designate in writing to the District's finance department how their stipend will be expended.

Option 1: The monthly stipend will be deposited into a Tax-Sheltered Annuity (TSA account selected from a list of carriers available to District employees.

Option 2: The monthly stipend will be directed to an account within the Section 125 plan.

Option 3: The monthly stipend will be taken as additional salary.

I. All compensation, pay, stipend, or other dollar amounts in the entire Contract Bargaining Agreement shall be automatically increased by at least the salary schedule cost of living (COLA) each year.

XVI. REQUIRED TRAVEL

A. Licensed staff members will not be **permitted** ~~required~~ to drive students to activities which take place away from the school building**, except those licensed staff members who are trained and certified through the Transportation department to operate and drive Type-10 and/or Type-20 vehicles as part of their coaching and/or activity leader duties.** ~~A licensed staff member may do so voluntarily, however, with the advance approval of their principal or immediate supervisor, they will be compensated at the current state mileage rate for the use of their own automobile.~~

B. Licensed staff members will be reimbursed at the current **IRS** ~~State~~ mileage rate if required in writing by the District to drive their personal automobiles while performing District-assigned duties.

C. Current language.

XIX. VACANCIES AND TRANSFERS

A. VACANCIES

1.- 3. Current language.

4. At least four (4) current full- or part-time licensed staff members applying for and meeting the **minimum** qualifications of a posted vacancy, or any vacancy point-five (.5) FTE or greater, will be ~~given an interview~~ **interviewed**.

5. Current licensed staff members who apply for and are not interviewed, or are interviewed but not selected for listed vacancies, will be personally notified in writing by the **hiring supervisor** ~~Human Resources Offices~~ as to the reasons. Unsuccessful candidates for open positions may contact the **Human Resources department** ~~Director of Human Resources~~ for additional information.

B. Current language.

C. INVOLUNTARY TRANSFERS

1. Each year, the District will determine the appropriate staffing levels for buildings and departments. Once FTE allocations have been determined, the District will inform building or department administrators of any reductions in FTE for the following school year.

2. In the event that a building or department administrator has been informed of an FTE reduction that requires an involuntary transfer, the building or department administrator will notify licensed staff members of the reduction and provide an opportunity for licensed staff members to volunteer for the transfer. If more than one licensed staff member expresses interest in the involuntary transfer, the building or department administrator will make a determination and notify each licensed staff member of their decision within five (5) days of receiving their request, including the explanation(s) as to why the request was not granted.

~~When building administrators are informed that the projected FTE for their building is being reduced for the coming year, the District and/or the building administrator will informally request and consider qualified volunteers to be involuntarily transferred. Involuntary transfers made in order to maintain a part-time employee's FTE shall not be subject to this stipulation. Building administrators will notify staff who are not granted a request for involuntary transfer in writing within ten (10) working days of the decision, including the explanation(s) as to why the request was not granted.~~

~~2.~~**3.** A licensed staff members will be notified as soon as possible of a pending involuntary transfer and have the opportunity to make known to the appropriate administrators their wishes regarding a new assignment. A licensed staff member designated to be involuntarily transferred will be informed of appropriate vacancies known at the time they are told of the transfer decision. The licensed staff member may request and be granted an interview for any of the known vacancies.

~~3.~~**4.** An involuntary transfer shall not be effected or announced until the licensed staff member has been notified in writing. A conference shall be held with the receiving administrator as soon as possible.

~~4.~~**5.** The licensed staff member being involuntarily transferred or given an assignment change to another building during the school year **once the contract year has begun** will be provided a minimum of three (3) duty-free working days to prepare for the new assignment unless the circumstances involving a change of assignment do not allow for three (3) duty-free days. In that case, the licensed staff member will receive ~~two (2)~~ **three (3)** days' pay at their daily rate.

~~5.~~**6.** A licensed staff member notified of involuntary transfer **prior to the beginning of the school year** ~~for the succeeding school year~~ will be provided three (3) extended contract days to

prepare for the new assignment**, unless the circumstances involving a change of assignment do not allow for three (3) extended contract days. In that case, the licensed staff member will receive three (3) days' pay at their daily rate in lieu of extended contract days.**

~~6~~**7.** If it is necessary for an employee to return to school for additional licensure to properly qualify under **ORS 342.125** ~~ORS 342.135~~ for the new position to which the employee is involuntarily transferred, the District will pay the full tuition or provide the necessary programs.

~~7~~.**8.** A licensed staff member who has been involuntarily transferred because a program or position has been eliminated due to budget cuts will be given first chance to return to the program or position once it is reinstated. In the event the program or position is reinstated after the start of the school year, the District can temporarily fill the position for that year; however, the licensed staff member who had been involuntarily transferred will be given the opportunity to return to the program or position the following school year.

~~8.~~**9.** Any licensed staff member who has been involuntarily transferred and who applies for a voluntary transfer the following year will be granted an interview for any requested positions that meet their endorsement.

D. CLASSROOM MOVES

In the event a licensed staff member is required by the principal or District to move to another classroom in the same building, the licensed staff member will be given two (2) duty-free days or the equivalent of two (2) days' pay to complete the move. Licensed staff members will not be compensated for employee initiated classroom moves.

If a staff member is hired after in-service week the employee will be given two (2) duty-free days or the equivalent of two (2) day's pay to set up their new classroom.

XXIII. VOLUNTARY EARLY RETIREMENT

Agree to delete this article. Move the section about insurance into the Insurance Article like proposed.

XXIV. JOB SHARING

We agree to delete this article.

Article__: ASSOCIATION LEAVE AND RELEASE TIME

A. ASSOCIATION LEAVE DAYS

1. Upon request of the Association, the District will grant to the Association thirty-five (35) days leave **for Association business** at no cost to the Association.

2. Contract language**.**

3. An additional thirty-five (35) days of leave will be granted upon request for which the Association will reimburse the District for the cost of the substitutes, if used, at the

established substitute rate of pay. ~~The use of these days will conform to the purposes specified in Article VI.B.2.~~

~~A.~~**B. ASSOCIATION PRESIDENT RELEASE TIME**

1.-4. Current language.

~~5. The Association will arrange for separate Workers' Compensation insurance coverage for the president.~~

6.-8. Current language.

ARTICLE ____: SPS ONLINE

A. ROLES AND RESPONSIBILITIES

1. The SPS Online School is unique in its nature from brick-and-mortar programs. Due to the nature of the program, participation and therefore the number of students and prep changes throughout the year. As a teacher's assigned student numbers go up the number of preps should go down.

	Full-time Staff	**Full-time Staff**	**Part-time Staff**	**Part-time Staff**
Number of Preps	**1 - 7**	**8+**	**1 - 3**	**4 - 6**
Number of Students	**Up to 210**	**Below 175**	**Up to 130**	**Below 100**

2. Both the number of assigned students and the number of assigned preps are ranges. Due to the nature of the Online School, numbers may temporarily exceed the range. Numbers will not exceed the range for more than four school weeks.

3. In the event enrollment in the Online School drops before these numbers for all teachers, adjustments will be made. Teachers may be assigned one additional prep for every reduction of **fifteen (15) to twenty (20)** ~~15-20~~ students. At no time will a teacher be assigned more than **twelve (**12**)** preps.

4. When a new prep is added responsible staff will have one week of lead time to prepare calendars, checklists, and gradebooks before students begin the program of instruction**, whenever possible. If not possible, staff will be paid the equivalent of 2 days of pay to prepare at their per-diem rate.**

B. IN-PERSON TIMES

1. SPS Online is a virtual program. The vast majority of work is completed online. This section ~~of the MOA discusses~~ **outlines expectations for** the only in-person aspects of the position and does not impact or eliminate online meetings with students, peers or the whole staff.

2. In-person staff meetings may occur up to one (1) time per month for up to ninety (90) minutes. Up to four (4) hours per month may be set aside for Learning Center

Sessions with the Sessions themselves occurring in time periods of at least two (2) hours.

3. In-person meetings will follow these guidelines:

   a. Times will be jointly set by the staff and the administration.

   b. Meetings will occur during the building hours of Brattain Campus; and

c. The number of meetings may be increased if jointly agreed to by the staff and administration. ~~These guidelines do not impact or eliminate online meetings with students, peers, or the staff as a whole since the majority of the work is done online.~~