**SEA Counterproposal 6/11/25**

**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.~~

**SEA Counterproposal 6/11/25**

## I. RECOGNITION

A. This Agreement made the 9th of May 2022, by and between the Board of Directors on behalf of Springfield Public Schools, Lane County, Oregon, herein called "Board" or "District", and the Springfield Education Association herein called "Association".

B. The Board recognizes the Springfield Education Association, an affiliate of the Oregon Education Association and the National Education Association, as the exclusive representative, as defined in Oregon Revised Statutes (ORS) 243.650(1), of all full- and part-time contract, probationary, or temporary licensed employees. All nurses, athletic trainers, licensed social workers, psychologists, occupational therapists, physical therapists, speech language pathologists, and board-certified behavior analysts are included in this definition.

C. Specifically excluded from the bargaining unit are supervisory, executive, confidential personnel, substitutes, **interns** and licensed personnel who are contracted to work as tutors. "Substitutes" are defined as licensed staff members hired on a daily basis who may be assigned up to ninety (90) consecutive workdays in one (1) assignment during one (1) school year.

D. All District-initiated charter school licensed staff members must be licensed and shall therefore, be covered by the collective bargaining agreement.

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## VI. PAID LEAVES

A. COURT APPEARANCE LEAVE

1. Employees receiving notice that they are being called to jury duty will inform their building administrator and then keep the building administrator updated on both whether or not they have to report and whether or not they are selected to serve on a jury. In addition, employees receiving notice that they are being called to jury duty during September or the working days in June must petition the court for release.

2. Judicial or Administrative Proceedings:

   a. Licensed staff members subpoenaed in a judicial or administrative proceeding in which the licensed staff member is neither a party nor has an interest will not lose compensation for the term of the appearance.

   b. If a licensed staff member must appear in a court on a case in which the licensed staff member does have an interest (is not part of the licensed staff member's District responsibilities), the pay of a substitute shall be deducted from the licensed staff member's salary after all personal leave is exhausted.

   c. The District will not provide paid leave for any licensed staff member for participation in action taken against the District.

   d. A member testifying before the School Board regarding a recommendation for dismissal, contract non-extension, or non-renewal of another employee shall not lose compensation for the period of appearance.

3. Payments to the licensed staff member for jury duty and witness fees will be endorsed by the licensed staff member payable to the District unless the absence was a non-paid day as defined in Article VI.A.2. The licensed staff member may keep their mileage fees.

~~B.~~ ~~ASSOCIATION LEAVE~~ (Moved to a separate article).

~~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. 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.~~**2.** 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.~~

**3. Unused paid personal leave days that are not used at the end of the school year will be paid out to the employee at fifty dollars ($50) less than 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. Employees on unpaid leave in excess of fifteen (15) calendar days in any month will not earn sick leave for that month.**

2. Licensed staff members new to the District who attend the new licensed staff member in-service day(s) prior to the beginning of the school year will receive one (1) additional sick leave daily per each day of orientation.

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:~~

   ~~a. Absence due to illness of the employee. "illness" will include an absence due to miscarriage, pregnancy, pregnancy-related complications and an absence due to quarantine.~~

   ~~b. Absence due to serious enough illness or accident of 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 of any of the above or residents of the employee's home such as foster children, exchange students and roommates, to enable the employee to be near the immediate families during such emergency period. Leave for other than serious enough illness of a member of the family is not covered.~~

4. Notification of Accumulation of Sick Leave. Each licensed staff member will have access to an electronic accounting of their use and accumulation of sick leave.

5. The District will provide electronic means by which the licensed staff member will notify the District of an absence. The licensed staff member will give notice of said absence in a timely manner such that the school can make arrangements for meeting classroom responsibilities. So that meaningful instruction can occur in their absence, the licensed staff member will provide a plan for the guest licensed staff member unless extreme or unforeseen circumstances prevent it. The District may require medical certification of the illness after five (5) consecutive days.

6. A licensed staff member returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the Board or furnish a medical doctor's certificate of health prior to returning to work.

7. If, at the beginning of a school year, a licensed staff member, previously employed for at least one (1) school year, is ill and unable to resume teaching duties, and such licensed staff member had unused accumulated sick leave days at the end of the prior school year, previously accumulated sick leave days may be used while the licensed staff member is ill and unable to work. Such licensed staff member will not be credited with any additional sick leave days until the date of return to teaching duties.

8. All sick leave benefits from the District will terminate and will be forfeited upon termination of employment for any reason, except for PERS retirement purposes.

9. Any employee obtaining sick leave benefits by fraud, deceit or falsified statement, will be subject to disciplinary action.

~~10. All employees will be credited with their full annual sick leave benefits on the first contract day of the school year. 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. Employees on unpaid leave in excess of fifteen (15) calendar days in any month will not earn sick leave for that month.~~ *(All of this moved into #1 above).*

~~11.~~**10.** When the reason for sick time under SB 454 is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

~~12. Short-Term Disability.~~

~~a. Employees who suffer illness or injury not covered by the District's Workers' Compensation Insurance may be entitled to an advancement of sick leave under the following conditions.~~

(1) The employee must be totally disabled with respect to the duties of the regular assignment, as verified by competent medical evidence, and must continue to be disabled during the term the benefits of this section are received. Disability that extends only to extra-duty assignments or other special assignments beyond the regular assignment is not covered by this Article. The District may require an examination by its physician, at District expense, to determine whether disability, as defined in this section, exists or continues to exist. For any purpose of determining disability connected with this Article, the District physician's conclusion will be the final determination and is not subject to review.

(2) The employee must meet all of the conditions for eligibility for the District's long-term disability insurance except completion of the waiting period for the initiation of benefits.

(3) The employee must exhaust all accrued paid leave, such as sick leave, and professional development/personal leave, before any advancement of sick leave may be made.

b. For employees meeting these eligibility requirements, the District will advance sick leave, not to exceed forty (40) days, after the onset of disability and exhaustion of paid leave up to the earliest occurrence of the following:

(1) the completion of the waiting period for eligibility for the District's long-term disability insurance program, or

(2) forty (40) workdays, or

(3) the date the employee is no longer totally disabled.

c. When physically able to do so, the employee will execute a promissory note with the District.

(1) The note will provide for repayment to the District of all salary paid to the employee during the term of sick leave advancement.

(2) Repayment will be made on a mutually acceptable schedule, not to exceed five (5) calendar years from the date of return to duty, and will be by payroll deduction.

(3) If the employee refuses to execute the promissory note, or does not return to work for the District upon medical release, advancement of sick leave will cease and the full amount of the salary paid will be due and payable to the District immediately.

~~d. If the employee cannot return to work because of permanent, total disability or death, the repayment of costs will be waived by the District.~~

~~E. EMERGENCY PAID LEAVE~~

~~Members of the sick leave bank who have exhausted all applicable leave may apply to the Director of Human Resources for paid emergency leave, as referenced in administrative regulation GCBDE-AR. This leave may be requested to care for immediate family members who have a long-term illness or catastrophic injury. For emergency paid leave, immediate family is defined as spouses, same-sex domestic partners, parents and children.~~

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

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. 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. **If a licensed employee is out of sick leave they can apply to the sick leave bank to cover paid leave use with OFLA.**

**Each separate qualifying event (not simultaneous) will be eligible for the appropriate amount of paid leave 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

The District will comply with all State and Federal Leave laws.

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

Licensed staff members who sustain an injury or illness compensable by Worker's Compensation will have the benefits provided below:

1. If the licensed staff member is absent from work and unable to perform regular normal duties, the District will pay the difference between the licensed staff member's regular salary and Worker's Compensation benefits for the time absent from work until accumulated sick leave has been exhausted.

2. Hours of accumulated sick leave will be deducted from the licensed staff member's sick leave account in proportion to the regular salary paid that is not covered by Workers' Compensation.

3. If the licensed staff member has an accepted Workers' Compensation claim as a result of being injured by a student, and is absent from work in excess of ten (10) work days and unable to perform regular duties, the District will pay the difference between the employee's regular salary and worker's compensation benefits beginning after the tenth day of absence for the remaining period of absence or until the Workers' Compensation claim is closed. The employee's sick leave will not be affected.

~~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. Unit members' participation in the sick leave bank shall be voluntary.

2. The maximum annual contribution of paid sick leave hours to the bank by a unit member shall be sixteen (16) hours. If the sick leave bank is at its maximum number of hours, unit members can join and their contributions will be deducted from their individual sick leave

account and credited to the sick leave bank when the bank total drops below the maximum. Leave will be prorated based on FTE.

3. The maximum number of sick leave hours in the bank to be used in any school year shall not exceed six thousand (6000).

4. Unit members shall only be eligible for use of sick leave hours in the bank days after they have exhausted all their available individual sick leave and personal leave days.

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. The maximum number of consecutive sick leave bank days a unit member can use is sixty (60) workdays (prorated based on FTE). A unit member is not eligible for sick leave bank days if the member is receiving compensation under Workers' Compensation, long-term disability, or PERS disability.

7. All paid sick leave hours contributed to the sick leave bank shall be deducted by the District from the contributor's sick leave account at the time of contribution. Such contributions are irrevocable and shall remain in the bank.

8. A joint committee consisting of the Director of Human Resources, Payroll and Benefits Supervisor, SEA Insurance Chair, and SEA Bargaining Chair, will evaluate union member applications for the sick leave bank.

9. If the unit member disagrees with the committee's decision, the member may appeal. If the reason for the denial is based on incomplete or missing documentation the member may provide missing documents to the committee for further review. If the basis is for other reasons, the member may appeal to the Superintendent and the SEA president or their designees. The decision will be binding and not grievable.

10. Sick Leave Bank request forms may be accessed through the District website under Human Resources in the forms directory.

**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.**

5. **If Paid Leave Oregon is discontinued, SEA and the District agree to open up Article VI to bargain Short-Term Disability language.**

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## 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 **six point five percent (6.5%)** ~~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 **six point five percent (6.5%)** ~~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 six point five percent (6.5%) Cost of Living Adjustment (COLA).**

2. Employees who have fifteen (15) years as a licensed staff member in the District will receive a longevity stipend as part of their annual salary. The stipend as part of their annual salary. The stipend will be calculated at a one-point-five percent (1.5%) of step one (1) of the employee's current column. Part-time employees are included with no proration based on FTE. An official leave of absence does not constitute an interruption in consecutive years of service.

3. Beginning July 1, 2023, employees who have twenty-five (25) years as a licensed staff member will receive an additional longevity stipend as part of their annual salary. This stipend will be calculated at an additional one-point-five percent (1.5%) of step one (1) of the employee's current column, for a total of three percent (3%) of step one (1) of the employee's current column. Part-time employees are included with no proration based on FTE. An official leave of absence does not constitute an interruption in consecutive years of service.

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 $3000 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 | LPN | RN | **RN+23** | RN+B | RN+M | **RN+M+22** | **RN+PhD or RN+M+45** |

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 (Column).** 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.

4. After initial placement on the salary schedule, step advancement will be awarded for full-year teaching experience**, which is one hundred thirty-five (135) days or more in a school year.** ~~Hours or credits earned must be classified as graduate level, except for non-graduate hours or credits related to the members' current assignment, performance goals for the District evaluation, or Continuing Professional Development Plan for recertification. 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. The superintendent or designee reserves the right to award non-accredited hours for coursework deemed by the District to be equivalent hours awarded by accredited institutions.~~

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. Initial step placement for these employees will be determined by granting credit for teaching experience in accordance with this article. Step placement will be determined by crediting one (1) year of teaching experience for each two (2) years of paid, trade-related experience at the journeyman level.

    b. After initial placement on the salary schedule, step advancement will be awarded for full-teaching experience.

6. Licensed staff members who were previously employed by the District as Educational Assistants will be granted up to three (3) additional years of experience for initial

placement on the salary schedule. One (1) year of credit will be granted for every two (2) years of continuous service as an Educational Assistant.

7. As of July 1, 2020, licensed staff members will be credited with years of experience for teaching abroad at an accredited school for purposes of initial placement on the salary schedule.

8. LPN's and RN's will be placed accordingly in the highest column for which they qualify educationally. (An RN with BA+90, for example would be placed in the BA+90 column, rather than the RN+BA column).

9. To the extent a licensed staff member's placement on the salary schedule is not conspicuously determined by the above, that members' placement will be determined in accordance with the Oregon Pay Equity Law and will be based on relevant education and work experience.

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.**

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**11. If the District makes an error during the initial salary schedule placement, the District will correct the error, retroactive up to the beginning of the school year, up to the year prior of the school year in which the error was discovered. If the error results in an overpayment of the licensed staff member, the District agrees to spread the resulting deductions over the remaining paychecks for the school year.**

D. OFFICIAL TRANSCRIPTS

**Transcripts will be submitted prior to October 1st 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 1st 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 **or May 5th**, to qualify for the increased pay. The official transcripts will be filed with the District as soon as available.

E. SALARIES OF LESS-THAN-FULL-TIME LICENSED STAFF MEMBERS

Salaries of less-than-full-time licensed staff members will be pro-rated based on full-time equivalence (FTE).

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.~~**3.** **Pre-Approval Process. Prior to enrollment in coursework used for column advancement, licensed staff members will submit a request for course approval to Human Resouces for preapproval. Requests should include a course description, syllabus (if available) and a brief explanation of how the course applies 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. If the course is not approved, an explanation will be given of how the course does not fall into one of the approved areas above, within 10 days.** ~~Courses taken without pre-approval will only count for salary advancement pending approval by the Human Resources director.~~

~~5.~~**4.** 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.

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

G. Employees shall be eligible for experience increments if they are "in paid status," i.e., working, on paid leave, or otherwise paid (e.g., on holiday), for seventy percent (70%) of one (1) school year. However, if one does not meet the seventy percent (70%) threshold by virtue of taking FMLA or OFLA leave, the person will nonetheless receive the step increase; and if the District exercises its rights under the FMLA/OFLA "Special Rules for Teachers" to require one to remain on leave through the end of the the term, and that causes the person to drop below the seventy-percent-day (70%-day) threshold, they will nonetheless receive the step increase.

**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.**

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## XV. SUPPLEMENTAL PAY AND APPAREL SERVICE

A. SUPPLEMENTAL PAY

The determination of the need for the services and the assignment of duties listed in this Article are at the sole discretion of the District.

~~Supplemental pay for each position listed under Section C of this Article will be calculated utilizing the per diem rate of the employee and the number of hours of work performed or by multiplying Step 01 of the Non-VER Salary Schedule by the percentage listed for the position.~~

B. SUPPLEMENTAL PAY POSITIONS

1. High School Department Chairpersons support key leadership functions in our comprehensive high schools and will be paid their hourly rate of pay. **They will be paid based on the number of hours required to be in department lead meetings, amount of time to run department meetings, and time to complete other required department lead duties. The department leads will submit a timesheet monthly to be reimbursed for their time. At the beginning of the year the required duties for each department lead will be communicated to know which duties are to be completed and thus reimbursed. Department leads will be selected by building administration but they will take input from the department when making the decision.** ~~up to a maximum number of hours as determined by the District. The maximum number of hours will be determined by the work to be completed as well as by potential funding sources. (Refer to Instruction Department procedures specific to high school department leadership for additional information on compensation, hiring process, and annual time lines.)~~

2. Elementary Administrative Assistants**. Elementary licensed staff members may be asked to fill this role to help support school operations. Those assigned these duties will receive a stipend equal to** seven-point-four-two percent (7.42%) **of Column One, Step One of the licensed salary schedule.**. When situations require that administrative assistants need help in their duties, assistance may be provided from the District, including authorization for substitutes.

3. Instructional support licensed staff members (i.e. literacy, math, behavior, and TAG) **may be assigned on a voluntary basis based on school-specific needs. The employee** will be paid their hourly rate of pay ~~a maximum number of hours as determined by the District.~~ **The employee will submit their time-sheets monthly to the District following the normal District procedures. At the beginning of the school year the duties to be completed and the amount of paid time will be communicated. If at any point the amount of time given to complete the scope of the job does not match the amount of hours paid, the employee can request more paid time, substitute release days, or workload assigned to be lessened. At the time of the request the District will reassess the scope of the job, the hours given to complete the work and will readjust the position hours of pay or amount of work if possible. If none of those requests can be fulfilled, the employee is able to step down from the position without repercussions.** ~~In addition, substitute release days will be provided up to a maximum number~~

~~of days as determined by the District. These positions for which zero (0) FTE is assigned will be voluntary positions.~~

4. Educational Technology Leaders will be assigned an Educational Technology Leader fund or stipend. The fund allocated to pay Educational Technology Leaders may be used for stipends, or extra duty days, or compensating additional help. For the fund to be used other than a stipend, a plan will be submitted to and approved by the principal. Educational Technology Leaders will receive the following stipend and extra duty days and will sign an agreement with the District on an annual basis outlining the duties and responsibilities associated with the assignment.

   a. Site-based Educational Technology Leaders.

      (1) Each elementary, secondary, middle and small high school will be allocated one (1) Educational Technology Leader.

      (2) Each comprehensive high school will be allocated two (2) Educational Technology Leaders.

   b. Training Days.

      (1) Educational Technology Leaders shall be provided with one (1) training day before in service week.

   c. Extra Duty Days.

      (1) Educational Technology Leaders will be provided extra duty days to prepare for school in order to support teachers during in-service week as follows:

         (a) Large schools (more than 500 students) will be allocated three (3) extra duty days.

         (b) Medium schools (250 – 499 students) will be allocated two (2) extra duty days.

         (c) Small schools (less than 250 students) will be allocated one (1) extra duty day.

         (d) Educational Technology Leaders will be provided with one (1) extra duty day to prepare for the end of the school year.

   d. Compensation.

      (1) Educational Technology Leaders will receive an annual stipend of five hundred dollars ($500) and a school based stipend calculated as follows:

         (a) Elementary, middle and small high schools: Base plus 1.5 multiplied by (number of students).

(b) Comprehensive high schools: Base plus 1.5 multiplied by (number of students), divided by two (2).

(c) Base = column one (1), step one (1) multiplied by 4.4 percent.

5. Saturday School. Licensed staff members who supervise Saturday School shall be paid at the hourly rates, based on Step 05 on the Bachelor's column of the non-VER salary schedule. Maximum hours will be set as follows: high school licensed staff members will not exceed six (6) hours per week and middle school licensed staff members will not exceed four (4) hours per week.

~~6. Athletic Directors, nine-point-two percent (9.2%) per season (three [3] seasons in a year).~~

~~7. Elementary Head Licensed Staff Members, fifteen-point-oh-four percent (15.04%).~~

**6. Site-based Equity and Inclusion Leadership Team Members. Each elementary, middle, and high school will be allocated one (1) Equity and Inclusion Leadership Team member.**

**a. Extra Duty Days.**

**(1) Equity and Inclusion Leaders will be provided with one (1) extra-duty day for training before in-service week.**

**(2) Equity and Inclusion Leaders will be provided with one (1) extra duty day to prepare for the end of the school year.**

**b. Compensation. Equity and Inclusion Leaders will receive an annual stipend of twenty-five hundred dollars ($2500).**

**7. Site-based Student Union/Student Alliance Facilitators. Each student union/student alliance group will be allocated one (1) facilitator.**

**a. Approved Student Union/Student Alliance Groups**

**1. Facilitators will be allocated for each approved Student Union and/or Student Alliance. This list of approved groups are:**

**Asian (or AAPI) Student Union**
**Black Student Union**
**Gender and Sexualities Alliance**
**Latinx Student Union**
**Multicultural Student Union**
**Native American Student Union**
**Women's Empowerment Alliance**
**Mind Body Divergence Alliance**
**Justice League**

**2.** **Any request to add a Student Union or Student Alliance must be reviewed and approved by the Association and the District in Contract Maintenance in order for the facilitator to be compensated in accordance with this agreement.**

**b.** **Compensation**

**1.** **Elementary. Facilitators of Elementary Student Unions and/or Student Alliances will receive an annual stipend of seven-hundred fifty dollars ($750).**

**2.** **Secondary. Facilitators of Secondary Student Unions and/or Student Alliances will receive an annual stipend of one-thousand five-hundred dollars ($1500).**

**8.** BILINGUAL AND BILITERATE TEACHING COMPENSATION Licensed staff members ~~teaching in a dual immersion teacher position~~ who are certified as bilingual and biliterate**, or bilingual specialization**, **or have passed a similarly recognized bilingual/biliteral certification** will receive a stipend of ~~two thousand ($2000)~~ **three thousand ($3000)** per year for the time they hold the ~~teaching position and the~~ certification.

**9.** **Elementary Blends**
**An elementary member who has been assigned to teach a single grade level/or other position, and who receives notice on or after August 1st that the District is now requiring the member to teach a blended classroom of two grade levels, is entitled to a stipend of two percent (2%) of their salary.**

C. EXTENDED CONTRACTS

~~At the start of the year, the District designee will determine which of the "maximum of" categories are eligible for extended contract along with the number of days they will receive. Categories listed without "maximum of" will receive their stated days. Licensed staff members receiving extended contracts will be paid at their hourly rate determined upon their base pay. These days will be submitted on time sheets and paid during the next available pay cycle. Members will be notified by the building principal in September and the information shared with the SEA in October.~~

**Before the start of each school year, building administrators will submit requests for extended contract days to the District office based on recommendations from their departments and anticipated programmable needs. The District will review all requests and assign extended contract days. If the days assigned do not match the days requested a reason will be communicated in writing as to why the days were not assigned and suggestions as to what work will not be completed due to the lack of paid time to complete it.**

1. ~~Industrial Education~~ **Career Technical Education** Teachers—~~a maximum of four (4)~~ **a minimum of two (2)** days.

2. Family and Consumer Studies Teachers—~~a maximum of three (3)~~ **a minimum of one (1)** day~~s~~.

3. Senior High Librarians—~~a maximum of ten (10~~) **a minimum of five (5)** days.

4. Mid-School Librarians—~~a maximum of six (6)~~ **a minimum of three (3)** days.

5. Elementary Librarians—~~a maximum of four (4)~~ **a minimum of two (2)** days.

6. Art Teachers—~~a maximum of three (3)~~ **a minimum of one (1)** day~~s~~.

7. High School Counselors—~~a maximum of ten (10)~~ **a minimum of five (5)** days.

8. Mid-School Counselors—~~a maximum of six (6)~~ **a minimum of three (3)** days.

9. Elementary Counselors—~~a maximum of two (2)~~ **a minimum of one (1)** day~~s~~.

10. High School Science—~~a maximum of three (3) days per high school per year if required by the District to perform detailed inventory of science equipment.~~ **a minimum of one (1) day.**

11. Transition Record-Keepers.

    a. Elementary fifth-grade teachers—**a minimum of** one-half (1/2) day

    b. Middle School eighth-grade block teachers—**a minimum of** one-half (1/2) day.

    c. In elementary K-8 schools, fifth-grade and eighth-grade block teachers— **a minimum of** one-half (1/2) day.

12. Middle School Physical Education**, Science, Art, and STEM/Shop/CTE** Teachers ~~will receive by request only - one (1) day of extended contract at the end of the school year for cleaning and storing equipment.~~ **a minimum of one-half (½) day.**

**13. High School ASB Advisors - a minimum of one (1) day**

D. LICENSED STAFF MEMBER SUBPOENAS

A licensed staff member subpoenaed by the District or required in writing by the District to attend legal hearings during a licensed staff member vacation period or after the end of the contracted work year on days when the licensed staff member is not otherwise required to be on duty, will Be paid at their hourly rate determined upon their base pay for the time spent in such hearings.

E. NONPROFESSIONAL DUTY PAY

The District will pay licensed staff members at an hourly rate for those duties assigned by a building principal or activities director for which the licensed staff member must return to the school or activity beyond those hours or duties for which they are normally paid. All licensed staff members will have the opportunity to have their names included on the list of those requesting voluntary assignment to nonprofessional duties available in the District.

For the ~~2022-2023~~ **2025-2026** contract year, the District will pay licensed staff members at the rate of ~~eighteen dollars ($18.00)~~ **twenty dollars and five cents ($20.05)** per hour for such duties. **During the 2026-2027 contract year, the District will pay licensed staff members at the rate of twenty dollars and forty-five cents**

**($20.45) per hour for such duties. For the 2027-2028 contract year, the District will pay licensed staff members at the rate of twenty dollars and eighty-six cents ($20.86) per hour for such duties.** ~~In each subsequent year, the rate will increase by the same percentage by which the salary schedule increases.~~

F. WORKSHOPS AND CURRICULUM ACTIVITIES OUTSIDE THE SCHOOL DAY

Licensed staff members participating in District-sponsored workshops and curriculum activities outside the school day and not including professional development duties and responsibilities will be paid according to the following schedule:

1. Required time will be paid an hourly rate determined upon their base pay.

2. Stipend positions:

   a. A list of stipend-related positions covering duties, tasks and roles that fall outside the employee's work responsibilities will be developed and maintained by the District.

   b. A scope of the work outlining the level of work, amount of time, deliverables, and stipend amount will be provided to the employee

   c. Stipends will be determined with the following calculation: estimated time required times forty dollars ($40) per hour.

3. Work that is receptive in nature or that requires minimal sharing of information will be paid at the rate of thirty-five dollars ($35) per hour.

G APPAREL SERVICE

Based upon a determination of need by the school administration and according to rules adopted by the administration, shop coats will be furnished and laundered by the District for Vocational and Industrial Education teachers and laboratory coats will be furnished and laundered for Art and Science teachers. These coats will be provided within ten (10) working days of the first contract day. If the District is unable to provide them by this time, the licensed staff member will be compensated for any loss to personal clothing and for cleaning costs.

~~H. EXTENDED SEASON PAY FOR ATHLETICS~~ *(Agree to move this to Article 14)*

**SEA Counterproposal 6/11/25**

## XXI. PROFESSIONAL DEVELOPMENT

A. CONFERENCE ~~AND CREDIT~~ FUND

The District will establish a ~~thirty-thousand-dollar ($30,000)~~ **forty-thousand-dollars ($40,000)** fund to be administered jointly by the Association and District. ~~As of July 1, 2020, the District will increase the fund to forty-thousand-dollars ($40,000).~~ Licensed staff members may apply for reimbursement up to ~~fifteen-hundred dollars ($1,500)~~ **two thousand ($2000)** for professional development experiences including conferences ~~and credit classes~~**, workshops, or other experiences that may help them reach their professional goals**. The joint committee will be composed of three (3) members appointed by the District and three (3) appointed by the Association and will meet to review applications ~~twice per~~ **each** year.

1. Application for reimbursement must be pre-approved by the joint committee **prior to registering for a conference and making travel arrangements if out-of-state travel is needed. The out-of-state travel for licensed staff members must be pre-approved by the District leadership team.**

2. Applicant must show a connection between their chosen task and their current/future assignment, professional goals, building goals, district initiatives or student learning goals.

3. Applicant must submit and receive approval for professional development activities that they will facilitate at the building or district level.

4. Applicant may not have received reimbursement in the previous three (3) years, unless there are no other viable candidates.

5 If an employee uses personal ~~and/or professional~~ leave days for the conference, the District will match the number of days up to a maximum of three (3) days per person and a maximum of thirty (30) days overall of substitute time.

**6. Applicant may only receive funding once per activity.**

**7. The activity the applicant is requesting money for must have occurred within three (3) years before or within the year after the application.**

**B. Tuition Reimbursement Fund**

**The District will establish a forty-thousand-dollars ($40,000) fund to be administered jointly by the Association and District. The joint committee will be composed of three (3) members appointed by the District and three (3) appointed by the Association and will meet to review applications quarterly.**

**1. Application for reimbursement must be pre-approved by the joint committee prior to registering for the course(s).**

**2.** **Reimbursement shall be available for up to a maximum of six (6) quarter credits per school year.**

**3.** **Reimbursement shall be provided upon submission of:**

**a.** **Proof of successful course completion and**

**b.** **Itemized proof of tuition payment.**

**4.** **Reimbursement shall cover tuition, fees and books. Reimbursement will be made on the next paycheck based on the payroll cut-off date and the date of the submission of the request,**

**5.** **Coursework must be directly related to the licensed staff member's professional responsibilities, applicable to their current or future positions in an educational field, current building or District goals, or in an approved program leading to an advanced degree or endorsement in an education-related field.**

**6.** **Licensed staff members must remain employed by the District for the duration of the course(s). No longer being an employee of SPS either by voluntary resignation or termination, prior to completion of the course(s) may result in forfeiture of eligibility.**

~~B.~~**C.** PROFESSIONAL DEVELOPMENT FOR LICENSED EMPLOYEES

The District will provide professional development support to each employee for the purpose of collaboration and professional development as follows:

1. Professional Development Hours

a. Each year, the District will develop a work calendar that includes twelve (12) hours of teacher directed professional development, which will include an (8) hour block of time on the Statewide In-service Day in October. **The other (4) four hours will be on the first day back after winter break. It will be the first (4) four hours of the workday. If there is a need for an academic day to be added back on this date, the association and district will collaboratively discuss where to move this (4) hours of member directed PD time on the calendar.**

b. Early release days as identified on the academic calendar will be District directed time.

~~3. Professional Development Days~~

~~In addition, each employee will have available each year two (2) paid release days for participation in professional development activities related to the employee's current or District-approved future teaching assignment or, as approved by the principal, to observe teacher(s) in the classroom or for a clinic related to a current extracurricular assignment. Release days may be denied if not requested at least five (5) days in advance.~~

a. To access these professional days, the employee must both:

(1) Show a connection between their chosen task and their professional goals, building goals, district initiatives or student learning goals (SLG), AND

(2) Articulate how they plan to share their learning upon return. Plans for sharing the learning must be impactful to others' practice, submitted at the time of the request and approved by the building administrator before the leave occurs. Share out ideas may include but are not limited to a written summary; discussion(s) with his/her teaching partner(s), grade- or subject-level team, PLC, leadership team, building, or peers in another school; or offering a professional development activity (Seminar or other) to staff in the District.

(3) As of July 1, 2020, if a teacher is enrolled in a three (3) day Research for Better Teaching (RBT) module while accessing their two (2) professional development days, they will be able to submit for a third professional development day for that module. All three (3) days shall be requested at the same time.

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 leave must be made electronically and/or in writing on the "Employee Exception Time Report" forms and submitted 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).

4. 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

~~5.~~**2.** Gateways High School licensed staff will be provided one (1) monthly meeting at least forty-five (45) minutes in duration for collaboration.

~~6.~~**3.** Peer assistance shall be voluntary on the part of the person needing help and the licensed staff member(s) providing the peer assistance. See further information in Article XVIII.F.

~~C.~~**D.** IN-DISTRICT LICENSED STAFF MEMBER EXCHANGE

The District will establish a procedure by which licensed staff members may request an exchange of regular positions between buildings for one (1) year. If both licensed staff members requesting the exchange are assigned to teach classes organized on a semester basis, exchanges for one (1) semester or one (1) year may be requested. Exchanges will not be continued beyond one (1) year.

1. The District retains the final authority to determine whether to approve a requested exchange.

2. Each licensed staff member will return to the position held prior to exchange at the conclusion of the exchange period, unless the position has been eliminated.

3. In the event the position has been eliminated, the licensed staff member will be assigned to a substantially equivalent position, provided that licensed staff members who have exchanged positions will be subject to the reduction-in-force provisions of this Agreement and State law to the same extent as other licensed staff members.

4. This Article provides for in-District licensed staff member exchanges of up to one (1) year. If the licensed staff members involved would like the exchange to be permanent, both must apply for voluntary transfers in accord with Article XIX VACANCIES AND TRANSFERS and current administrative procedures for voluntary transfers.

~~D.~~**E.** NATIONAL CERTIFICATION

1 Recognition. Springfield Public Schools recognizes the following National Certifications:

a. National Board Certification (NBC)

b. Certificates of Clinical Competency (CCC)

c. National School Nurse Certification (NSNC)

d. National Association of School Psychologists (NASP)

e. National Athletic Trainers (NAT)

f. Board Certified Behavior Analysts (BCBA)

**g. National Board for Certification in Occupational Therapy (NBCOT)**

2. Stipend

a. Licensed staff members achieving national certification will receive a **three-thousand-dollar ($3,000)** stipend beginning the first year after the licensed staff member has achieved certification and will continue to receive the stipend for as long as the licensed staff member remains certified by their national certification board.

b. To receive the stipend, licensed staff members must submit their certification to the Human Resources Department by October 1.

3. Supports

a. Licensed staff members~~, including nurses, school psychologists, athletic trainers, occupational therapists, and physical therapists, participating in the program~~ **achieving national certification** may utilize video production equipment owned by the District if the equipment is available, following Board Policy KGF.

b. Licensed staff members working through a process of national certification will be granted two (2) additional professional development days to be used for activities related to the national certification process, including videotaping evaluation and revision, test-taking and preparation, and portfolio preparation. Licensed staff members must use the two (2) professional days granted them by the District (Article XXI.B.3) before accessing the two (2) additional professional development days.

4. Gaining recognition

a. If a licensed staff member seeks a national certification not listed above, they may present specifics on the process to the Human Resources Director and the Bargaining Chair for review.

b. This committee will review the process in comparison to the processes of the certifications listed above. If it is similar in the time and expertise required, the certification will be added to the list.

c. If the committee denies the certification, they will provide a written statement of the reasons for their conclusion. The applicant may appeal the decision to the Superintendent and the SEA President, whose conclusion will be final.

~~E. CERTIFICATES OF CLINICAL COMPETENCY~~

~~Licensed staff members holding Certificates of Clinical Competency (speech therapy) will receive a stipend of two thousand dollars ($2000) per year for the time they hold the certificate. Employees will be required to verify annually that they hold the CCC by providing a copy of the certificate to the Human Resources Office.~~

~~F. NATIONAL SCHOOL NURSE CERTIFICATION~~

1. Licensed staff members holding a National School Nurse Certification (school nurses) will receive a stipend of two thousand dollars ($2,000) per year for the time they hold the certificate. Employees will be required to verify annually that they hold the Certification by providing a copy of the certificate to the Human Resources Department. Hours used to acquire the National School Nurse Certification may not be used to move across on the salary schedule (Article XIII.L.5).

G. BILINGUAL AND BILITERATE TEACHING COMPENSATION

Licensed staff members teaching in a dual immersion teaching position who are certified as bilingual and biliterate will receive a stipend of two thousand dollars ($2,000) per year for the time the hold the teaching position and the certification.