



# Negotiated Contract

between the

**Jefferson Education Association**

and the

**Jefferson School District 14J**

of Marion County, Oregon

July 1, 2025 to June 30, 2027

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## ARTICLE 1 Status of Agreement

### 1.1 Recognition

This Agreement is entered into between the Board of Education on behalf of the Jefferson School District No. 14J, Marion County, Oregon, herein referred to as the “Board” or “District”, and the Jefferson Education Association, herein referred to as the “JEA” or “Association”.

The Board recognizes the Association as the exclusive bargaining representative for all regular full-time and regular part-time, and temporary licensed personnel employed by the District who are required as a condition of their employment to possess a license and/or board certification.

A temporary licensed employee is defined as a licensed employee employed to fill a position designated as temporary, experimental, or to fill a vacancy which occurs after the opening of the school. The terms in this Agreement, Article 17 (Reduction in Force/Recall), and Article 13 (Leave Without Pay) do not apply to temporary licensed employees unless otherwise specified in the Article.

Administrators, supervisors, confidential employees, substitute and per diem licensed employees are specifically excluded from the bargaining unit.

### 1.2 Waiver/Maintenance of Standards

The intent of the Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to economic issues having a direct impact on the remuneration of the employees in the bargaining unit and other issues as specified by law.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter stipulated in this collective bargaining agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the Board’s direction and control, unless they constitute a unilateral change to a mandatory subject of bargaining not discussed in this collective bargaining agreement.

It is understood that agreements reached by the Association and the District are subject to ratification by the School Board in a public meeting, and ratification by the Association membership. It is also understood that revenues needed to fund any increases in wages and benefits provided by an

agreement between the two parties must be approved by established budget procedure. The School District agrees to include in its budget request amounts sufficient to fund the Agreement.

1.3 Savings

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

1.4 Termination

This Agreement shall be effective as of July 1, 2025, and shall be binding upon the Association and the Board and their respective members, and shall remain in full force and effect through June 30, 2027. The contract will be reopened prior to expiration to negotiate a successor agreement.

By January 15 of the year in which this Agreement terminates, both parties agree to enter into collective bargaining over a successor Agreement. Any Agreement so negotiated shall be reduced to writing by the parties.

## **ARTICLE 2 Non-Discrimination**

- 2.1 The Board and the Association agree that per state, local and federal law any employee covered by the Agreement shall not be discriminated against because of, but not limited to, an individual's perceived or actual, age, race, color, mental or physical disability, religion, sex, gender identity, national or ethnic origin, marital status, sexual orientation, pregnancy, familial status, veteran's status, domicile, or membership or non-membership in the Association. Any alleged violation of this Article may be presented at Level 1 or Level II of the grievance procedure as determined by the grievant.
- 2.2 "Race" and "sexual orientation" shall be defined as per state and federal law.
- 2.3 The Board and the Association agree to comply with state and federal law prohibiting retaliation and discrimination against any individual who has opposed any discriminatory act or practice.

## ARTICLE 3 Payroll

- 3.1 A written account of the amount of sick leave used and the amount of accumulated balance will be included with each paycheck.
- 3.2 By September 15, the District shall provide to the OEA Membership Specialist, an electronic Excel file of each employee in the bargaining unit (both active members and non-members) that includes the first date of service, FTE, classification or title, worksite, position on the salary schedule, residential address, and personal phone number (except where prohibited by law). Whenever a new employee is hired into the bargaining unit, the District shall provide the above information within ten (10) days of hire.
- 3.3 The District shall deduct dues, fees, and any other assessments or authorized deductions to the Association in accordance with payroll-deduction authorizations signed by the members and provided to the Association. The Association shall provide the District with a list identifying the employees who have signed such authorizations and the authorized deduction amounts, as well as payment remittance instructions for reporting dues payments. The District shall rely on the authorization list and the payment remittance data instructions to make the authorized deductions and to remit payment and data to the Association.
- 3.4 Deductions  
Upon appropriate written request from the licensed employee, the District shall, within reasonable time and procedure limitations, deduct from the salary of any licensed employee and make appropriate remittances for the following:
- 3.4.1 JEA, OEA, NEA dues
  - 3.4.2 OEA Foundation and PAC Contribution
  - 3.4.3 Union Designated Insurance Carrier
  - 3.4.4 UGN
  - 3.4.5 Marion-Polk Schools Credit Union
  - 3.4.6 Tax sheltered annuities to be limited by District policy as to number, etc. of companies
  - 3.4.7 Premiums for health insurance programs

Deductions will be remitted to the Association at the address provided on a monthly basis.

- 3.5 Pay Installments  
The practice of paying licensed employees 1/12<sup>th</sup> of their annual salary each month of the calendar year shall be continued. The June, July, and August paychecks shall be distributed in June in three separate checks.

In the event of unusual financial circumstances, the Superintendent will notify the Association of an emergency which may prevent lump sum payment.

3.6 Hold Harmless

If the District tenders defense of any claim or suit brought against the District as a result of the provisions of this article to the Association within thirty (30) days of notice of such claim order, suit, or judgment, the Association agrees to hold the District harmless against any orders or judgments that result. The District will give its full cooperation to the attorney provided by the Association. The Associations obligation does not extend to criminal allegations or actions brought against the District by the Association.

## **ARTICLE 4 Management Rights**

- 4.1 The Board, on its own behalf and on behalf of the electors of the District, hereby retains and deserves unto itself all powers, rights and authority, duties and responsibilities conferred upon and invested in it by the laws and the constitution of the State of Oregon. Such powers, rights, authority, duties, and responsibilities shall include but are not limited to:
  - 4.1.2 The executive management and administrative control of the school system and its properties and facilities;
  - 4.1.3 The hiring of all employees and, subject to the provisions of the law and this Agreement to determine their qualifications and the conditions for their continued employment or their dismissal or demotion, and the promoting and transferring of all such employees.
  
- 4.2 The exercises of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices shall be limited only by specific terms of this Agreement and then only to the extent that such specific terms are in conformance with the constitution and laws of the State of Oregon.

## ARTICLE 5 Association Rights

### 5.1 Information

The Board shall make available to the Association public information which is related to matters covered in this Agreement and public material necessary to develop bargaining proposals and other public material data necessary to represent the employees in the bargaining unit.

### 5.2 School Facilities

The local Association, or committee of the local Association, shall be allowed the use of school buildings for meetings, provided the Association gives notice in writing in advance and does not interfere with other scheduled activities. The Association is responsible for any damages resulting from this use.

### 5.3 School Equipment

The local Association may use District mail facilities and mailboxes to distribute information to members of the bargaining unit.

In addition, the Association may use the school telephone, e-mail, and other equipment for Association business provided such use does not interfere with other scheduled activities or duties. The Association shall use due care and diligence to ensure that a virus is not introduced into the District's computer system when importing e-mail or attachments from outside the District's system.

The Association agrees to reimburse the District for supplies and materials, for all long-distance telephone calls or other incidental charges related to such use.

### 5.4 Bulletin Boards

The Association will limit its posting on information to such space and agrees to post information related to union business and advocacy. No postings will be derogatory to the district.

### 5.5 Visitation

The Association shall provide a list of designated representatives to the District, upon request, each September. The Association shall provide an updated list to the District within ten (10) days of when a change occurs during the school year.

Official representatives of the Association, other than District employees, may arrange/schedule in advance with the building administration to visit the work area of members of the bargaining unit during the work day. Licensed employees cannot be prohibited from consulting with representatives of the association during meals and breaks and do not require advance notice. Such visits may not disrupt the employee while working with students during work hours.

5.6 District Paid Association Release Time

Association representatives, designated by the Association President, shall be granted up to the total of eight (8) days during regularly scheduled hours without loss of pay, seniority, leave accrual or other benefits for:

- 5.6.1 Investigating and processing grievances and other workplace-related complaints on behalf of the Association;
- 5.6.2 Attending investigatory meetings and due process hearings involving represented employees meeting with administrative staff or designees;
- 5.6.3 Annual membership engagement;
- 5.6.4 Participate in or prepare for proceedings under ORS 243.650 to 243.782 that arise from a dispute involving a collective bargaining agreement, including arbitration proceedings, administrative hearings, and proceedings before the Employment Relations Board.
- 5.6.5 Acting as a representative of the exclusive representative for employees within the bargaining unit for purposes of collective bargaining.

Should Association representatives require additional time beyond the initial eight (8) days, Association representatives may take additional leave time, and the Association agrees to reimburse the District for the actual substitute costs, if any are paid, for the additional time used.

Members should use time before or after their workday or during prep time or lunch time or any other non-student contact time that has not been previously scheduled for meetings or other duties, to serve as designated representatives for the above-listed activities as the first option before using time during the student contact day. Where substitute time is required, the cost of the substitute to cover the designated employee's absence from regularly assigned duties shall be:

- 1. Borne by the District if the Superintendent or other administrator schedules a meeting during designated representative's assigned work time.
- 2. Otherwise, paid for by the Association or covered out of days provided in the section below, subject to the approval of the Association President.

Notice for this leave will be in writing, which must include the name of the licensed employee. Such notice must be received in the District office a minimum of five (5) working days prior to the date of the requested leave.

5.7 New Employee Orientation

Prior to the start of the school year the District shall provide a sixty (60) minute block of time during the new employee orientation for the Association to meet with new licensed employees hired during Summer break. For any bargaining unit member hired after the start of the school year, the District shall notify the Association, within one week of the first day of work, of the name and worksite of the new hire. The Association shall be granted thirty (30) minutes of work time to meet with the new bargaining unit member, to be scheduled at times that do not interfere with the employee's performance of assigned duties.

## ARTICLE 6 Rights of Professional Employees

### 6.1 Required meetings and hearings

Any licensed employee directed to appear before the Superintendent, the Board, supervisor, or a committee (which could adversely affect the continuation of that employee in his/her office, position, or employment, or the salary or any increments pertaining thereto) shall be given prior written notice of the nature for such a meeting or interview and of the right to have a representative of the Association and/or legal counsel present.

### 6.2 Academic Freedom

The District and the Association agree that academic freedom, consistent with the performance and curriculum guidelines and directives of the District, Board and State, is helpful to the fulfillment of the purposes of the District. Licensed employees have a need to be protected from censorship or restraint which might interfere with their obligation in the performance of their professional duties.

Licensed employees needing protection from censorship and restraint will work with their building administrator and attempt to provide clarity and understanding.

### 6.3 Plan for Development of Personnel Policy

The Board recognizes its responsibility to review and update personnel policy. In this development, the faculty will be used, including administrators, supervisory personnel, and staff, to suggest additions, deletions, and corrections to existing policies. As policies are written and rewritten, they will be submitted to the School Board for approval, and copies of adopted policies will be maintained in a district website and available by link on the district webpage. The Association president will be furnished with a copy of all proposed additions, deletions, and changes to personnel policy at least three (3) weeks prior to adoption.

Nothing is intended to prohibit the Association from requesting changes in current policy or addition of new policy.

Members will be notified in writing within ten (10) working days of adoption of District personnel policy.

### 6.4 Distance Learning

It is mutually recognized that "distance learning" technologies and programs can offer expanded educational opportunities to the District's students, as well as a shared desire to facilitate the realization of such opportunities. Therefore, the District and the Association agree as follows:

6.4.1 The District retains the right to offer courses through "distance learning", which are an enhancement of, or in addition to, courses currently provided by the employees.

6.4.2 The instruction for all "distance learning" classes must be provided by a person holding a valid teaching license. If the on-site direct supervision is being provided by a non-licensed employee, said employee shall not perform any duties normally reserved for licensed personnel, as per TSPC guidelines.

6.4.3 During the term of the agreement, no employee will be terminated, nor shall the total hours of positions be reduced as a result of the District's utilization of

"distance learning" or contracting out of these services.

6.5 Student Conduct

- 6.5.1 Each school shall develop and distribute to all licensed employees a plan for how student conduct will be supported. Employees will have an opportunity to discuss this plan during in-service week, and all staff shall be expected to follow the student conduct plan.
- 6.5.2 When, in the judgment of the licensed employee, a student's behavior poses an imminent threat to the health, safety or welfare of other students or staff or rises to the level of extremely disruptive behavior requiring immediate action by the employee, the employee shall be authorized to send the student or students causing the disciplinary problem to the administrator's office or a designated place for the balance of the class period or, at the elementary schools, until the next natural transition (i.e. recess, specials, lunch, or break).
- 6.5.3 Any time an employee is subjected to inappropriate physical contact, attack/harm/threat/causing fear of harm, or harassment from a student, the employee will file an incident report, when applicable. If time off is needed in the event of injury or continued threat of harm, the employee may request time off through the sick leave bank. The employee will not be required to exhaust their paid accrued time before accessing the sick leave bank.
- 6.5.4 After a student is sent to an administrator in accordance with 6.5.2 above, a conference between the administrator, the student, the parent or guardian (where possible), and the employee will be scheduled upon request of the employee.
- 6.5.5 Disciplinary action pertaining to students with an IEP/504 will be handled according to State and Federal law, as per guidelines from their IEP/504 and pursuant to the Behavior Support Plan/Safety Plan, implemented with fidelity.

6.6 Class Size

Building administrators will make every effort to maintain equitable class sizes based on the numbers of students as well as the makeup of each class.

If there are concerns with class size or case loads, at the request of the Association, the Superintendent shall meet with the Association to discuss and problem-solve.

## **ARTICLE 7 Grievance Procedure**

The School Board recognizes the need to provide for the orderly resolution of any grievance arising out of violation, interpretation or inappropriate application of the provisions of this agreement. Any member of the bargaining unit shall have the right of access to the grievance procedures adopted by this School District.

The School Board guarantees that there shall be no reprisals against any employee utilizing the grievance procedures, by the Board or any employee of the School District.

### **7.1 General Provisions**

- 7.1.1 Procedures should be processed as rapidly as possible, the number of days indicated for settlement or appeal at each level should be considered a maximum. The time limits can be extended by written mutual consent of the parties involved at any level of the procedures.
- 7.1.2 All parties in interest have a right to choose consultants or representatives for each level of these grievance procedures.
- 7.1.3 Each party shall bear its own financial responsibility; i.e., each party shall pay any and all costs incurred by said party.
- 7.1.4 The grievance procedure will not be used while an aggrieved is under the jurisdiction of the courts or has resorted to the judicial process.
- 7.1.5 Every effort will be made by all parties to avoid the unnecessary involvement of students in the grievance procedure.
- 7.1.6 Procedures may terminate at any level if the complainant so indicates in writing or fails to pursue the complaint within the specified time limits.
- 7.1.7 For the purposes of this article, working days shall be the one hundred ninety (190) contract calendar days excluding paid holidays.
- 7.1.8 All documents, communications, and records dealing with the processing of grievances shall be filed separately from the personnel file of the aggrieved. Settlements/ resolutions or awards pertaining to fiscal matters may be placed in the personnel file if needed for auditing purposes.

### **7.2 Grievance Procedure**

- 7.2.1 The purpose of this procedure is to provide an orderly method for resolving grievances. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operations of the school system. Meetings or discussions involving grievances or these procedures shall not interfere with teaching duties or classroom instruction.
- 7.2.2 "Grievance" shall mean a complaint by an employee, group of employees or the Association that there has been, to the complainant(s), a violation or inequitable application of any provision of the contract. Association grievances shall be filed at Level Two of the grievance procedure.

### **7.3 Levels of Grievance**

#### **7.3.1 LEVEL ONE - Informal and Formal Grievance Level.**

Within four (4) months of the act or condition, or knowledge of the act or condition, the aggrieved will first discuss the grievance with the Principal or immediate supervisor with the

objective of resolving the matter informally. If the aggrieved is not satisfied with the disposition of the grievance, he or she may file a written grievance with the immediate supervisor within ten (10) working days following the informal meeting. This grievance shall set forth the grounds upon which the complaint is based and the reason why the aggrieved considers the decision rendered is unacceptable. The immediate supervisor shall communicate the decision in writing within ten (10) working days to the aggrieved.

7.3.2 LEVEL TWO - Appeal Level

If the grievance is not settled in Level One, and the aggrieved wishes to appeal the grievance to Level Two, the aggrieved may file the grievance in writing to the Superintendent within ten (10) working days after receipt of the Principal's or immediate supervisor's written answer. The written grievance shall give a clear and concise statement of the alleged grievance including the fact upon which the grievance is based, the issues involved in the contract, and relief sought. The Superintendent shall thoroughly review the grievance, arrange for any necessary discussions, and give a written answer to the aggrieved no later than ten (10) working days after the receipt of the written grievance.

7.3.3 LEVEL THREE - Hearing

If the Superintendent's decision is unsatisfactory to the aggrieved, he or she may appeal within five (5) working days of the receipt of the decision in writing to the School Board. Within five (5) working days of the receipt of the appeal, the School District Board of Directors will notify all official parties of a hearing to be held within twenty (20) working days of the receipt of the appeal. The Board of Directors shall hear arguments of the Superintendent and of the aggrieved. At the written request of the aggrieved, the hearing before the School Board shall be a public hearing. Within five (5) working days following the hearing, the School Board of Directors shall render a decision in writing to all official parties.

7.3.4 LEVEL FOUR – Arbitration

Grievances not settled in Level Three of the grievance procedure may be appealed by the Association to arbitration, provided:

- a. Written notice of a request for arbitration is made to the Superintendent within ten (10) school days of receipt of the school board's decision in Level Three.
- b. The issue must involve the interpretation or meaning of a specific provision(s) of the Agreement.

7.3.4.1 When a timely request has been made for arbitration, the parties or their designated representative shall attempt to select an impartial arbitrator. Failing to do so, they shall within ten (10) school days of the appeal, jointly request the Public Employee Relations Board to submit a list of five (5) arbitrators. As soon as the list has been received, the parties or their designated representatives shall determine by lot the order of elimination and thereafter each shall in that order, alternately strike a name from the list and the fifth and remaining name shall act as arbitrator.

- 7.3.4.2 The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties desire to present, shall render a written decision. The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof, nor to add to, subtract from, modify or amend any terms of this Agreement. A decision of the arbitrator shall, within the scope of his/her authority, be binding upon the parties.
- 7.3.4.3 The Board and the JEA will share equally the costs of the arbitrator and the cost of the hearing room.

## ARTICLE 8 Work Year

### 8.1 Calendar

The licensed employee work year shall consist of one hundred ninety (190) paid contract days, including six (6) paid holidays. The Association will have the opportunity to comment on the calendar before adoption by the Board.

The paid holidays shall be: Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

President's Day, Martin Luther King Jr. Day, and Juneteenth shall be unpaid holidays.

### 8.2 Grading Days

At the end of each quarter, there shall be provided one (1) full grading day. Site base decisions may create alternative grading schedules. However, the release days shall remain the same for all buildings. These site base decisions shall be by a vote of an 80% majority of the bargaining unit members in that building. The alternative schedule must meet the approval of the District and the Board prior to implementation.

### 8.3 Non-Student Contact Time

A minimum of four (4) workdays shall be provided at the beginning of the school year. Two (2) of those days shall be reserved for licensed employees to work in their rooms. The remaining days shall be reserved for district in-service, safety trainings, professional development, and building meetings.

Elementary students will be released for summer break one (1) day before the middle and high school students are released, giving elementary licensed employees one (1) additional work day at the end of the school year. All staff will start and end on the same day.

Statewide in-service day is the second Friday of October and shall be a paid contract day. Licensed employees shall have the option to report to work in District or to attend an approved in-service or staff development activity.

Should the District choose to schedule parent-teacher conferences that occur beyond or outside of the regular school day, there may be up to a maximum of two (2) parent-teacher conferences (ex. Fall & Spring) per contract year. Those conferences will be scheduled as follows:

1. Wednesday 3:45pm – 7:45pm (following a normal contract day)
2. Thursday 8am – 8pm
3. Friday – Licensed employees will not work in exchange for the previous days where the work was extended for parent-teacher conferences.
4. These four (4), twelve (12) -hour days will count as six (6) contract days.

Licensed employees will be allowed breaks and meal times as required by law during the extended evening work time at their discretion.

8.4 Inclement Weather/Emergency Closure

Whenever student attendance is not required due to inclement weather or other unanticipated reasons, licensed employees will not report to work. The day(s) missed due to inclement weather or other unanticipated reasons may be made up at the end of the normal school year. If a licensed employee attempts to use a sick or personal day and schools are closed due to inclement weather or emergency, the licensed employee's absence will be voided and that day will be returned to the licensed employee.

Late starts/early dismissals: Licensed employees shall not incur any reduction in pay when the start of the school day is delayed or school is dismissed early due to inclement weather or other unanticipated reasons.

Should inclement weather conditions occur on a pre-scheduled, non-student day, licensed employees are not required to report to work, but must notify their building administrator if they are not reporting to work.

## ARTICLE 9 Work Day

### 9.1 Work Week/Work Day

The normal work day for licensed employees shall be eight (8) hours. Full time licensed employees shall be on duty and available for work on the school site, or site otherwise designated by their Principal or immediate supervisor for such above period of time on days licensed employees are to report to work.

### 9.2 Duty Free Lunch

Such normal work day shall include a minimum one-half hour continuous duty-free lunch period. Licensed employees leaving the building during their lunch period must notify the Principal or the office that they are leaving.

### 9.3 Preparation Time

Within the regular work day or hours of work, there shall be provided preparation time during student contact hours, which shall be free of any other duties or responsibilities.

Secondary licensed employees shall be provided one (1) instructional period free of other duties or responsibilities for utilization, as preparation time each work day. On any one (1) day, the block cannot be less than forty-five (45) minutes.

Elementary licensed employees shall be provided preparation time free of other duties or responsibilities. On any one (1) day, the block cannot be less than forty-five (45) minutes.

For any scheduled modified student-contact day, preparation time will be no less than a thirty (30) minute block, free of other duties or responsibilities.

Licensed employees assigned to more than one (1) building shall receive preparation time not less than an average of the buildings to which they are assigned. Preparation time shall not be used for travel time between worksites for employees who are assigned to more than one (1) worksite.

Employees working less than full-time shall have a prorated amount of preparation time, based upon the employees' percentage of full-time work.

By mutual agreement between the Association and the District a variation to the preparation schedule may be established provided that the total preparation time per week is no less than the total time per week for the assignment. Prior to the agreement the Association will get written approval from the affected licensed employee. The District and the Association will maintain a written copy of preparation time change.

### 9.4 Responsibilities required by the state, district, or other institutions, such as, but not limited

to: portfolio management, portfolio assessment, benchmark creation, benchmark scoring, benchmark conferencing, foreign language instruction and technology instruction will be completed during a normal eight (8) hour workday. Licensed employees will proceed based on the state recommended schedules as known or may be adjusted by the state.

During the normal workday, the district will provide training for each new area a member is required to assume responsibilities for by the State, District or Institution.

## 9.5 Flex Time

- 9.5.1 Licensed employees may be required to participate in no more than two (2) unpaid evening activities lasting no more than two (2) hours each per school year beyond the scheduled work day, excluding parent-teacher conferences. More evenings and/or longer hours could be mutually agreed to by the employee and supervisor. Each building administrator shall notify employees of these activities no later than October 1.
- 9.5.2 The District honors and respects the commitment and professionalism of its licensed employees and values their need to balance work and personal life. Licensed employees will attend meetings during their workday unless excused by their supervisor. For meetings or events that extend beyond the licensed employee's normal workday, licensed employees will be allowed flex time equivalent to the total hours they are expected to be present outside of their contract time. Total flex time accrual will not exceed ten (10) hours.
- 9.5.3 Administrators and licensed employees should plan meetings in a way that does not exceed an individual's accrued time. If licensed employees exceed the ten (10) hours and are required to attend additional meetings or events, additional time may be approved by the administrator. Licensed employees wanting to volunteer their time for an event after the flex time cap has been reached will be allowed to do so. However, there will be no expectation from Administration for employees to volunteer their time.
- 9.5.4 Licensed employee flex time accrual will be approved in advance and reported electronically, per building administration.
- 9.5.5 Flex time must be used outside of student-contact hours and be used prior to the conclusion of the school year in which flex time hours were accrued.
- 9.5.6 The fifth Wednesday of the month shall be kept free of meetings and made available for the use of flex time.
- 9.5.7 Flex time may be used for non-student make-up days and/or grading days. Flex time may not be used for district scheduled in-services.
- 9.5.8 Licensed employees, in working with their administrator, will provide prior-notification when they use flex time.

## ARTICLE 10 Assignments/Vacancies/Transfers

### 10.1 Assignments

Licensed employees will be notified of their assignment for the following year at least one week before the end of the school year. Any changes after this date will be made only after discussion with the affected licensed employee and principal/supervisor.

The principal/supervisor shall, if possible, discuss any assignment change(s) with the licensed employee to allow time to prepare for the assignment change(s).

### 10.2 Vacancies

If a vacancy occurs in the District for an existing or new position the administration will notify current licensed employees by posting and by district email as follows:

10.2.1 When a vacancy occurs between the first contract day and the last contract day of any school year, the posting shall be posted internally for a minimum of five (5) work days. The District may also post externally concurrently or after the internal posting.

10.2.2 When a vacancy occurs during the regular scheduled summer break of any school year, the posting shall be posted internally for a minimum of five (5) work days. The District may also post externally concurrently or after the internal posting.

Licensed employees who are interested in the open position and who hold the proper license and endorsements may notify the administration of their interest in the open position in writing. The District will interview and give first consideration to bargaining unit members.

### 10.3 Transfers

Prior to a final decision being made regarding an involuntary transfer, the licensed employee will have the opportunity to make known to the appropriate administrator his/her wishes regarding a new assignment, to clarify any questions about the proposed transfer and to explore any alternative transfer possibilities. The affected licensed employees shall receive such notice in writing.

If a licensed employee is involuntarily transferred after the beginning of the contracted year, the licensed employee shall be provided reasonable time of no less than one (1) day and up to three (3) days duty free time to prepare for the assignment.

### 10.4 Definitions

10.4.1 Assignment: Shall refer to the bargaining unit position in which the employee is placed.

10.4.2 Transfer: Shall mean a change from an employee's current assignment to a different assignment.

10.4.3 Voluntary Transfer: Is one in which an employee applies for and is selected to fill a vacant position.

10.4.4 Involuntary Transfer: Is one in which an employee is transferred at the initiation of the District.

## ARTICLE 11 Personnel Files

- 11.1 The official personnel files on all licensed employees shall be kept in a central location; such files are confidential. Administrative working files and investigatory files regarding allegations of misconduct are considered personnel files for purposes of the confidentiality provisions of this agreement. Licensed employees will have the right, upon request, to review the contents of their personnel file and to review a copy of any documents contained therein; however licensed employees shall not have the right to view confidential letters of reference received by the District prior to the licensed employee being hired. A licensed employee will be entitled to have a representative accompany him/her during such review of the licensed employee's personnel file. The Superintendent or designee shall be present while the file is being examined.
- 11.2 A licensed employee will have the right to indicate those documents and/or other materials in his/her file, which the licensed employee believes to be obsolete or otherwise inappropriate for retention. Said document will be reviewed by the Superintendent, and if the Superintendent agrees, the documents will be destroyed. The Superintendent's decision on this matter is final and binding.
- 11.3 No evaluation, written disciplinary action or complaint, which has not been previously made available to the licensed employee, will be used by the District in any demotion, discipline, or other involuntary change in employment status of the licensed employee.
- 11.4 The licensed employee will have the right to attach a written statement to any written material placed in the licensed employee's personnel file.
- 11.5 No negative material will be placed in an employee's personnel file unless the employee has had an opportunity to review it. An employee will acknowledge that he/she has had the opportunity to review such material by signing the copy to be filed. A signature in no way indicates agreement with the contents. Refusal to sign shall not result in discipline until after the employee has had an opportunity to consult with representation within a reasonable time and again refuses to sign.

## ARTICLE 12 Paid Leaves

### 12.1 Sick Leave

- 12.1.1 Each licensed employee shall be granted ten (10) days sick leave per school year, or one (1) per month actually worked, whichever is greater.
- 12.1.2 Workers' Compensation: The District shall pay to each licensed employee the difference between the regular salary and the salary received by the licensed employee under Oregon Workers' Compensation Law for absence due to a compensable injury, as specified in ORS 656.005(7) and 656.240. Each such day shall use a prorated amount of sick leave based on the percent of salary actually paid by the District.
- 12.1.3 The licensed employee's accumulated sick leave will be used for the public employees retirement system benefit purposes according to current PERS regulations.
- 12.1.4 A licensed employee will be allowed to use accumulated sick leave for personal illness or disability related to pregnancy. Accumulated sick leave as provided herein may be used each year by each bargaining unit member for the personal care of a spouse, child, brother, sister, mother, father, grandparents, grandchild, or any member of the household.
- 12.1.5 Three (3) additional days shall be awarded for serious illness, as confirmed by a physician.
- 12.1.6 Employees may elect to use accumulated paid leave when taking qualifying leave under the Family Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), and/or Paid Leave Oregon before or after taking unpaid leave.
- 12.1.7 Licensed employees who have used thirty-two (32) hours or less of sick leave during the contract year will be granted twelve (12) hours additional sick leave to be posted prior to the first work day of the next contract year.

### 12.2 Sick Leave Bank

The Association will administer a Shared Sick Leave Bank (SSLB) to provide additional paid sick leave days to licensed employees, should a licensed employee member exhaust his or her available accrued paid sick days.

- 12.2.1 The SSLB is a voluntary program and only participating licensed employees benefit.
- 12.2.2 New licensed employees may join within 30 days of the time of initial hire or during the open enrollment period established by the Association (September 1 – September 30) each year. The SSLB committee may also establish one additional open enrollment period during each year of the Agreement.
- 12.2.3 All paid leave days contributed to the SSLB shall be deducted by the District from the contributor's leave balance at the time of contribution.
- 12.2.4 No rights guaranteed by the Family Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), or Paid Leave Oregon (PLO) are affected by participation in the SSLB program.
- 12.2.5 See Appendix C-1 for the Association's Shared Sick Leave Bank Guidelines from the Association's by laws. If changes are made to the bylaws during the course of this agreement, the changes shall be included in the ensuring agreement.

12.3 No part of this article shall abrogate any part of the state or federal family leave acts.

12.4 Professional Leave

A licensed employee may be granted days of professional leave with pay each school year to attend conferences, workshops, and school visitations. Such leave shall not be accumulative. Request procedures for approval of professional leave shall be included in the personnel policies. Professional leave approved for statewide in-service day will be in addition to the days a licensed employee may be granted for professional leave.

12.5 Bereavement Leave

12.5.1 In accordance with State family leave laws, each licensed employee shall be granted up to ten (10) days of bereavement leave in the event of death in the immediate family with up to five (5) of those days paid by the employer. To be eligible for leave the employee must submit the required OFLA paperwork. Immediate family shall include the employee's spouse\domestic partner, parent, child, son-in-law, daughter-in-law, brother, sister, grandchild, grandparents and parents of the spouse, brother-and sister-in-law. Up to three (3) days shall be granted for other immediate family: aunt, uncle, cousin, niece and nephew.

12.5.2 Bereavement leave for pregnancy loss and failed fertility treatments: A licensed employee or significant other who suffers a pregnancy loss (including, but not limited to, chemical pregnancy, ectopic pregnancy, molar pregnancy, miscarriage, TFMR, stillbirth, neonatal loss) shall be eligible for five (5) paid days of bereavement leave. A licensed employee or their significant other who suffers a failed fertility treatment (including, but not limited to, IUI, ART, surrogacy loss) shall also be eligible for five (5) days of bereavement leave.

12.5.3 Bereavement for family members not defined shall be at the cost of the substitute.

12.5.4 When the District closes school due to a death, an employee may use personal leave, flex time, leave without pay or donated personal leave to attend the funeral. The employee may choose to work instead of attending the funeral.

12.5.5 Employees MUST use accumulated paid leave when taking qualifying bereavement leave under the Oregon Family Leave Act (OFLA).

12.6 Jury Duty and Required Legal Proceedings

Licensed employees serving on jury duty or who are required to participate in a legal proceeding involving work related issues will be allowed full pay; any compensation by the court, except mileage, for such jury duty shall be paid to the District. Time may be granted for legal proceedings connected with the licensed employee's employment or with the school system.

12.7 Personal Leave

Three (3) days of personal leave with pay shall be granted to each full-time licensed employee who is contracted for the total school year. The leave is to be taken in accordance with the conditions below:

12.7.1 The leave will not be used for personal illness unless all accumulated sick leave days have been exhausted.

12.7.2 Such leave, when planned in advance and requiring a substitute, shall be taken in an increment no less than the substitute is required to be paid by the District (four (4) or eight (8) hours).

12.7.3 Personal leave may not be granted during the first five (5) student days or the last five (5) days of the school year. Personal leave may not exceed four (4) licensed employees per building, or nine (9) district-wide each day. Requests shall be granted based on a first requested, first granted basis.

12.7.4 Exceptions may be made for once-in-a lifetime events (i.e., son or daughter's wedding or graduation).

12.7.5 Licensed employees requesting personal leave shall complete a leave request in the District's electronic absence reporting system for approval at minimum five (5) days in advance (arrangements can be made with immediate supervisor for exceptions).

12.8 Unused Personal Leave (No hours used)

At the end of the year if licensed employee has not used personal leave, time shall be distributed in the following manner:

12.8.1 The first eight (8) hours of unused personal leave will be paid to the licensed employee at their regular hourly rate.

12.8.2 The second eight (8) hours of unused personal leave will be rolled into the next contract year's personal leave account, not to exceed thirty-two (32) hours.

12.8.3 The remaining hours of unused personal leave will be rolled into the licensed employee's sick leave account.

12.9 Unused Personal Leave (Less than eight (8) hours used)

At the end of the year if a licensed employee has used less than eight (8) hours of personal leave time shall be distributed in the following manner:

12.9.1 The licensed employee will be paid the remainder of that eight (8) hours at their regular hourly rate.

12.9.2 The second eight (8) hours of unused personal leave will be rolled into the next contract year's personal leave account, not to exceed thirty-two (32) hours.

12.9.3 The remaining hours of unused personal leave will be rolled into the licensed employee's sick leave account.

12.10 Unused Personal Leave (Eight (8) or more hours used)

At the end of the year, if a licensed employee has used eight (8) or more hours of personal leave, time shall be distributed in the following manner:

12.10.1 Eight (8) hours of unused personal leave will be rolled into the next contract year's personal leave account, not to exceed thirty-two (32) hours.

12.10.2 The remaining hours of unused personal leave will be rolled into the licensed employee's sick leave account.

12.11 Teacher Exchanges

Leave with pay will be granted for Board approved teacher exchanges.

## ARTICLE 13 Leave Without Pay

### 13.1 Professional Leave: Long Term

- 13.1.1 A licensed employee shall be eligible to apply for a one (1) year leave of absence, without pay, after four (4) years of uninterrupted service in the District. A written request must be filed with the Superintendent prior to March 15 of the school year preceding the leave.
- 13.1.2 Such leave of absence may be granted to an employee for further education or work, which would increase knowledge and develop skills required in said employee's present position or for another position in the District to which the licensed employee aspires.

#### 13.1.3 Criteria

The following criteria shall be considered in granting such leave requests:

- 13.1.3.1 The individual must justify the leave request by presenting evidence that the activity to be pursued during the leave will likely result in improved performance.
- 13.1.3.2 If the leave is requested to enable the individual to prepare for a higher position, the person's qualifications for such a position shall be considered.
- 13.1.3.3 A suitable replacement for the period of the leave must be available.
- 13.1.3.4 The availability of an appropriate assignment for the licensed employee upon return must be likely.

13.2 The individual shall not be eligible for any insurance or any regular benefits during the leave of absence.

13.3 Sick leave accumulated prior to the leave shall be recognized upon the return of the employee. Sick leave shall not accrue for the one (1) year's leave of absence.

13.4 The number of leaves granted in the District may be limited to one (1) per year. If two (2) or more people apply for leaves during the same year, priority will be based on, (a) length of service in the District; (b) the type of training; and (c) the value to the District of said training.

### 13.5 Other Leave: Long Term

Leaves without pay for up to one (1) year for reasons deemed sufficient by the Board including, but not limited to, health and pregnancy may be granted.

13.6 An employee on a leave without pay is expected to return to the District the year following such leave of absence; however, this does not exclude the employee from provisions of ORS 342.513(2), and the employee shall notify the Board in writing by April 1<sup>st</sup> of his/her intent to return the ensuing school year.

## ARTICLE 14 Compensation

### 14.1 Salary

14.1.1 All cells in the 2024-25 salary schedule will be increased by 2.5% and the pay scale adjusted based on the attached index for the 2025-26 school year.

All cells in the 2025-26 salary schedule will be increased by 3.5% and the pay scale adjusted based on the attached index for the 2026-27 school year.

Each school year, employees shall receive the COLA listed above, or the same percentage increase provided for the total compensation, including fringe benefits, to any non-represented position, whichever is greatest, and the pay scale adjusted based on the attached index. The Superintendent's employment terms, including salary and benefits, are governed by a separate contract negotiated directly with the school board, according to Oregon Laws, and are not subject to the provisions of this Agreement.

See Appendix A "Salary Schedule" and Appendix B "Extra Duty Salaries" in this agreement.

14.1.2 Licensed employees employed half-time (0.5 FTE) or more shall be granted prorated benefits and salary provided to full-time licensed employees. Licensed employees employed more than full-time shall be paid an additional 1/190th of their salary for each additional day.

Licensed employees employed after the start of the year shall be paid 1/190th of their salary for each day employed.

14.1.3 Payroll checks shall be issued on the 20<sup>th</sup> of each month or the prior business day that District Finance Office is open. Upon receipt of employee authorization, the District agrees to deposit paychecks in the employee's credit union or bank. The employee is responsible for providing the District with the information necessary to facilitate the direct deposit or the District will provide a paper check to be sent through the mail or picked up.

### 14.2 Steps

14.2.1 In the 2025-26 school year, an additional step shall be added to each column of the salary schedule, and all licensed employees on the highest step for the 2024-25 school year shall progress to the new step.

14.2.2 2025-26: Licensed employees will receive a vertical step

14.2.3 2026-27: Licensed employees will receive a vertical step

### 14.3 Credit for Additional Education

Licensed employees who attain the accumulated amount of credits required to make a horizontal move on the salary schedule will submit proof of the completed course work in the form of a grade slip or transcript on or before September 15 of the school year to receive the adjustment on the salary schedule placement.

14.4 National Board Certification

Licensed employees who complete their National Board Certification shall receive the option of six credit hours of credit applied towards horizontal movement on the salary schedule or a one (1) time bonus of \$1,000.

14.5 Supervision Pay

Supervision pay shall be given to any individual for required supervision beyond normal job/advisor expectation, as specified in the job description. The number, selection, amount of time and assignment shall be an administrative function. Administrators, when seeking additional support will reach out to an Association member for this purpose. Examples may include athletic events supervision or setting up and coordinating events.

Supervision pay shall be as follows:

1. At an hourly rate of 80% of the base rate
2. Each time the base salary rises during the term of the Agreement, the supervision rate shall be adjusted accordingly.

Supervision assignments will be offered first to members of the bargaining unit. If, at the time assignments are made, members of the Association have declined or not accepted the assignments, the District has the right to hire individuals not in the bargaining unit for the supervisory assignments.

For licensed employees that teach in more than one (1) building and are required to attend a second open house, the second open house will be paid at supervision rate.

14.6 Loss of Preparation Period

Licensed employees who, with prior administrative approval, agree to cover a class for 30 minutes or more during their preparation time, in addition to their regular basic salary, shall be paid at their regular hourly rate for that period of time.

Willingness or lack thereof to provide coverage for another licensed employee during prep time shall not be used as a factor in the evaluation process.

14.7 Substituting for Absent Licensed Employees

Licensed employees who agree to provide substitute coverage for an absent licensed employee, in addition to their own work assignment, will be paid at the daily substitute rate for that period of time, in addition to their normal compensation.

14.8 Stipends

14.8.1 Special Education Case Managers

Special Education teachers/case managers will receive a stipend equal to ten (10) days of pay at the teacher's regular rate of pay. The employee is paid this stipend to meet the need for time beyond the regular work day for case management, IEP meetings, program development and other case management duties.

14.8.2 Librarians

School librarians will have their contract extended not less than five (5) days.

14.8.3 Counselors

14.8.3.1 Elementary and middle school counselors will have their year extended not less than three (3) days.

14.8.3.2 High school counselors will have their year extended not less than ten (10) days.

14.8.3.3 If there are less than two (2) counselors in the District, the elementary and middle school counselors shall receive no less than a total of eight (8) extended days.

14.8.3.4 These extensions are for approved activities associated with their specialty and job duties.

14.8.4 English Language Learner (ELL) Teachers

Current English Language Learner teachers will receive four (4) substitute days.

14.8.5 Tutoring Services

Licensed employees who provide district sponsored after school tutoring, will receive hourly pay based on the per diem base salary rate.

14.8.6 Enrichment/After School

Licensed employees who elect to teach building administrator and Board approved enrichment classes in the after school programs, or perform other Board approved committee work outside the contract day will be compensated at the curriculum rate (per diem base salary rate). It is also understood that these programs are of limited duration and are outside of the licensed employee's regular workday and responsibilities.

14.8.7 Senior Seminar

Instructors of Senior Seminar will receive hourly wage based on the current contract salary for Senior Seminar project presentations.

14.8.8 Summer School/Extended School Year

Licensed employees who work during summer school/extended school year programs shall be paid for all hours worked at their daily salary rate, pro-rated accordingly. Hiring will be based on meeting licensure requirements and seniority.

## ARTICLE 15 Fringe Benefits

### 15.1 Insurance

15.1.2 Beginning July 1, 2025, the District shall pay up to \$1595 per employee, per month for medical, dental, and vision insurance premiums for each licensed member of the bargaining unit and his/her family. Beginning July 1, 2026, the District payment shall increase to \$1659 per employee, per month. Such benefits shall be at the composite rate when available.

15.1.2.1 A licensed employee employed .5 FTE or more will receive a prorated insurance contribution based on their FTE employment status.

15.1.2.2 Subject to the rules, regulations and limitations of the insurance carrier(s), employees entitled to prorated benefits as provided herein may apply all said benefits to part or all of the insurance package.

15.2 In the event of duplicate coverage, through another employed family member, it shall be the responsibility of the licensed employee to apply for and use the Medical Supplement option, if available. If such option is not available, it shall be the employee's responsibility to notify the District under which medical insurance policy the family wishes to be covered. Should duplicate coverage no longer be available, the employee will have the option of enrolling in the regular medical program.

15.3 For the entire period of this agreement, the District will make available all medical, dental, and vision insurance options through OEGB.

15.4 The District will make available all opportunities for optional insurance (e.g. long-term disability, AD & D, life, etc.)

15.5 The District shall offer a full menu Section 125 plan for licensed employees. The maintenance company will be chosen by the district.

15.6 The Association President or designee/s, the Superintendent, and the Business Manager shall communicate regularly to review insurance options.

15.7 Should the District and the Association fail to reach a successor agreement by June 30, 2027, the health insurance cap will remain in effect until such agreement has been reached.

15.8 For those employees who choose an insurance plan that falls below the employer contribution, the difference shall be distributed as follows:

15.8.1 Employees choosing an HSA eligible medical plan, 100% of the difference shall be deposited into their HSA account, up to the maximum allowed by law.

15.8.2 Employees choosing a traditional medical plan, 100% of the difference shall be contributed to a Section 125 account, up to maximum allowed by the law.

15.9 Termination of Benefits

15.9.1 If a licensed employee's employment is terminated prior to the end of the school year, the District's contribution toward payment of premiums shall cease as of the last day of the month the licensed employee was employed.

15.9.2 If a licensed employee's employment is terminated between the end of the school year and the beginning of the ensuing school year, the District's contribution toward payment of premiums shall continue through the month of September.

15.10 Tax Sheltered Annuity

The District shall provide a matching contribution for current employees and new hires who opt to participate in a tax sheltered annuity (TSA). The amount shall be up to \$40 for the 2025-2026 and 2026-2027 school years.

15.11 PERS Pick-up

The District will continue to "pick-up" the employees' contribution of 6% towards the PERS retirement benefits.

15.12 For the period of this Collective Bargaining Agreement, both parties agree to continue discussing a tiered insurance option that favors both the District and JEA. In the event that such an option is developed it is agreed that bargaining would be reopened for just the insurance portion (Article 15) of the Collective Bargaining Agreement.

## **ARTICLE 16 Complaint Procedure**

- 16.1 If a complaint is made to the Administration, it will be processed in a timely manner under the following conditions:
  - 16.1.1 If in the Administrator's judgment, the complaint is sufficient to require a conference, the conference will be held within ten (10) working days of the receipt of the complaint. The Administration will share available information received with the licensed employee. If the supervisor chooses not to notify the licensed employee of the complaint within the ten (10) working days, the complaint shall not be used against the licensed employee in subsequent action by the District.
  - 16.1.2 If the complaint is of a criminal nature, and the District has been instructed not to inform the employee of the complaint by a law enforcement agency, these timelines shall not apply.
  - 16.1.3 If the Administrator intends to pursue the complaint and place such complaint in the employee's personnel file or record in the evaluation, the complaint shall be reduced to writing within ten (10) working days. Only signed and validated complaints will be placed in the licensed employee's personnel file or used in the evaluation process. Unless anonymity is required by law, before discipline can be administered, the Administrator will provide the identity of the complainant.
  - 16.1.4 The employee shall have right to representation during all discussions with management. The employee shall also be provided with the findings of fact at the conclusion of the investigation.
- 16.2 The employee shall have the right to grieve actions taken under Article 16, 16.1.1, that are not in compliance with this process.
- 16.3 If the complaint or a record of the complaint is placed in the licensed employee's personnel file, it shall be considered discipline. Non-disciplinary communications such as a memorandum of direction and documents resulting from the evaluation process shall not be considered discipline. The evaluation procedure shall not be considered discipline.
- 16.4 Definition: A complaint is defined as a negative remark or criticism made against an employee.

## **ARTICLE 17 Reduction in Force/Recall**

- 17.1 The District shall determine when a reduction in staff is necessary and which programs will be affected. When a reduction in force is placed on a Board agenda, the District shall notify the Association in writing. Licensed employees affected by the reduction will be notified at least twenty (20) days prior to the effective date of the layoff. The Association President will be given at least five (5) days' notice before affected licensed employees are notified. Licensed employees affected will be given notice in person and at the conclusion of a workday. Employees shall have the right to have association representation present at the layoff meeting. Support and resources will be offered to the affected employee including but not limited to: a copy of this article, COBRA benefits, the Employee Assistance Program, retirement information, Employment Department information, and the contact information of the Association President, if they are not present.
- 17.2 In the implementation of a reduction in staff, the District will determine the level of staffing for each program and which licensed employees will be retained. Selection of licensed employees for retention will be based on current certification, other legal requirements, and seniority. When RIFs occur, if more than one licensed position is reduced, it must be done in groups and at least one month apart before a new group can occur.
- 17.3 In determining licensed employees to be retained when a school district reduces its staff, the school district must:
- 17.3.1 Determine whether licensed employees to be retained hold proper licenses at the time of layoff to fill the remaining positions;
  - 17.3.2 Determine seniority of licensed employees to be retained;
  - 17.3.3 The District will also consider cultural and linguistic expertise as defined in the ORS 342.934.
- 17.4 Competence shall be defined as having a valid license for a position, having satisfactory evaluations, and not being in the process of termination or having failed to meet the expectations of a program of improvement at its conclusion. For laid off employees who lack a valid license for a position that is or will be opening up, they shall be given the opportunity to take that position, if they seek the required license within twelve (12) months. If that employee does not meet the legal requirements of a vacant position at least twelve (12) months after taking the vacant position, the employer may consider completing the layoff.
- 17.5 For purposes of this Article, seniority shall be defined as the licensed employee's total length of continuous service with the District, based on the licensed employee's first day of actual service with the District. Ties shall be broken by drawing lots. District approved leaves shall not be considered a break in service.
- 17.6 In conducting a layoff under this Article, the District will first determine the program(s) or area(s) scheduled for reduction or elimination.

- 17.6.1 After such determination, the District will transfer licensed employees in such program(s) or area(s) to other positions for which they are qualified and properly licensed.
- 17.6.2 The District will make every reasonable effort to combine positions in a manner which allows licensed employees to remain qualified so long as the combined positions meet the curricular needs of the District.
- 17.6.3 Layoffs will be based upon the criteria set forth in Section 17.3 above.
  
- 17.7 The insurance benefits for a licensed employee on layoff status will be eligible for COBRA Insurance through OEBC.
  
- 17.8 Reductions in staff and recall under this article shall apply to all members of the bargaining unit.
  
- 17.9 Recall:
  - 17.9.1 At the time a licensed employee is placed on layoff status by the District, the licensed employee may indicate in writing his/her intent to return to the District. The licensed employee will, at that time, provide the District with the address for which notices will be sent. It shall be the licensed employee's responsibility to maintain a current address on file in the District Office.
  - 17.9.2 In the event of a recall, licensed employees will be recalled in reverse order of layoff. The District shall notify a licensed employee who has expressed a desire to return to the District of the recall by certified mail, return receipt, sent to the last address provided by the licensed employee.
  - 17.9.3 Licensed employees will have twenty (20) calendar days from receipt of such notice to notify the District in writing of his/her intent to return to the District. Failure of the licensed employee to so respond within the time herein specified, or to accept a position, shall terminate such licensed employee's right to recall to any position.
  - 17.9.4 A licensed employee electing to return to the District will have at least thirty (30) days to report for assignment. Upon written request from another district employing the licensed employee sixty (60) days may be granted.
  - 17.9.5 No new employee will be hired into the District until each qualified licensed employee on the recall list has had an opportunity to accept or refuse the position. For purposes of recall, "qualified" shall mean that the licensed employee was properly certified for the available position at the time of layoff from the District.
  - 17.9.6 After fifteen (15) months, licensed employees remaining on laid-off status will be removed from the recall list and are no longer eligible for re-employment under this procedure.
  - 17.9.7 All benefits to which a licensed employee was entitled at the time of layoff, including unused accumulated sick leave, will be restored to the licensed employee upon the licensed employee's return to active employment, provided those benefits are still in effect, and the licensed employee will be placed on the proper step of the salary schedule for the licensed employee's experience and education.

- 17.10 Appeal from the Board's decision on reduction in staff and recall shall be by the Grievance Procedure detailed in Article 7 of this Agreement. The process shall begin at Level 2.
- 17.11 Any licensed employee who has been dismissed or non-renewed pursuant to ORS 342 and the Fair Dismissal Law, for reasons other than a lack of funds or reduced enrollment, shall not be subject to the provisions of this article.
- 17.12 A non-extended administrator may be placed in a vacant teaching position provided that; 1) the placement will not result in any member of the bargaining unit being laid-off. 2) The placement would not deny a licensed and qualified licensed employee on the recall list who would otherwise be entitled to be recalled to that position.

## **ARTICLE 18 Just Cause**

- 18.1 No licensed employee will be disciplined without just cause.
- 18.2 The dismissal of contract licensed employees shall be covered solely by the Fair Dismissal Law. Probationary licensed employees shall be covered for non-renewal or dismissals under the provisions of ORS 342.835. For a probationary licensed employee, prior to being non-renewed for a performance related issue, the District must identify the deficiencies in the employee's performance and identify what steps they must overcome in those deficiencies and offer them resources to improve their performance.
- 18.3 All licensed employees new to the District will serve a two (2) year probationary period if they have completed a three (3) year probationary period in another school district.

## **ARTICLE 19 Tuition Reimbursement**

- 19.1 For the term of the agreement tuition shall be reimbursed for up to six (6) hours of credit per year per licensed employee for classes that enhance the licensed employee's present assignment.
- 19.2 \$270 per credit.
- 19.3 Reimbursement under this article will be limited to a yearly total of ninety-five (95) credits and \$25,650. If more than ninety-five (95) credits are approved each year, the amount of reimbursement per credit will be adjusted to remain within the above stated limit. The cycle for tuition reimbursement shall be September through August of each school year. Requests for reimbursement will only be honored for course work completed during the previous school year cycle and only to licensed employees returning for employment to the district in September of the following school year. All requests for reimbursement shall be due by September 15 of each year.
- 19.4 If the fund for the ninety-five (95) credits has not been exhausted, the remaining funds shall be applied to those applicants taking additional credits beyond six (6) but not exceeding twelve (12) credits.
- 19.5 Written approval from the Superintendent, or his/her designee, must be obtained prior to the start of any class subject to reimbursement. Failure to receive prior written approval relieves the District of any obligation for reimbursement for tuition.
- 19.6 For classes sponsored by the District, licensed employees will be reimbursed the actual cost of tuition up to the yearly rate per credit.

## **ARTICLE 20 Travel**

### 20.1 Conferences

For the term of the Agreement the District will reimburse a licensed employee up to \$300 per day for conference registration fees, meals and lodging for attending conferences and/or workshops. The conference and/or workshop must be directly related to the licensed employee's assignment and be approved in writing in advance by the District office.

Meals will be reimbursed only when the conference or workshop includes an overnight stay or when the cost of the meals is included in the registration for the conference or workshop.

The District shall pay for hotel accommodations for multiple-day workshops and conferences when the location is forty-five (45) miles or more from the worksite. The District shall pay for hotel accommodations for single-day workshops and conferences when the location is eighty (80) or more miles from the worksite. The reimbursement shall be within the financial limitations of this Article.

### 20.2 Expenses

For the term of the Agreement the District shall reimburse licensed employees at the IRS rate for the use of any licensed employee's privately owned vehicle for instructional related use and for certain business-related use which has been authorized by the District Superintendent.

## **ARTICLE 21 Evaluation**

- 21.1 The District will comply with ORS 342.850 and ORS 342.856.
- 21.2 All contract licensed employees will be evaluated at least every other year with multiple observations. All probationary licensed employees will be evaluated at least annually with multiple observations. The District shall complete an evaluation prior to seeking non-renewal.
- 21.3 All monitoring of observation of the work performance of the licensed employee will be conducted openly and with full knowledge of the employee.
- 21.4 Plan of Assistance for Improvement
  - 21.4.1 An evaluation must be completed before the District can seek a Plan of Assistance.
- 21.5 The District will use clearly defined criteria developed in conjunction with the Association which ensures due process for licensed employee evaluations.

## **ARTICLE 22 21st Century School Councils/Site Councils**

- 22.1 21st Century School Councils/Site Councils shall operate in accordance with ORS 329.704. No school council shall be required to perform tasks other than what the law provides.
- 22.2 Each school council/site council shall have open nominations and secret ballot elections in which all bargaining unit members are eligible to participate (licensed employee positions). There shall be staggered terms for bargaining unit positions. Also, councils shall determine a selection process and a term office for a chairperson.
- 22.3 If site council activities are held during the workday, bargaining unit members shall be released from duty without loss of pay.
- 22.4 The District shall provide funds for compensation to licensed employees for site council meetings that meet beyond the contract day.
  - 22.4.1 Licensed employees on an individual site council shall not exceed six (6).
  - 22.4.2 Pay for site council meetings, shall be at the supervision pay rate for bargaining unit members (licensed employees).
- 22.5 Participation or lack of participation in school councils/site councils shall not be considered a subject for any evaluation, discipline, or dismissal action. Participation in the council shall be of the participant's own volitions.
- 22.6 Site Councils shall follow the provisions of the contract at all times (e.g. the provisions of Article 20 shall be enforced for approval of conferences of multiple days).

## **ARTICLE 23 Post Retirement Hiring**

- 23.1 Licensed employees who choose to retire during their contract year may be rehired to finish out their contract year under the following conditions:
  - 23.1.2 They will be notified of whether or not they will be rehired within thirty (30) days of their application for early retirement. They have the right to withdraw that application within ten days of that notification.
  - 23.1.3 If selected for rehire, they may continue to work as a temporary licensed employee at their current salary for a period not to exceed their current contracted work year and if eligible, shall qualify for insurance.
  
- 23.2 Licensed employees who retire at the end of a contract year but wish to return to work will be required to apply for employment just as any individual seeking employment at the beginning of a contract year with no assurances of that employment. If actually re-employed, the following conditions will apply:
  - 23.2.1 Employment status will comply with Oregon Statute.
  - 23.2.2 The employee will be fully responsible for completing all retirement arrangements with PERS including determining the date of retirement, retirement options, etc.
  - 23.2.3 The district will not be responsible for monitoring work hours to ensure that the retired and then rehired employee does not exceed PERS or Social Security (FICA) limits. Furthermore, the district will not pay or incur any financial liability should the employees exceed PERS or FICA limits.
  - 23.2.4 Any topic not covered by this article will be subject to the requirements of the negotiated contract between the district and the association. The rehired employee's personal leave shall not exceed three (3) days in any school year.

**Execution Signatures**

Executed this 8th day of September, 2025, at Jefferson, Oregon by the undersigned officers by the authority of and behalf of the Jefferson Board of Education and the Jefferson Education Association.

FOR THE DISTRICT:

FOR THE ASSOCIATION:

Terry Kamlade  
School Board Member Signature  
Terry Kamlade  
Printed Name

Zach Maison  
Association Signature  
Zach Maison  
Printed Name

Terese Mitchell  
School Board Member Signature  
Teri Mitchell  
Printed Name

Kevin Lake  
Association Signature  
Kevin Lake  
Printed Name

## APPENDIX A Salary Schedule

Jefferson School District 14J

Fiscal Year 2025-2026

### Salary Schedule

	<b>BA</b>	<b>BA+24</b>	<b>BA+45</b>	<b>BA+60/MA</b>	<b>BA+84/MA+24</b>	<b>BA+105/MA+45</b>
<b>1</b>	46609.00	48240.00	49872.00	51503.00	53134.00	54766.00
<b>2</b>	48240.00	49872.00	51503.00	53134.00	54766.00	56397.00
<b>3</b>	49872.00	51503.00	53134.00	54766.00	56397.00	58028.00
<b>4</b>	51503.00	53134.00	54766.00	56397.00	58028.00	59660.00
<b>5</b>	53134.00	54766.00	56397.00	58028.00	59660.00	61291.00
<b>6</b>	54766.00	56397.00	58028.00	59660.00	61291.00	62922.00
<b>7</b>	56397.00	58028.00	59660.00	61291.00	62922.00	64553.00
<b>8</b>	58028.00	59660.00	61291.00	62922.00	64553.00	66185.00
<b>9</b>	59660.00	61291.00	62922.00	64553.00	66185.00	67816.00
<b>10</b>	61291.00	62922.00	64553.00	66185.00	67816.00	69447.00
<b>11</b>	62922.00	64553.00	66185.00	67816.00	69447.00	71079.00
<b>12</b>	64553.00	66185.00	67816.00	69447.00	71079.00	72710.00
<b>13</b>	66185.00	67816.00	69447.00	71079.00	72710.00	74341.00
<b>14</b>	67816.00	69447.00	71079.00	72710.00	74341.00	75973.00
<b>15</b>	69447.00	71079.00	72710.00	74341.00	75973.00	77604.00
<b>16</b>	71079.00	72710.00	74341.00	75973.00	77604.00	79235.00
<b>17</b>	0.00	0.00	75973.00	77604.00	79235.00	80867.00
<b>18</b>	0.00	0.00	0.00	79235.00	80867.00	82498.00
<b>19</b>	0.00	0.00	0.00	0.00	82498.00	84129.00
<b>20</b>	0.00	0.00	0.00	0.00	0.00	85761.00

**Jefferson School District 14J**  
**Fiscal Year 2026-2027**  
**Salary Schedule**

	<b>BA</b>	<b>BA+24</b>	<b>BA+45</b>	<b>BA+60/MA</b>	<b>BA+84/MA+24</b>	<b>BA+105/MA+45</b>
<b>1</b>	48240.00	49928.00	51617.00	53305.00	54994.00	56682.00
<b>2</b>	49928.00	51617.00	53305.00	54994.00	56682.00	58370.00
<b>3</b>	51617.00	53305.00	54994.00	56682.00	58370.00	60059.00
<b>4</b>	53305.00	54994.00	56682.00	58370.00	60059.00	61747.00
<b>5</b>	54994.00	56682.00	58370.00	60059.00	61747.00	63436.00
<b>6</b>	56682.00	58370.00	60059.00	61747.00	63436.00	65124.00
<b>7</b>	58370.00	60059.00	61747.00	63436.00	65124.00	66812.00
<b>8</b>	60059.00	61747.00	63436.00	65124.00	66812.00	68501.00
<b>9</b>	61747.00	63436.00	65124.00	66812.00	68501.00	70189.00
<b>10</b>	63436.00	65124.00	66812.00	68501.00	70189.00	71878.00
<b>11</b>	65124.00	66812.00	68501.00	70189.00	71878.00	73566.00
<b>12</b>	66812.00	68501.00	70189.00	71878.00	73566.00	75254.00
<b>13</b>	68501.00	70189.00	71878.00	73566.00	75254.00	76943.00
<b>14</b>	70189.00	71878.00	73566.00	75254.00	76943.00	78631.00
<b>15</b>	71878.00	73566.00	75254.00	76943.00	78631.00	80320.00
<b>16</b>	73566.00	75254.00	76943.00	78631.00	80320.00	82008.00
<b>17</b>	0.00	0.00	78631.00	80320.00	82008.00	83696.00
<b>18</b>	0.00	0.00	0.00	82008.00	83696.00	85385.00
<b>19</b>	0.00	0.00	0.00	0.00	85385.00	87073.00
<b>20</b>	0.00	0.00	0.00	0.00	0.00	88762.00

Jefferson School District  
Salary Schedule Index

	BA	BA+24	BA+45	BA+60/MA	BA+84/MA+24	BA+105/MA+45
1	1.00000	1.03500	1.07000	1.10500	1.14000	1.17500
2	1.03500	1.07000	1.10500	1.14000	1.17500	1.21000
3	1.07000	1.10500	1.14000	1.17500	1.21000	1.24500
4	1.10500	1.14000	1.17500	1.21000	1.24500	1.28000
5	1.14000	1.17500	1.21000	1.24500	1.28000	1.31500
6	1.17500	1.21000	1.24500	1.28000	1.31500	1.35000
7	1.21000	1.24500	1.28000	1.31500	1.35000	1.38500
8	1.24500	1.28000	1.31500	1.35000	1.38500	1.42000
9	1.28000	1.31500	1.35000	1.38500	1.42000	1.45500
10	1.31500	1.35000	1.38500	1.42000	1.45500	1.49000
11	1.35000	1.38500	1.42000	1.45500	1.49000	1.52500
12	1.38500	1.42000	1.45500	1.49000	1.52500	1.56000
13	1.42000	1.45500	1.49000	1.52500	1.56000	1.59500
14	1.45500	1.49000	1.52500	1.56000	1.59500	1.63000
15	1.49000	1.52500	1.56000	1.59500	1.63000	1.66500
16	1.52500	1.56000	1.59500	1.63000	1.66500	1.70000
17			1.63000	1.66500	1.70000	1.73500
18				1.70000	1.73500	1.77000
19					1.77000	1.80500
20						1.84000

## APPENDIX B Extra Duty Salaries

<b>Group I – 12% of base salary</b>	
Head Coach <ul style="list-style-type: none"> <li>• High School Baseball</li> <li>• High School Basketball (Boys)</li> <li>• High School Basketball (Girls)</li> <li>• Cross Country</li> <li>• High School Football</li> <li>• High School Golf</li> <li>• High School Cheer (Fall &amp; Winter)</li> <li>• High School Soccer (Boys)</li> <li>• High School Soccer (Girls)</li> <li>• High School Softball</li> <li>• High School Swim</li> <li>• High School Track</li> <li>• High School Wrestling</li> <li>• High School Volleyball</li> </ul>	High School FFA Advisor High School ASB/Student Gvt. Advisor

<b>Group II – 9% of base salary</b>	
JV/Assistant Coach <ul style="list-style-type: none"> <li>• High School Baseball</li> <li>• High School Basketball (Boys)</li> <li>• High School Basketball (Girls)</li> <li>• High School Football</li> <li>• High School Soccer (Boys)</li> <li>• High School Soccer (Girls)</li> <li>• High School Softball</li> <li>• High School Track</li> <li>• High School Wrestling</li> <li>• High School Volleyball</li> </ul>	Band Director – High School/Middle School <ul style="list-style-type: none"> <li>• Pep Band</li> <li>• All varsity home football and basketball games</li> <li>• 2 school-wide programs/year/school</li> </ul> Elementary Music Director <ul style="list-style-type: none"> <li>• Minimum of two school-wide programs/year</li> </ul> Middle School ASB/Student Gvt. Advisor

<b>Group III – 7% of base salary</b>	
Head Coach <ul style="list-style-type: none"> <li>• Middle School Baseball</li> <li>• Middle School Basketball</li> <li>• Middle School Football</li> <li>• Middle School Soccer</li> <li>• Middle School Track</li> <li>• Middle School Wrestling</li> <li>• Middle School Volleyball</li> </ul>	Middle School Speech Coach High School Student Store High School Yearbook (Annual) Advisor High School Graphics Coordinator High School Newspaper Advisor WEB/Student Leadership High School/Middle School Vocal Music Director <ul style="list-style-type: none"> <li>• Two school-wide programs/year</li> </ul>

<b>Group IV – 5% of base salary</b>	<b>Group V – 2% of base salary</b>	<b>Group VI – 1% of base salary</b>
Drama <ul style="list-style-type: none"> <li>• Per Play</li> </ul>	High School Honor Society Advisor	Middle School Honor Society Advisor Hope Squad Advisor

Extra Duty (con't)

**Provisos:**

- A. Any additional Middle School coaches shall be compensated at the rate for group 3. If the number of participants in any activity is less than ten (10), the activity or team sport will be reviewed to determine whether it merits continuation. Grouping is based upon responsibility, time, and number of participants. This extra duty guide guarantees no programs or positions. If a program or position is dropped after the start of the season, the coach will receive prorated pay for that portion of the season actually worked.
- B. The extra duty salaries shall be computed on the base salary of the salary schedule. Bargaining Unit Members who coach fall sports will receive their extra duty salary in three (3) equal payments starting in September, with the first payment made on September payday.
- C. In filling future vacancies in extra duty positions, the District will give first priority to bargaining unit members who are qualified to perform the extra duty assignments.
- D. Extra duty\coaching positions shall not be considered as a factor when preparation times are scheduled.
- E. The District will make reasonable attempts to provide, within cost restraints, additional paid coaches to enhance the supervision of athletic teams.

## APPENDIX C-1 JEA and JSD Shared Sick Leave Bank Guidelines

### Purpose

The purpose of the Shared Sick Leave Bank (SSLB) is to provide additional paid sick leave days to certified employees should a long-term serious health condition exhaust an employee's available accrued paid leave days, Workers' Compensation, short- and long-term disability or PERS disability income. No rights guaranteed by the Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA) are affected by participation in the SSLB program.

A long-term serious health condition is defined as an extraordinary or severe illness, injury, impairment, or physical or mental condition which causes the employee to take an extended leave of at least five (5) consecutive contracted work days.

### Membership

1. The SSLB is a voluntary program and only participating certified employees shall benefit.
2. New employees may join upon completion of a SSLB transfer authorization form within thirty (30) days of the time of initial District hire or during the open enrollment period (October 1-October 31) of each year. Enrollment is required each open enrollment period in order to continue participation in the SSLB.
3. Upon enrollment, a SSLB member must donate at least one (1) sick leave day, and then at least one (1) additional sick leave day, annually during open enrollment.
4. SSLB members may voluntarily donate up to nine (9) additional sick leave days annually during open enrollment or within thirty (30) days of becoming newly employed.
5. Part-time certified members will be required to donate a prorated amount based on their FTE in place of the normally required one (1) day
6. Certified employees who decline to join shall forfeit their right to participate in the program until the next open enrollment period at which time they may enroll and participate.
7. All paid leave days contributed to the SSLB shall be deducted by the District from the contributor's leave balance at the time of contribution. Such contributions are irrevocable and shall remain in the bank.

### Qualifications

1. For a member of the SSLB to be eligible to request and access bank days, the member must have:
  - a. An extended leave due to a long-term serious health condition that causes the employee to be in unpaid leave status.
  - b. Used, or reasonably anticipates that they will shortly use related to this leave, all individually available accrued paid leave days, Workers' Compensation, short- and long-term disability or PERS disability income.
  - c. Not previously exceeded the maximum twenty (20) days allowed per request.
2. An employee must have earned at least the number of sick days used that they are granted by the SSLB committee.

## **Process for Requesting SSLB Days**

To request access to SSLB days:

1. The member, or in the event of the member's incapacitation the member's representative (spouse, domestic partner, child, parent, or guardian) must submit a completed SSLB request form to the SSLB committee for consideration.
2. A member must meet the qualifications defined above to be eligible for consideration.
3. The member or their representative may be asked to provide a physician's statement that indicates the dates for which the member is unable to perform their assigned job duties due to a long-term serious health condition and the anticipated date of return to work.
4. All requests will be confidential.

## **SSLB Committee**

1. The SSLB will be monitored by a committee, which shall be comprised of at least three (3) participating SSLB members, selected by JEA.
2. Should the SSLB become depleted, the SSLB committee, at its discretion, may:
  - a. request from participating members a contribution of one (1) additional day open enrollment to all certified staff
  - b. suspend operation of the SSLB until it is replenished during the next open enrollment
3. When a request is submitted by a member or their representative by way of the SSLB access request form, the SSLB committee will meet in a timely manner to determine whether the member qualifies.
4. If the member qualifies, the committee will award the member the number of paid leave days deemed appropriate up to twenty (20) days per request, and request the District includes those paid days in the next payroll cycle whenever possible.
5. If the member does not qualify, the committee will notify the member and the District in writing that the request has been denied, and the reason for the denial.
6. Decisions of the SSLB committee will be provided within two (2) weeks of the request being received. All decisions of the SSLB committee are final and may not be appealed.
7. Should an SSLB member be granted sick leave but does not exhaust all accrued paid leave days the granted days will revert back to the SSLB.
8. Should a SSLB member be granted sick leave in excess of what that member has accrued with the district and the member leaves the district, the excess will be deducted from the member's final check.

## APPENDIX C-2 JEA and JSD Shared Sick Leave Bank Enrollment

The Shared Sick Leave Bank (SSLB) is intended to provide additional paid sick leave days to certified employees should a long-term serious health condition exhaust an employee's available accrued paid leave days, Workers' Compensation, short- and long-term disability or PERS disability income.

To participate in the SSLB, certified employees may join upon completion of a SSLB transfer authorization form within thirty (30) days of the time of initial District hire or during the open enrollment period (October 1-October 31) of each year. SSLB members must re-enroll annually to continue participation.

Upon enrollment, a SSLB member must donate at least one (1) sick leave day, and then at least one (1) additional sick leave day, annually during open enrollment. SSLB members may voluntarily donate up to nine (9) additional sick leave days annually during open enrollment or within thirty (30) days of becoming newly employed.

Access to SSLB days are subject to the SSLB guidelines and Article 1.6 of the JEA and JSD Collective Bargaining Agreement. Allocations are facilitated through the SSLB committee. Certified employees who decline to join shall forfeit their right to participate in the program until the next open enrollment period at which time they may enroll and participate.

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### SSLB Enrollment Transfer Authorization Form

The Shared Sick Leave Bank (SSLB) is provided by JEA and JSD CBA in accordance with Article 12.2 and the SSLB guidelines. Following enrollment, SSLB participants are required to re-enroll and donate one (1) of sick leave annually. To enroll check the appropriate item(s) and provide your name, signature, and date below.

\_\_\_\_\_ I authorize the transfer of one (1) sick leave day (or a prorated amount for part time certified employees) for the current school year to the SSLB.

OR

\_\_\_\_\_ I authorize the transfer of \_\_\_\_\_ (up to 9) additional sick leave days (or a prorated amount for part time certified employees) for a total of \_\_\_\_\_ (up to 10) sick leave days (or a prorated amount for part time certified employees) for the current school year to the SSLB.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX C-3 Shared Sick Leave Bank Access Request Form**

Name: \_\_\_\_\_

Position/School: \_\_\_\_\_

Date: \_\_\_\_\_

Initial each item below to verify, complete all the information requested. Attachment of a physician's statement is optional.

\_\_\_\_\_ I am a member in good standing in the Shared Sick Leave Bank (SSLB).

\_\_\_\_\_ I have experienced a long-term serious health condition that has caused me to take an extended leave that has, or will soon, leave me in unpaid leave status.

\_\_\_\_\_ I have used, or will soon use, all my available accrued paid leave days, Workers' Compensation, short- and long-term disability or PERS disability income which has left me in unpaid leave status prior to the end of the extended leave period.

\_\_\_\_\_ I have previously requested and been awarded \_\_\_\_\_ (# of days awarded) during this fiscal year July 1-June 30).

\_\_\_\_\_ Attached is a physician's statement indicating that I am unable to perform my assigned duties due to a long-term serious health condition with the anticipated date of my return to work.

\_\_\_\_\_ I give permission for the JEA president to access my leave balance information to verify eligibility for SSLB use.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of SSLB member or their representative)