

Employee Handbook

2025-2026 Employee Handbook

+ | Willamette ESD Worksites

Discovery Academy 3710 Portland Rd Ste 140 Salem, OR 97301	Mill Creek Academy <i>Marion County Juvenile Department</i> 2970 Center St NE Salem, OR 97301 <i>Phone - 503.588.5321 Fax - 503.585.4095</i>	Willamette Career Academy 1200 Lancaster Dr NE Salem, OR 97301 <i>Phone - 503.370.5000</i>
Early Childhood Center 2600 Pringle Rd SE Salem, OR 93302 <i>Phone - 503.385.4675 Fax - 503.540.2952</i>	Oregon Text Book & Media Center 2060 Vista Ave Ste. 100- 110 SE Salem, OR 97302 <i>Phone - 503.540.2940 Fax - 503.385.4716</i>	Woodburn Center 576 Ray J Glatt Circle Woodburn, OR 97071
Facilities Annex 2759 Pringle Rd SE Salem, OR 97302	Polk Center 701 Monmouth Ave N Monmouth, OR 97361	Woodburn Preschool 1025 Park Ave #503 Woodburn, OR 97071 <i>Phone - 503.385.4823</i>

Lord High School Oregon Youth Authority <i>MacLaren Youth Correctional Facility</i> 2630 N Pacific Hwy Woodburn, OR 97071 <i>Phone - 503.981.2501 Fax - 503.981.2505</i>	Quest Adult School <i>Oregon State Hospital</i> 2600 Center St Salem, OR 97301 <i>Phone - 503.945.9982</i>	Yamhill Center 2045 SW Hwy 18, Ste. 100 McMinnville, OR 97128 <i>Phone - 503.435.5900 Fax - 503.435.5920</i>
Marion Center 2611 Pringle Rd SE Salem, OR 93302 <i>Phone - 503.588.5330 Fax - 503.363.5787</i>	Seymour Center 3737 Portland Rd Salem, OR 97302 <i>Fax - 503.463.6280</i>	

+ | Board of Directors

The Oregon Legislature delegates to the Board responsibility for the governance of ESD's. Board members are as follows:

Zone 1	Arturo Vargas
Zone 2	Nicole Hyatt
Zone 3	Alonso Oliveros, Vice Chair
Zone 4	Anna Ali
Zone 5	Larry Trott
Business Community	Frank W. Pender Jr.
Higher Education	Dr. Sue Monahan
Social Services	Justin Hopkins, Chair
At-Large	Jeff Crapper

Regular Willamette Education Service District (WESD) Board meetings are held on the first Tuesday of the month (unless otherwise noted). All regular and special meetings of the Board are open to the public via Zoom Webinar. Board packets are available on the WESD [website](https://www.wesd.org/about/board-members-clone/board-meeting-materials) (<https://www.wesd.org/about/board-members-clone/board-meeting-materials>) or by contacting the Board's Executive Assistant, Tishri Tucker at ext. 4759. Staff members are invited to view the Board meetings to become acquainted with the services and operations of the WESD and Board of Directors.

+ | Willamette Education Service District

Core Values

Equity | Excellence | Innovation | Integrity | Partnerships

Employment & Safety Designees

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, gender identity, age, sexual orientation, marital status, and disability of the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following individuals have been designated to coordinate compliance with specific legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, Health insurance portability and Accountability Act (HIPAA), and Section 504 of the Rehabilitation Act of 1973.

<p>Superintendent: Dr. Joe Morelock</p> <ul style="list-style-type: none"> • Chief Administrative Officer/Clerk • ORS 334.225,332.515 	<p>Director of Facilities: Jeff Easter</p> <ul style="list-style-type: none"> • Health and Safety Officer • Asbestos Hazard Emergency Response • Act Designated Person, 40 CFR Part 768.34 • Integrated Pest Management Plan Coordinator, ORS 634.700
<p>Ex. Director of Human Resources: Allison Handley</p> <ul style="list-style-type: none"> • Affirmative Action • Title IX Compliance Officer • Americans with Disabilities Act Coordinator 	<p>Ex. Director of Special Education: Margo Williams</p> <ul style="list-style-type: none"> • Section 504 Compliance Officer

+ | **Services and Programs**

+ | **Business Services**

The Business Services Department is responsible for all the financial and business activities of WESD. Business Services reviews procedures, implements controls, and provides training to allow for effective operations while minimizing risk. We strive for accuracy, efficiency, and transparency in a supportive environment. We support student success and achievement by helping our departments and programs maximize the value of their resources.

Responsibilities of this department include:

- Accounts payable

- Accounts receivable
- Annual audit and financial report
- Annual budget development
- Contract processing and monitoring
- Leases and fixed assets
- Monthly financial reporting
- Payroll
- PCard Program
- Policy review
- Training and procedure guides

Contact the Business Services Department at 503.385.4692.

+ | Center for Education Innovation, Evaluation, & Research

The Center for Education Innovation, Evaluation, and Research (Center) motto is “Innovating Practice, Evaluating Impact, Demonstrating Success.” The Center is home not only to data-focused projects, but also the South Coast to Valley Regional Educator Network (SC2V REN).

The Center provides the following services:

Data Analysis

Data-based decision-making is critical in today’s educational environment. Whether at the district, school, or classroom level, using an accountability system to measure what is valued rather than what is easy to measure is key for every student’s success. Center staff can assist in developing, revising, and analyzing multiple types of data to facilitate decision-making and identifying the next steps. Services include:

- Continuous improvement process protocols
- Needs assessment
- Survey design
- Statistical analysis
- Qualitative analysis
- Forecasting for goal development

Program & Project Evaluation

The Center provides a positive and supportive environment in which to conduct project evaluation. Our goal is to not only identify the project's final outcomes and impact but also to provide feedback throughout project implementation. Services include:

- Development of evaluation sections for grant proposals
- Formative and summative evaluation design and implementation
- Logic model development
- Quantitative and qualitative data collection tools and analysis
- Survey design and administration
- Focus group, observations, case studies, and interview facilitation
- Descriptive, correlational, and predictive statistical analysis
- Report development and design

Data Teams

This service is designed to collaborate with school districts through the implementation of school and district level data teams. This includes helping districts develop teams, training teachers and administrators in the data team process, providing guidelines on conducting a data team meeting, and assisting teachers and administrators in analyzing student data. Support is also provided in identifying areas of challenge, implementing change, measuring progress, and evaluating the effectiveness of implemented processes. Recognizing that districts are in different stages of data team implementation, these services can be customized based on the needs of the district.

Grant Writing

The Center provides assistance in all aspects of proposal development. Services include:

- Conceptualizing, developing and writing proposals
- Development of proposal budgets
- Project evaluation design (e.g., logic model/theory of change design)
- Submission of proposals for external funding

Regional Educator Network (REN)

Our Regional Educator Network (South Coast to Valley REN) encompasses 31 total school districts spanning the Willamette Valley and South Coast Region. The South Coast 2 Valley REN has organized around the common goal of creating a system of support for recruitment and retention of educators of color through equity, inclusion, anti-racism, and culturally responsive efforts made accessible to all. Sample supports offered to educators in our region through the REN include:

- Affinity groups for educators of color & allies
- Equity mentorships for administrators
- Culturally responsive professional learning and design teams to support schools and districts
- Capacity building for culture, climate, and instructional educational leaders
- Capacity building for culturally responsive mentoring
- Three tier mentoring, including Small and Rural District Novice Educator Mentoring

Contact The Center for Education Innovation, Evaluation, and Research at 503.385.4865.

+ | Communications

The Communications Team provides various communication services to internal WESD departments and school districts and partners in our region. The innovative, friendly, and award-winning team has helped our agency elevate professionalism, connect with families and staff, and create a culture of collaborative communication. The team of six staff includes just two general fund positions, and the rest are funded through project and services contracts along with local service plan agreements.

Service categories include:

- Communication Strategy
- Presentation Strategy & Design
- Brand Identity
- Graphic Design/Multimedia Production

- Copywriting & Editing
- Event & Program Promotion
- Crisis Communications
- Video Production
- Photography
- Media Relations
- Bond & Levy Strategy and Support

The Communications Team provides high-level strategic support to the Agency, Board, and Superintendent. The team provides basic level support to Business Services, Early Learning, Facilities, Human Resources, Technology Services, Special Education, and The Center. The team provides enhanced support to School Improvement Services (including Willamette Promise and the Comprehensive Technical Assistance Team teams), REN, and the Grow Your Own Programs. The department also provides direct and enhanced support to the majority of districts in our region. The team also supports ODE and other partners for state-wide roll-outs of large-scale website projects and other unique projects and campaigns.

Staff interested in project support or consultation from the Communications Team can simply email communications@wesd.org.

+ | **Early Learning**

Willamette Education Service District's (WESD) Early Learning Department provides a variety of services for children and their families from birth to age 5.

Early Intervention

Early Intervention (EI) provides special education evaluation services for children zero until age 3 who are experiencing or at risk of experiencing a developmental delay or other medical condition at no cost. For children who qualify EI staff will provide caregiver coaching in their natural environment to support the development of the child. EI evaluations are funded by the local school districts while services are funded through state and federal dollars.

Early Childhood Special Education

Early Childhood Special Education (ECSE) provides special education evaluations and services for children 3-5 years old who have a developmental delay or other medical condition free of charge. For children who qualify ECSE staff provide consultation and coaching to parents, teachers and caregivers wherever the child is located. ECSE evaluations are funded by the local school districts while services are funded through state and federal dollars.

Every Child Belongs

WESD is a Regional Service Provider for Every Child Belongs (ECB) funded through the Department of Early Learning and Care (DELIC). The program is responsible for developing and implementing culturally responsive, equity-centered practices. Including providing Infant and Early Childhood Mental Health Consultation (IECMHC). Responding to support requests from early learning and care providers and supporting additional requirements in line with the goal of preventing and reducing disparities in the use of suspension and expulsion in preschool.

Preschool Promise

Preschool Promise (PSP) is a general education preschool program for children 3-5 years funded by the Department of Early Learning and Care (DELIC). Families qualify if their income falls below 200% of the federal poverty line. PSP provides a full preschool experience including 900 hours of class time during the school year in preparation for the transition to kindergarten. WESD operates PSP classrooms at sites throughout Marion and Yamhill Counties. Enrollment is facilitated by the Marion/Polk and Yamhill Early Learning Hubs.

School Based Medicaid

WESD requests reimbursement from federal Medicaid funds for providing health-related services to students enrolled in Medicaid birth-age 21. These services may include speech therapy, occupational therapy, physical therapy, nursing, and mental health support. Funds are designed to support students' access to a free appropriate public education (FAPE) by helping offset the costs of delivering medically necessary services identified in students' Individualized Education Programs (IEPs) or Individualized Family Service Plans (IFSPs) both internally and externally.

Contact the Early Learning Department at 503.385.4767

+ | Facilities & Operations

The Facilities and Operations Department is responsible for the maintenance, cleaning and general upkeep and safety of all WESD buildings. Through its operations, this department ensures the health and safety of all District staff, students and public that enter the buildings.

Responsibilities of this department include:

- Facility repairs, maintenance and operations
- Capital improvements
- Health and safety programs
- Building security
- Custodial services
- Vehicles and courier services
- Compliance with State and local regulations
- Sustainability

WESD Staff Facility Use

The Marion Center has several conference rooms which are available for staff use for meetings, workshops, interviews, and other ESD business.

Scheduling a room requires an employee to have their department clerical staff request the room in the reservation system. They will provide information regarding their room needs, including the event date, name, number of attendees, start time, end time, room set-up/configuration, list of needed equipment, etc. The clerical will be notified in the system and via email when the event is approved or letting them know their request was unable to be fulfilled.

Interactive video conferencing (IVC), PA systems, and conference phones as well as overhead projectors and TV/VCR/DVD players are available on site. Presentation displays and LCD projectors are available in most rooms.

The union and its representative will have the right to access designated WESD facilities for regular or special meetings, provided such meetings are consistent with the administrative procedures regarding the use of WESD facilities.

Community Facility Use

The primary purpose of the WESD conference rooms or Professional Learning Center is to meet the needs of WESD and our constituent districts. Conference facilities may be used by other state and community groups when they are available for such use. All outside group use is subject to fees to cover the costs to provide space. To request public use of a space use this [link](https://www.wesd.org/departments/facilities/events) (<https://www.wesd.org/departments/facilities/events>). WESD facilities will not be used to sponsor, participate in, or financially support religious activities. (OAR 581-024-0288)

The Superintendent will establish the rules, processes, and charges for facilities used by outside groups. The Superintendent or their designee will approve all uses by outside groups. The Superintendent will have the right to cancel any building usage if it is deemed to be in the best interest of WESD.

Request of Services from Facilities

The Facilities Department utilizes a prioritized work order system for managing workload. All requests for services from the Facilities Department must be submitted using the [Work Order Request Form](https://www.wesd.org/departments/facilities/facilities-work-order-submission) (<https://www.wesd.org/departments/facilities/facilities-work-order-submission>) on the website. Training and reference materials can be accessed at various links under the Facilities Department webpages.

Contact the Facilities & Operations Department at 503-385-4698.

+ | Human Resources

The Human Resources (HR) Department coordinates and oversees a number of important services for the agency and staff, such as:

- Recruitment and hiring of Classified, Licensed, Administrative, Confidential, Non- Represented and Temporary staff, including posting jobs, processing applications, and onboarding of new employees
- Maintenance and security of personnel files and medical records
- Managing employee benefits, such as health insurance, optional insurance, and the employee assistance program (EAP)
- Maintenance of employee performance evaluations and related documents criminal background checks, disclosures, and fingerprinting

requirements

- Verifying professional staff licenses and related documents
- Processing unemployment claims
- Facilitating mandatory all-staff trainings
- Updating policies
- Negotiation of collective bargaining agreements with WVEA and WESDEA
- Advising staff and management on policy interpretation and labor relations
- Facilitating Labor Management Committee (LMC) for Classified Staff
- Facilitating Professional Issues Committee (PIC) for Licensed Staff

Student Loan Forgiveness

Employees may be eligible for student loan forgiveness as administered by the U.S. Department of Education. To learn more about Student Loan Forgiveness, Cancellation, and/or Discharge, please review the eligibility requirements as outlined on the studentaid.gov (<https://studentaid.gov/>) website or contact your lender directly. Once eligibility is determined, Human Resources may assist in the completion of the employer certification section of the application form. Visit <https://www.wesd.org/departments/hr/federal-student-loan-forgiveness> (<https://www.wesd.org/departments/hr/federal-student-loan-forgiveness>) to find out more about loan forgiveness.

Contact the Human Resources Department at 503.385.4834. The HR Department is located in the Marion Center on the 2nd floor. Please refer to the HR Department pages on the WESD website for the names and primary duties of HR staff.

+ | Oregon Migrant Education Service Center (OMESC)

Coordination of Migrant Education Services

The Oregon Migrant Education Service Center (OMESC) is the education support agency of the Oregon Department of Education's (ODE) Migrant Education Program. The OMESEC provides professional development, coaching, mentoring, and technical services to ODE's 17 Regional Migrant Education Offices funded under Title I, Part C of Every Student Succeeds

Act (ESSA). These services focus on, but are not limited to, identification & recruitment of migrant students, student record exchange systems, family engagement, early childhood education, and educational best practices.

Identification & Recruitment

- Provide training and technical assistance on Title I Part C-Child Eligibility
- Validate and perform quality control checks on the Certificates of Eligibility (COE) Maintain Certificates of Eligibility for the State
- Perform state retrospective and prospective re-interviews
- Network with community partners
- Identify and recruit in non-program areas in the state
- Provide recruitment support to the 19 regional programs

Records Transfer

- Maintain the operations and development of the Oregon Migrant Student Information System (OMSIS)
- Monitor MSIX file transfers, manage worklists, respond to student move notifications, and enforce and implement federal MSIX regulations
- Provide training and technical assistance on OMSIS and MSIX
- Produce federal, state, and regional reports
- Member of the MSIX State Users Group for Analysis and Recommendations (SUGAR)

Professional Development

- Supplemental instructional & support services
 - Early Childhood Education
 - Family Engagement
 - State Parent Advisory Committees
 - School-Family & Community Engagement
- Oregon Migrant Education Professional Development
- Oregon Migrant Education Kick Off and Conference
- Oregon Migrant Education Parent Institute
- Oregon Migrant Education Youth Leadership Conference

Special Services

- 24-Hour Accident Insurance
- Provide training and technical support to local MEP staff and parents on insurance benefits and claim form
- Verify child eligibility for claim reimbursement



Organizational Cultural & Development Department (OCADD)

The Organizational Culture and Development Department is a unique department of two: the Director and the Education Inclusivity & Innovation Specialist. OCADD's team offers services in four primary categories: consultation, leadership development, coaching, group facilitation, and professional development, including presentations, workshops, and training, with both internal and external partners. A key interest is co-designing climate and cultures of inclusive engagement and belonging. Below are examples of our work:

- SB732 Equity Committee and Advisory Team Development
- Equity Lens Tool Application
- Courageous Dialogue Facilitation
- Public Speaking Engagements
- Policy Development
- Organizational Development
- Coaching for Leaders and Educators
- Communication and Emotional Intelligence Skill Development
- Document and Project Reviews - culturally responsive, relevant, and reinforcing communication
- Leadership Team development and facilitation with Regional School Districts

OCADD aims to co-create and co-develop an inclusive culture of belonging, establishing systems that remove barriers to access and opportunity, and are culturally responsive to all students and families served.

Contact 503.385.4497

Maria.Chavez-Haroldson@wesd.org (<mailto:Maria.Chavez-Haroldson@wesd.org>).

+ | **Post-Secondary Pathways**

The Postsecondary Pathways program supports students in preparing for and transitioning to life after high school, which includes guiding them toward college, career, or other training opportunities.

- **Willamette Work Ready:** Willamette Work Ready is a comprehensive career-connected learning program that hosts career-related opportunities in partnership with scores of regional industry partners. WWR provides school districts with structured opportunities for career awareness, preparation, and exploration with hands-on experiences through mock interviews, career fairs, classroom industry chats, and job shadows. The program also directly places students in meaningful training experiences that fit their goals and skill levels.
- **Willamette Promise:** Willamette Promise is a dual credit program focused on helping students earn college credit while in high school. Students have access to courses taught by their high school teachers and sponsored by Western Oregon University and Oregon Institute of Technology at dramatically reduced costs. The program provides teacher training and ongoing professional development.

+ | **School Improvement Services**

The School Improvement Services Department serves 21 districts in our region and multiple others across the state through various programs and technical assistance.

Our targeted goals focus on:

- Learner success, safety and achievement
- Professional learning and growth

- Continuous improvement
- Equitable and inclusive systems and programs
- Clear communication and great customer service

The following programs and services are designed to assist districts in achieving strategic goals, emphasizing equitable access and outcomes for all students and families.

Migrant Education Services Region 16

The Migrant Education Program (MEP) identifies, recruits, and supports migrant families, offering culturally relevant supplemental instruction from Pre-K through High School completion and for Out of School Youth. MEP provides academic content, early childhood education, communication support, educational guidance, and culturally relevant academic advocacy along with community support for families. Each summer, MEP provides regional summer school programming and at home visits for migrant youth and families. Working closely with school districts, MEP informs and engages families year-round and during parent advisory meetings. MEP is federally funded to ensure educational equity and support for migrant students and their families.

Technical Assistance and Coaching

The Teaching and Learning and School Safety and Mental Health Teams offer comprehensive support and services through multiple federal and state grants and the local service plan (K-12). Each team focuses on professional development, coaching and educator support in our 21 regional districts in the following areas to enhance educational outcomes and support district success:

Integrated Plan Implementation: Collaborative support districts to equitably implement integrated educational plans effectively and to reach Longitudinal Performance Growth Targets listed below:

- Four-year Graduation
- Five-year Completion
- Third Grade Reading
- Ninth Grade On-Track
- Regular Attenders
- Professional Development and Training

Interpreting and Implementing State and Federal Education Guidance

Teaching and Learning

- Instruction and Assessment
- Curriculum and Standards
- Social Emotional Learning
- Tribal History and Title VI (Indian Education)
- English Language Development
- Artificial Intelligence in Education

School Safety and Mental Health

- Mental and Behavioral Health
- School Safety and Emergency Planning
- Behavioral Assessments
- Crisis Response
- Social Work and Family Support

Our team is committed to partnering with districts to provide tailored support and resources that promote educational excellence and student achievement across all levels of K-12 education.

For inquiries or further information, please contact the School Improvement Services Department at 503.540.4423.

Library Media Services

Assistance in developing and maintaining effective school library programs.

Paraprofessional Assessments

Support for paraprofessionals seeking certification and professional development.

Home School Regional Registration

Centralized registration services for home school students within the region.

Willamette School Improvement Leadership Consortium

Professional Learning Community of School Improvement Leaders for planning and implementation of regional school improvement initiatives.

Nutrition Services

Oregon School Nutrition Support Program—a new initiative designed to strengthen school meal programs across the state. This program offers customized support for districts of all sizes, providing expertise in scratch cooking, menu planning, staff training, and policy development.

Services are flexible and can be contracted by the hour or as dedicated FTE, ensuring that each district receives solutions tailored to its unique needs. All support is grounded in National School Lunch Program (NSLP) guidelines and focused on helping schools serve healthy, appealing meals to students. The ultimate goal is simple: better food, stronger programs, and healthier students across Oregon.

Employee Wellness Program

The Wellness Program is a staff-centered initiative designed to equip employees with the tools to be healthy and resilient. The health and well-being of staff is key to promoting and protecting the health of students and helps foster their academic success. WESD is committed to creating an inclusive employee wellness program that focuses on physical health, mental health, and life enrichment. The School Improvement Services Department oversees this work and are available to answer any questions (wellness@wesd.org (<mailto:wellness@wesd.org>)). Visit <https://www.wesd.org/staff-resources/> (<https://www.wesd.org/staff-resources/wellness>) to find out more about the Wellness program and its resources.

Clark Creek Café

The Clark Creek Café, located on the first floor of the Marion Center, is a revitalized space welcoming all staff and visitors. Open weekdays from 7:00 AM to 10:30 PM (with adjusted Friday hours during summer), the café offers a self-serve grab-n-go setup featuring snacks, bottled beverages, and fresh coffee. Payment is accepted by card only via a kiosk. Each department has designated dry food storage alongside shared communal spaces with dishes and paper products. Staff are encouraged to maintain the space by cleaning up after use and keeping storage areas tidy. Come January 2026, the café will expand to include internal catering options for meetings and events offering convenient grab-n-go selections and beverages.

+ | **Secondary Partnerships**

Juvenile Detention Education Program (JDEP) and Youth Corrections Education Program (YCEP)

The Secondary Partnerships department oversees the educational programs at Marion County Juvenile Detention called Mill Creek Academy for male and female youth and the program at the MacLaren Youth Correctional Facility, called Lord High School, for male youth ages 12-25. These education programs ensure educational continuity and rigor for incarcerated youth.

Willamette Career Academy

Willamette Career Academy is a regional hub for career and technical innovation. WCA serves students and business partners across **Marion, Polk, and Yamhill counties**. WCA provides innovative programs to prepare high school students for high-wage, high-demand careers in Oregon.

+ | **Special Education - K12-Regional Programs**

Willamette Education Service District's (WESD) Special Education Department provides an array of specialized services for children, birth through age 21. This includes, the provision of Regional Inclusive Services for children birth through age 21 in the following areas: Deaf and Hard of Hearing, Vision, Deafblind, Traumatic Brain Injury, Orthopedic equipment, and Autism Consultation. In addition districts can be provided services in Special education K-12 on the local service plan. The department's highly trained staff fulfill a variety of contracts with the Oregon Department of Education, and other state entities, to provide designated special education services. The special education staff provides services that are requested by our partner school districts. Below is a list of the broad service areas provided (but not limited to) by the department:

- Audiological Services

- Augmentative Communication Services a
- Autism Spectrum Disorder Services
- Behavioral Services
- Braille and Large Print Textbook Production (OTMC)
- Deaf and Hard of Hearing Services
- Regional Early Intervention and Early Childhood Special Education Services
- Nursing Services
- Occupational and Physical Therapy Services
- School Psychologist(s)
- Speech and Language Services
- Youth Transition Program
- Vision Impaired Services
- Regional Technical Assistance
- Testing Specialists
- Administrative SPED services

Quest Adult School

Quest Adult School offers opportunities for 18–21-year-old students to continue their education while residing at the Oregon State Hospital. Quest students are able to earn high school diplomas, study for their GED, and learn valuable life skills. Quest offers coursework in a variety of areas including reading, math, social skills and vocational and job skill training. The staff at Quest offer academic support, social/emotional skill building, individualized transition planning as well as specially designed instruction for students who qualify for an IEP. Teaching staff are on site to support students with their education and offer a positive, safe space to learn during their hospital stay.

Contact the Special Education Department at 503.385.4550.

Discovery Academy

Discovery Academy is WESD's recovery high school. This high school is a unique program designed to support students who are in "active" recovery for substance use and addiction. While Discovery Academy offers a comprehensive high school experience and offers the full spectrum of diploma options and services such as Special Education, 504, TAG, ELL etc, it is not a placement for students. Students must fully enroll and agree to actively participate in their journey through recovery through an intake process. Discovery offers a pairing of support from Peer Specialists,

Certified Recovery Mentor, Mental Health, coupled nicely with Social Emotional Learning and academics that support obtaining a high school diploma, free from pressures to use substances. Staff are highly trained in recovery, SEL, and how to support students through their HS years.

+ | Technology Services

The WESD Technology Department is dedicated to delivering exceptional services to agency employees and the School Districts across Marion, Polk, and Yamhill Counties. Leveraging our collaborative partnerships with other Educational Service Districts, we extend our reach to serve a diverse array of organizations and clients throughout the state of Oregon. Our team, comprised of highly skilled professionals, is committed to providing a comprehensive suite of services for the agency, which includes:

- Fiscal, student, and special education data systems (PowerSchool and Synergy)
- Frontline – Substitute Management Services (EduStaff)
- Internet services design and management
- Network, Server, and Security consultation and services
- Desktop Support - On-site hardware and software support
- Application/Software Training
- Parent Square
- Canvas LMS
- GenAI Tools (Copilot and ChatGPT)
- ODS - Oregon Data Suite
- Zoom Phone Support
- Application Development
- Cybersecurity Audits

Contact Technology Services Department at ext. 4849 or 503.385.4849.

+ | Partner School Districts

<p>Amity SD 4J</p> <p>Jeff Clark, Superintendent</p> <p>807 Trade St. PO Box 128 Amity, OR 97101</p> <p><i>Phone - 503.835.2171</i></p>	<p>Cascade SD 5</p> <p>Darin Drill, Superintendent</p> <p>10226 Marion Dr. SE Turner, OR 97392</p> <p><i>Phone - 503.749.8488</i></p>	<p>Central SD 13 J</p> <p>Jennifer Kubista, Superintendent</p> <p>750 S 5th St. Independence, OR 97351</p> <p><i>Phone - 503.838.0033</i></p>
<p>Dallas SD 2</p> <p>Steve Spencer, Superintendent</p> <p>111 SW Ash St. Dallas, OR 97338</p> <p><i>Phone - 503.623.5594</i></p>	<p>Dayton SD 8</p> <p>Amy Fast, Superintendent</p> <p>780 Ferry St. Dayton, OR 97114</p> <p><i>Phone - 503.864.2215</i></p>	<p>Falls City SD 57</p> <p>Cory Ellis, Superintendent</p> <p>111 N Main St. Falls City, OR 97344</p> <p><i>Phone - 503.787.3521</i></p>
<p>Gervais SD 1</p> <p>Dandy Stevens, Superintendent</p> <p>290 1st St. PO Box 100 Gervais, OR 97026</p> <p><i>Phone - 503.792.3803</i></p>	<p>Jefferson SD 14J</p> <p>Dawn Moorfield, Superintendent</p> <p>1328 N 2nd St. Jefferson, OR 97352</p> <p><i>Phone - 503.843.2433</i></p>	<p>McMinnville SD 40</p> <p>Kourtney Ferrua, Interim Superintendent</p> <p>1500 NE Baker St. McMinnville, OR 97128</p> <p><i>Phone - 503.565.4001</i></p>
<p>Mt. Angel SD 91</p> <p>Lisa Harlan, Superintendent</p> <p>890 E Marquam St. PO Box 1129 Mt. Angel, OR 97362</p> <p><i>Phone - 503.845.2345</i></p>	<p>Newberg SD 29J</p> <p>Dave Parker, Superintendent</p> <p>714 6th St. Newberg, OR 97132</p> <p><i>Phone - 503.554.5000</i></p>	<p>North Marion SD 15</p> <p>Dan Busch, Superintendent</p> <p>20256 Grim Rd. NE Aurora, OR 97002</p> <p><i>Phone - 503.678.7100</i></p>

North Santiam SD 29J Lee Loving, Superintendent 1155 N 3rd Ave. Stayton, OR 97383 <i>Phone - 503.769.6924</i>	Perrydale SD 21 Dan Dugan, Superintendent 7445 Perrydale Rd. Amity, OR 97101 <i>Phone - 503.835.3184</i>	Salem-Keizer SD 24J Andrea Castañeda, Superintendent 2450 Lancaster Dr. NE PO Box 12024 Salem, OR 97305 <i>Phone - 503-399-3001</i>
Sheridan SD 48J Dorie Vickery, Superintendent 435 S Bridge St. Sheridan, OR 97378 <i>Phone - 971.261.6959</i>	Silver Falls SD 4 Kim Kellison, Superintendent 802 Schlador St. Silverton, OR 97381 <i>Phone - 503.873.5303</i>	St. Paul SD 45 Troy Fisher, Superintendent 20449 Main St. NE St. Paul, OR 97137 <i>Phone - 503.633.2541</i>
Willamina SD 30JT Mike Gass, Superintendent 1100 Oaken Hills Dr. PO Box 1000 Willamina, OR 97396 <i>Phone - 503.876.4525</i>	Woodburn SD 103 Juan Larios, Superintendent 965 N Boones Ferry Rd. Woodburn, OR 97071 <i>Phone - 503.981.9555</i>	Yamhill-Carlton SD 30JT Clint Raever, Superintendent 120 N Larch Pl. Yamhill, OR 97148 <i>Phone - 503-852-6980</i>

+ Organizational Structure

Cabinet

Russ Allen	Charlie Bauer	Michael Beck
Gretchen Brunner	Dr. Maria Chavez-Haroldson	Michael Clark
Dr. Tonya Coker	Jeff Easter	Allison Handley

Kari Laizure	Dr. Joe Morelock	James Severson
Dr. Ella Taylor	Tishri Tucker	Margo Williams

Leadership Team

Russ Allen	Suzie Barrientos	Charlie Bauer
Jackie Bauman	Sarah Beaird	Michael Beck
Mike Blade	Kate Bonilla	Gretchen Brunner
Angie Carroll	Kevin Carroll	Amy Caulder
Dr. Maria Chavez-Haroldson	Michael Clark	Dr. Tonya Coker
Michael Conn	Miranda Cryns	Holly Dalton
Jeff Easter	Amber Estrada	Chandra Ferguson
Shiloh Ficek	Jack Fields	Autymn Galbraith
Denise Galindo	Allison Handley	Colleen Henry
Jay Hernández	Addie Howell	Michael Jackson
Stephanie Kaupa	Dr. Pat Ketcham	Alan Kirby
Kari Laizure	Dr. Liz Vaughn	Travis McDonald
Brittany McMurray	Dr. Joe Morelock	Ashley Netzel
Dana Pedersen	Max Preminger	Dr. Amber Ryerson
Jim Severson	Ashley Skidmore	Jackie Smetana
Cassie Stafford	Robin Stoeber	Dr. Meredith Stone
Dr. Ella Taylor	Tishri Tucker	Margo Williams

+ | General Operating Procedures

+ | Computer & Equipment Security

Multi-Factor Authentication (MFA)

To enhance the security of user accounts and protect sensitive data, WESD has implemented Multi-Factor Authentication (MFA). MFA adds an essential layer of protection by requiring users to verify their identity through multiple methods. All employees are required to use MFA when accessing systems where it has been assigned, as part of WESD's standard security protocol

Transporting Electronic Equipment

To reduce the risk of theft, staff must ensure that electronic devices (e.g., laptops, iPads) are transported in a manner that keeps them out of public view. Concealing equipment while in transit helps safeguard both personal and agency property.

If any electronic equipment is lost or stolen, it must be reported to your supervisor immediately. For further guidance and policies regarding electronic equipment, please refer to the [Technology Department website](https://www.wesd.org/departments/technology) (<https://www.wesd.org/departments/technology>).

+ | Criminal Record Checks/Fingerprinting

All newly hired staff not required to be Teacher Standards and Practices Commission (TSPC) licensed shall be required to undergo a nationwide criminal records check and fingerprinting under Oregon law. All newly hired staff required to be TSPC licensed shall be required to undergo a nationwide criminal records check.

Select staff and contractors working in certain programs are required to complete an additional background check and fingerprints by enrolling in the State's Central Background Registry (CBR). Subject individuals are determined by the Oregon Department of Education.

The WESD Board policy includes checking and fingerprinting previous employees who are returning to work under a new temporary contract. Previous employees shall be required to undergo a nationwide criminal records check and/or fingerprinting under Oregon Law.

Additionally, newly hired staff shall be required to undergo a sexual misconduct check as required by Board policy and Oregon law. WESD sends this request to prior education employers during the final stages of hiring.

+ First Aid

Board Policy EBBA (<https://policy.osba.org/wesd/E/EBBA%20D1.PDF>)

CPR/First Aid/AED Classes

Classes are periodically held at WESD for regular staff who must maintain current certification in order to satisfy the requirements of their job descriptions. If your position requires Adult & Pediatric First-Aid/CPR/AED certification, you are responsible to assure it is always current for work purposes.

At the beginning of each school year, Human Resources (HR) announces the dates, times, and locations where classes will be held. HR also coordinates attendance registration and instructors for the classes. A schedule of classes and locations can be found on the WESD website homepage under Services - Professional Development Services (<https://www.wesd.org/staff-resources/professional-development>).

Certification cards will be provided at the completion of training by the instructor. Each department pays for its staff members to attend; therefore, supervisor approval is required prior to registering. If you register and are unable to attend, you must notify your supervisor and HR as soon as possible. The minimum number of class participants is 10 and classes may be canceled if the minimum number of participants is not reached.

+ General Use Prohibitions/Guidelines/Etiquette

Board Policy IIBGA-AR

(<https://policy.osba.org/wesd/I/IIBGA%20R%20G1.PDF>)

+ | Identification Badges

It is requested for all WESD personnel to visibly wear their identification badges while at any WESD location and while conducting WESD business. Should you require an identification badge, they can be obtained from Technology Services. Please call extension 4856 (503.385.4856) to schedule an appointment. In the event of a lost ID badge, it is imperative to report the loss to your supervisor without delay. Please note, there is a fee of \$10.00 for the replacement of an identification badge

+ | Inclement Weather/Emergency Closures

The Superintendent or designee may close the WESD facilities due to inclement weather, outages, or emergencies.

If the employee's assigned worksite(s) is closed because of an emergency, they may be directed to telework or report to another location.

Alternatively, depending on the situation employees may be directed to not work. For classified staff - if the District calls for a two (2)-hour delay due to weather and/or emergency conditions, classified employees scheduled to work during that time will remain in paid status during that two (2)-hour period. If it is determined that a closure is needed for the remainder of the day, the employee may choose to use accrued sick leave up to one (1) day, personal leave, vacation, non-contract time, or take the remainder of the day unpaid to cover the remaining work hours for the day.

All employees should ensure that the [Employee Access Center](https://erp2310wesdeac.erp.powerschool.com/erp/EmployeeAccessCenter/Web/Extedistrictid=393ec05f-9b28-4103-9b3b-2f7889f9899f) (https://erp2310wesdeac.erp.powerschool.com/erp/EmployeeAccessCenter/Web/Extedistrictid=393ec05f-9b28-4103-9b3b-2f7889f9899f) (EAC) is updated with their current home phone number, email, and address for purposes of emergency closure notifications.

The Superintendent or designee is the only person authorized to declare a closure or delayed starting time(s) for WESD and its staff. If a closure or delay is declared: notification will be sent out to all employees who have opted to receive text/email/telephone notifications in the Employee Access Center (EAC), a message advising of the closure will be posted on the [website](https://www.wesd.org) (<https://www.wesd.org>), and notification will be sent to local media outlets.

+ Infection Control - HIV+, Aids, Hepatitis B, Covid-19

WESD administers infection control policies, procedures, and training in order to minimize the exposure to infectious diseases for staff and students. It is important that all staff are aware of this information and follow through with training requirements pertaining to these policies.

Infection Control and Bloodborne Pathogens Board Policy

Board Policy EBBAA/GBEBC/JHCCC

(https://policy.osba.org/wesd/E/EBBAA_GBEBC_JHCCC%20D1.PDF)

Board Policy HBV/Bloodborne Pathogens

Board Policy EBBAB/GBEBAA/JHCCBA

(https://policy.osba.org/wesd/E/EBBAB_GBEBAA_JHCCBA%20D1.PDF)

WESD Communicable Disease Plan

View Plan

(<https://resources.finalsite.net/images/v1680088386/wesdorg/qxtpot76wqdw0qipzec>)

Hepatitis B Vaccination Clinics

Employee insurance typically covers the cost of the vaccinations for staff who desire to have the three doses. As noted in [Board Policy EBBAB/GBEBAA/JHCCBA](#) (https://policy.osba.org/wesd/E/EBBAB_GBEBAA_JHCCBA%20D1.PDF), WESD will offer immunization with Hepatitis B vaccine, for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the agency. The first dose is generally administered near the start of the school year. If a staff member

is not covered by employee insurance and would like to be vaccinated, the staff member should attend the clinics and WESD will pay for the three required Hep B doses as they are administered.

Bloodborne Pathogen Training is available online (<https://wesd-or.safeschools.com/login>) in the SafeSchools training system, accessible on the WESD website. You will need your employee email address to log in.

COVID-19 information and WESD's ongoing response can be located on the WESD website (<https://www.wesd.org/departments/facilities/wesd-safety>). WESD will follow all state and federal guidelines as well as additional safety measures when necessary.

+ Meeting Room Availability & Scheduling

The Marion Center has several conference rooms which are available for staff use for meetings, workshops, interviews, and other ESD business.

Scheduling a room requires an employee to have their department clerical staff fill out the Room Request form. On that form the employee will provide information regarding their room needs, including the event date, name, number of attendees, start time, end time, room set-up/configuration, list of needed equipment, etc. Employees will receive an email with confirmation of the details of their reservation, or letting them know their request was unable to be fulfilled.

Interactive video conferencing (IVC), PA systems, and conference phones as well as overhead projectors and TV/VCR/DVD players are available on site. Presentation displays and LCD projectors are available in most rooms.

+ Parking

Employee parking is provided in the lot behind the Marion Center and is accessed from Fairview and 12th Place. The parking lot in the front of the building is designated as guest parking. The south end of the building (admin lot) has numbered spaces designated as assigned/reserved parking.

Reserved parking spaces are marked at other WESD sites. The remaining unmarked parking spaces are considered general parking for staff and guests at the facility. Staff and guests should not park in a way that obstructs vehicle access gates or bus loading zones.

+ Personal Communication Devices & Social Media

Board Policy GCAB (<https://policy.osba.org/wesd/G/GCAB%20G1.PDF>)

+ Protection of Electronic Information - Electronic Communications System

The Board is committed to developing and maintaining a high-quality, equitable, and cost-effective electronic communications system that supports teaching and learning. This system is intended solely for educational and professional purposes.

WESD retains full ownership and control of all computers, hardware, software, and data. All communications and information transmitted, received, or stored on WESD systems are the property of the agency and must be used only for authorized purposes.

Acceptable Use and Monitoring

Use of WESD equipment or software for unauthorized activities is strictly prohibited. To ensure system integrity and compliance with Board policy, administrative regulations, and applicable laws, authorized personnel may routinely monitor user files and communications. Transmission of materials related to political campaigns is not permitted.

Personal Devices

Personal cell phones used for work-related tasks and synchronized with WESD systems must be password protected. If a device is lost or stolen, notify your supervisor immediately so that access to district resources (e.g., email) can be revoked.

Privacy and Data Access

Files, emails, and other data stored or transmitted on WESD servers are not private. By using WESD systems, employees consent to monitoring by authorized personnel. The district reserves the right to access and disclose information stored on its systems as necessary.

Email Retention and Public Records

The district may implement an email retention schedule. Emails sent or received by employees or Board members in the course of public business may be considered public records and subject to state archivist rules for retention and destruction. Information stored on WESD systems may be subject to public records requests or legal discovery. Deleted or purged data may be recoverable and used for disclosure or disciplinary purposes.

Password Security

To enhance system security, WESD requires the use of passphrases. Employees should avoid storing passwords unless using a secure password manager. Passwords and passphrases must not be shared to protect the integrity of WESD accounts and systems.

+ | Publicly Owned Vehicles

WESD has vehicles available for use in conducting authorized agency activities on a first come-first-serve basis. A request for a vehicle can be submitted on the [Facilities webpage](https://www.wesd.org/departments/facilities/vehicle-usage) (<https://www.wesd.org/departments/facilities/vehicle-usage>). The Facilities Department oversees agency vehicles and is responsible for coordinating reservations and checkouts of these vehicles. Staff or approved volunteers must possess a valid driver's license and meet requirements set forth in agency policy. If transporting students, driver requirements must be observed for "Type 10 Pupil Transporting Vehicles".

Vehicle reservations, training, and permission forms can be obtained by contacting the Facilities Department at 503-385-4717. All vehicles are to be returned each evening full of fuel to the designated parking area unless the driver has prior authorization to keep the vehicle overnight. Keys, fuel cards, and receipts will be turned in to the Facilities Department upon

return of the vehicle. A permission form signed by the employee is required to be in the Facilities Department prior to the driver taking possession of the vehicle.

When available, an agency vehicle should be used for agency travel before employees use their personal vehicle.

+ | Purchase of Goods & Services

All purchasing must comply with Board policy and Business Service purchasing procedures. The Business Services section of the WESD website has guides that cover:

- Purchasing policies and thresholds
- Conferences and training
- Travel
- The purchase of food and beverages – when it is and isn't allowable
- P-Card purchasing
- Contracting for services
- Employee reimbursement

All purchase requests must have prior approval of the supervisor. A requisition shall be submitted and an approved PO obtained prior to making a purchase. Purchases with a P-Card must comply with all purchasing policies and procedures. The purchase of services requires an approved contract prior to the start of the service. Employees may be held personally responsible for purchases made without proper authorization.

Purchasing guides can be found on the WESD Business Services web page under [Guides & Training Materials](#)

(https://drive.google.com/drive/folders/1m3FsINEy3Us8raKapmHrQq9xBy6s7w_0?usp=drive_link).

+ | Reporting of Suspected Child Abuse

Board Policy JHFE/GBNAB

(https://policy.osba.org/wesd/J/JHFE_GBNAB%20D1.PDF)

All WESD employees are mandated by the state to report any and all suspected child abuse.

“Any ESD employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of their contact.”

+ Reporting Requirements - Sexual Conduct with Students

Board Policy JHFE/GBNAA

(https://policy.osba.org/wesd/J/JHFF_GBNA%20D1.PDF)

“Any ESD employee, contractor or agent of the ESD or volunteer who has reasonable cause to believe that another ESD employee, contractor, agent of the ESD or volunteer has engaged in sexual conduct with a student must immediately notify his/her/their immediate supervisor and the Executive Director of Human Resources.”

“Sexual conduct,” means verbal or physical conduct or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment.”

+ Safety Policies & Practices

Employers are required by law to communicate to employees the policies and standards of practice to be observed to minimize occupational accidents and injury. In addition, standards of behavior and practices are set forth below as employee responsibilities. Failure to abide by the

responsibilities and standards in this section may result in termination of or may adversely affect any claim for worker's compensation benefits related to an on-the-job injury or accident. Please read and observe the following and refer questions to your immediate supervisor or WESD's Safety Officer.

Report all accidents/incidents/injuries, no matter how slight, to your supervisor immediately. Your supervisor will initiate and oversee the appropriate reporting process. A Preliminary Accident Report should always be completed after an incident, even if no medical care is required.

This form is located on the WESD website, under Human Resources

(<https://www.wesd.org/departments/hr/staff-resources/workers-compensation>). Send the completed form to Human Resources.

The "worker" portion of the Report of Job Injury or Illness (Form 801) should always be completed after an accident, even if no medical care is required. Your supervisor will provide assistance in completing this form if you need it. This form is located on the WESD website, Human Resources, Documents, and Forms.

Report your physician's findings immediately (within 24 hours) to Human Resources. A doctor's note will be required to return you to work if you received medical care. The doctor's note must include a release date or an end date to restrictions. It should also note a follow up date if your condition warrants more healing time.

Immediately (within 24 hours) report to your supervisor your progress or findings after each subsequent physician's visit or other treatment with a follow-up doctor's note. You must report to your next scheduled shift once the doctor releases you to work (part-time, temporary, modified, or regular).

Hazards must be reported to a supervisor immediately after they are discovered. All hazardous conditions should be reported to the Facilities Department. See the Request for Facilities Services to determine the best way to contact Facilities personnel.

Supervisors are required to investigate all accidents in a timely manner and to route supervisor reports to Human Resources. Human Resources will provide a report of incidents to the Safety Committee.

Employees reporting for work under the influence of alcohol or drugs must be reported to the proper supervisor immediately. If the supervisor is unavailable, make the report to any supervisor or Director in the facility.

Only regular employees of WESD (excludes temporary employees) are permitted to operate agency-owned vehicles and equipment.

Any transportation of students in District vehicles must be in a Type-10 or Type-20 approved vehicle and any driver of students must hold the same approval from the Oregon Department of Education. For questions or help with this topic, contact jeff.easter@wesd.org (mailto:jeff.easter@wesd.org) or 503-385-4717.

All employees who operate an agency-owned vehicle must have a valid driver's license registered with the Facilities & Operations Department.

Accident and injury reports are reviewed by supervisors and discussed with employees.

All employees are reminded to observe the following responsibilities:

- Operate vehicles in a safe manner at all times.
- Use all equipment and safety devices.
- Load and unload materials safely.
- Request assistance to lift/move heavy objects and lift properly.
- Refrain from engaging in inappropriate conduct.

WESD's Safety Committee meets monthly (during the school year) to review incidents, accident claims, and notices of hazardous conditions. It makes recommendations to the Administration regarding safety standards and corrections to facilities and practices. Representatives from Administrative and supervisory staff, as well as employees who are appointed to be on the Safety Committee, bring concerns from staff to the attention of the committee for investigation. HR reports to the committee regarding the state of incidents and claim trends and generally supports safety training requests from the committee.

+ | **Sexual Conduct Complaint Form**

The form for making a complaint and to document witness accounts can be accessed on the website under the Board of Directors link on the Home Page. It is located in the Board Policies, [JHFF-GBNAA](https://policy.osba.org/wesd/J/JHFF_GBNA%20R%20D1.PDF) (https://policy.osba.org/wesd/J/JHFF_GBNA%20R%20D1.PDF).

+ Staff Expense Reimbursement

Board Policy DLC-AR (<https://policy.osba.org/wesd/D/DLC%20R%20G1.PDF>)

Certify and expense reimbursement procedures are found in the Business Services (<https://www.wesd.org/departments/business-services>) section of the WESD website.

Employees may not use personal credit cards for WESD travel or other agency-related business and receive incentives such as cash reimbursements, frequent flyer miles, and other benefits based upon the dollar amount of purchases made.

+ Technology Help Desks

The Technology Department Help Desk is available Monday through Friday, from 7:00 a.m. to 5:00 p.m., to assist with computer, telephone, and general technology-related issues.

- Phone: Extension 4849 or 503-385-4849
- Email: help.desk@wesd.org (<mailto:help.desk@wesd.org>) — submitting a request via email will automatically generate a support ticket.

The PowerSchool Help Desk operates during the same hours, providing support for all PowerSchool-related inquiries.

- Phone: Extension 4713 or 503-385-4713

+ WESD Website

Willamette ESD maintains a website to provide information and resources for staff, our partners, and the general public. The website address is www.wesd.org (<http://www.wesd.org>) and the site is organized to make

navigation as easy as possible. There are resources and forms posted there that are specifically for staff, and to access those, staff must sign-in to the website.

The website is maintained by the Communications team, with each department providing regular content updates and postings. Agency news and events are shared, as well as information about job openings and employment at the WESD. Department sections describe the array of services provided and are maintained by designated department staff. For questions or access to post on the website, please contact communications@wesd.org (mailto:communications@wesd.org).

+ | Workplace Standards & Norms

To support WESD staff in fostering a clean, professional and supportive work environment, the Workplace Norms and Workplace Standards have been developed. They provide guidelines on our workplace personal interactions and office courtesy, as well as establishing some standards for the way we take care of our workspaces.

In the implementation of these Norms & Standards, WESD strives for consistency in its application including consistency between our worksites and consistency from department to department. The goals are positive, to assure we are all comfortable and productive and can take pride in our workplace.

Links to the WESD Workplace Standards and WESD Workplace Norms are found in the **Human Resources section** (<https://www.wesd.org/departments/hr/staff-resources>) of the WESD website.

+ | General Personnel Information and Policies

+ | Absences from Work

Included in the following leave sections are excerpts from Board Policy GCBD/GDBD (https://policy.osba.org/wesd/G/GCBD_GDBD%20D1.PDF). WESD has developed the following guidelines below when staff need to be absent from work. If you have questions about this information, please contact your supervisor.

Absence Notification

Employees should notify their department of unplanned absence due to illness, personal emergency, or other personal problem by 6:00 a.m., if possible, and inform their supervisor or clerical designee of appointments to be canceled and/or schools to be notified. Medical/dental appointments and other absences must be approved by your supervisor prior to the date of your appointment. It is your responsibility to record the appropriate leave in Frontline for the amount of time absent.

Court Appearances

Upon receipt of a subpoena related to their work responsibilities, employees shall provide the subpoena to their supervisor at their earliest opportunity. Employees shall review the District's "Subpoena Guidelines" prior to complying with the subpoena. Contact the Executive Director of Human Resources if you have any questions pertaining to your subpoena. Employees who appear before a court, legislative committee, or other judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority, shall be granted leave for such appearance, provided that they decline witness fees, excluding travel expenses. An employee who is a plaintiff in a suit against the WESD shall be granted an unpaid leave of absence. This provision does not apply in any case where the employee association or the employee is a complainant in a case against WESD.

Jury Duty

Any regular employee shall be granted a leave of absence with pay for service upon a jury, provided they decline any monies paid for jury service, excluding travel expenses. A copy of the court subpoena should be sent to the Leaves HR Specialist.

Bereavement Leave

Employees shall be allowed up to five (5) days leave, with pay, for each death in the employee's immediate family or loss of pregnancy. Employee's immediate family is defined to include spouse/partner, children, including step-children, grandchildren, grandparents, including step-grandparents, parents, step parents, aunt, uncle, brother, sister, spouse's/partner's mother and father, including spouse's/partner's step parents, and any person who is a resident of the employee's household.

Up to one-half day of bereavement leave will be granted to attend the funeral of a student or colleague.

Effective immediately, employees who experience pregnancy loss will be eligible for Bereavement Leave. Bereavement Leave is defined within the Collective Bargaining Agreement (CBA). This additional eligibility includes either parent and provides up to five (5) days of paid leave. Human Resources may require medical verification.

Military Leave

The ESD will grant military leave to employees on duty with a uniformed service in accordance with applicable state and federal law. Employees requesting military leave are required to provide written notice as soon as practicable following notification of military call-up or reservist duty unless precluded by military necessity.

Temporary Disability

Any regular employee, upon application in writing and upon approval from the Superintendent, may obtain temporary disability leave without pay for a period not to exceed one year. Application for temporary disability leave must include the beginning and ending dates of the leave.

+ | Alcohol/Controlled Substance Use

Board Policy GBCBA (<https://policy.osba.org/wesd/G/GBCBA%20D1.PDF>)

+ | Annual Mandatory Training

Training through the online SafeSchools training system is required at the start of each new school year. This training must be done by all regular employees; some temporary and contracted staff may be required by a supervisor to complete training, as well. **Staff hired midway through the year have 30 days from the date of hire to complete mandatory training.** Training accounts are set up in HR and email reminders will be sent periodically to remind staff to complete required training. If you have questions about the training, contact your supervisor or HR. The online training link is accessed by clicking on the emailed link each employee receives to their WESD email account.

+ | Change of Address

It is important to promptly update any change of address, telephone, and emergency contact information to ensure mailed notices, texts, and contacts for emergency purposes are handled efficiently and appropriately. Updates to payroll and human resources information, including change of address, are done using the Employee Access Center (EAC). The EAC [link](https://erp2310wesdeac.erp.powerschool.com/erp/EmployeeAccessCenter/Web/Extedistrictid=393ec05f-9b28-4103-9b3b-2f7889f9899f) (<https://erp2310wesdeac.erp.powerschool.com/erp/EmployeeAccessCenter/Web/Extedistrictid=393ec05f-9b28-4103-9b3b-2f7889f9899f>) is on the HR Staff Resources page of the WESD website. For the purposes of notices, WESD will use your last known address on record.

+ | Complaint Procedure

Board Policy GBM-AR

(<https://policy.osba.org/wesd/G/GBM%20R%20D1.PDF>)

+ | Contracted Agency Agreements

Contractors with another agency or entity shall be subject to the same policies and procedures that apply to regular WESD personnel, except when the contract may dictate other terms and conditions.

+ Corporal Punishment

Board Policy JGA (<https://policy.osba.org/wesd/J/JGA%20D1.PDF>)

+ Designated Milk-Expression Rooms

Board Policy GBDA (<https://policy.osba.org/wesd/G/GBDA%20G1.PDF>)

+ Disposal of ESD Property

Board Policy DN (<https://policy.osba.org/wesd/D/DN%20G2.PDF>)

+ Drug Free Workplace

Board Policy GBEC (<https://policy.osba.org/wesd/G/GBEC%20D1.PDF>)

Board Policy JFCG/JFCH/JFCI

(https://policy.osba.org/wesd/J/JFCG_JFCH_JFCI%20D1.PDF)

It is the intent of the Board of WESD to promote a healthy, supportive, and productive environment for both agency staff and students. The Board further considers that the abuse of and/or illegal involvement with Alcohol and Other Drugs (AOD) on the part of its employees and students to be destructive of this goal.

Violation of This Policy by Employees

As a condition of employment with the WESD, all employees are required to abide by the terms of these policies and any related administrative rules.

Where there is reasonable cause to believe that an employee has violated the terms of this policy, the WESD may, as part of its investigation, require the employee to submit a sample of blood or urine for testing and/or may search the employee's person, belongings, and vehicle if on agency property. Searches shall be conducted by the Superintendent or designee and witnessed by a second employee.

If the agency's investigation determines that an employee has violated this policy and/or implementing rules, appropriate disciplinary action(s) will be taken.

+ Equal Employment Opportunity

Board Policy GBA (<https://policy.osba.org/wesd/G/GBA%20D1.PDF>)

+ Ethics Policy

Board Policy GBC (<https://policy.osba.org/wesd/G/GBC%20D1.PDF>)

+ Federal Family and Medical Leave & Oregon Family Medical Leave

Full text from **Board Policy GCBDA/GDBDA**
(https://policy.osba.org/wesd/G/GCBDA_GDBDA%20D1.PDF)

The WESD will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Act of 2008, and for the fiscal year 2010 (which expands certain leave to military families and veterans for specific circumstances) and other applicable provisions of state leave laws, Board policies and collective bargaining agreements regarding family medical leaves.

In order for an employee to be eligible for the benefits under federal law (FMLA), they must have been employed by the WESD for at least 12 months and have worked at least 1,250 hours during the past 12-month period.

In order to be eligible under state law (OFLA), an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence.

Federal and state leave entitlements generally run concurrently.

The Superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

Eligible employees are entitled to up to 12 weeks of unpaid leave using the following forward 12 months method. They may be required to provide the employer with a medical certificate from a doctor. They are required to use accrued paid vacation and sick leave as part of the leave. The WESD will maintain the employee health benefits during FMLA/OFLA unpaid leave (up to 12 weeks). When the employee comes back from leave, they are entitled to return to the same or an equivalent job at the same salary. They may take FMLA leave for the birth of a child, care of a child after birth, care of a child after adoption, care of a seriously ill close family member (spouse, child, parent), or serious personal illness. They may take OFLA for home care for the employee's child (both serious and non-serious health conditions) as well as school and childcare closures for public health emergencies, bereavement, pregnancy disability, and military family leave — up to 14 days per deployment.

Employees are legally required to give the agency at least 30 days' notice when the need for such leave is foreseeable. If an employee fails to give thirty (30) days' notice (except in the case of an emergency or unplanned surgery), the leave available is reduced to nine (9) weeks (OAR 839-07- 800 to 839-07-875). When leave without pay is granted, all other benefits such as sick leave, vacation leave, and other employee benefits (except health benefits) shall not accrue during the period of the leave (as per Board Policy [GCBC/GDBC](https://policy.osba.org/wesd/G/GCBC_GDBC%20D1.PDF) (https://policy.osba.org/wesd/G/GCBC_GDBC%20D1.PDF), "Associated Payroll Costs"). Requests for Family Medical Leave must be submitted in writing.

For the purposes of calculating an employee's OFLA leave period, the ESD will use a measured forward for a period of 52 consecutive weeks (or in some cases, 53 consecutive weeks) from the Sunday before qualifying family, medical, or safe leave begins. FMLA will be measured forward from the date the employee first takes FMLA covered leave in each 12-month period.

For more information, please refer to an expanded version, ([---

+ | Gifts & Solicitations](https://policy.osba.org/wesd/search.asp?si=75853865&pid=r&nsb=1&n=0&_charset_=windows-1252&bcd=%F7&s=wesd&query=dlc-ar)Board Policy GCBDA/GDBDA-AR (1) (https://policy.osba.org/wesd/G/GCBDA_GDBDA%20R%201%20G1.PDF). FMLA/OFLA Request and Healthcare Certification Forms can be found on the WESD website at the Human Resources webpage. Forms may also be used for pregnancy-related disability and sick child leave.</p></div><div data-bbox=)

Board Policy GBI (https://policy.osba.org/wesd/search.asp?si=75853865&pid=r&nsb=1&n=0&_charset_=windows-1252&bcd=%F7&s=wesd&query=gifts)

+ | Harassment

Board Policy GBNA (<https://policy.osba.org/wesd/G/GBNA%20G1.PDF>)

Board Policy GBNA-AR
(<https://policy.osba.org/wesd/G/GBNA%20R%20G1.PDF>)

The WESD is committed to creating and maintaining a safe, respectful workplace where all employees feel comfortable and supported. The District is committed to providing a work environment free of all forms of harassment, where all may thrive in their jobs. The District's zero tolerance policy applies equally to administrators, licensed and classified employees, substitutes, contractors, consultants, and volunteers.

District policies and procedures support a work environment where harassment, including sexual harassment, will not be tolerated. All reported violations of our harassment policy or sexual harassment policy

will be promptly and thoroughly investigated without reprisal or retaliation.

If you experience, witness, or have knowledge of harassment of any type, report it immediately to your supervisor or the HR Department.

+ | Interacting with the Media

Any request(s) from the media should be immediately forwarded to the Superintendent or Communications Director (Policy KBCA and KBCA-AR). Where possible, gather accurate contact information (email, phone, agency) for the media person and the nature or topic of inquiry. Staff should not respond to any media requests without approval from the Superintendent or Communications Director. For questions or requests, contact communications@wesd.org (mailto:communications@wesd.org).

+ | Job Sharing

The Board has determined that job sharing is an appropriate personnel practice and directs the Superintendent to establish procedures for job sharing as an employment option, subject to the following guidelines:

- Responsibility for determining whether or not a job is to be shared will rest with the Superintendent or designee and will be reported to the Board.
- The effectiveness and efficiency of the program must be a primary consideration in determining whether a job is to be shared.
- The result of job sharing will not be detrimental to the WESD's goals and philosophy. The overall cost of a job share shall not exceed that of one full-time equivalency (1.0 FTE).

+ | Leave Without Pay

It is the employee's responsibility to manage their accrued paid leaves in a manner that does not lead to reliance on Leave Without Pay (LWOP). LWOP is not an entitled, accrued benefit and should only be used when approved by Human Resources.

In the event that an employee has exhausted all accrued paid leave, and a personal emergency occurs, it may be necessary for an employee to request LWOP. LWOP is not intended to be used for employee convenience or non-emergencies, without complying with the approval provision.

The use of LWOP may be an indication of an absenteeism problem, which could impact services for children, districts, coworkers, and others who work with the absent employee. Employees using Leave Without Pay inappropriately may be subject to supervision intervention, which may include disciplinary action.

Leave of Absence: Employees must complete the "Leave Without Pay Request Form" for consideration of a long-term leave without pay. A regular employee, upon written application and upon approval of the Superintendent, or designee, may obtain leave of absence without pay for a period not to exceed one year, except as provided in Oregon Revised Statutes. Sick leave, vacation time (if applicable), and other employee benefits, shall not accrue while the employee is in a Leave Without Pay status. The following provisions must be adhered to when such leave is used:

Prior Application – All applications must include the effective date of the leave and the date on which the leave will terminate. Applications shall be submitted in writing to the Supervisor and HR no later than sixty (60) days, when possible, prior to the date the leave is to become effective.

Reinstatement Upon Expiration – Upon expiration of the leave, the employee shall be reinstated to service with WESD in a position comparable to the one held at the time the leave commenced without loss of any rights or benefits which would ordinarily accrue during any leave of absence. Except where applicable law requires, seniority rights are not accrued while on leave.

Exceptions – Employees will be returned to service with WESD upon the expiration of leave in a position at least commensurate with the position formerly held, except when the position formerly occupied has been abolished.

+ Length of Workday & Lunch Breaks

The normal workday for full-time employees is eight (8) hours. Daily starting and ending times are determined by the individual supervisor. Working hours and daily starting and ending times for part-time employees will be determined by the supervisor.

Employees working six or more hours per day will be given a minimum of a thirty (30) minute continuous, duty-free lunch period each day. Employees are expected to work at their assigned home base and/or worksite(s) for the duration of their assigned workday. Exceptions must be authorized by one's supervisor. All staff are required to keep their calendar updated in Outlook on a daily basis to include: date, time, event title, and specific location.

All leave must be appropriately recorded in Frontline. Failure to adhere to expectations regarding home base, worksite, assigned work hours, calendaring, and use of leave may result in discipline, up to and including dismissal.

Contact your supervisor if you have any questions or need clarification of expectations.

+ Liability Insurance

Willamette Education Service District procures comprehensive liability insurance to provide coverage for agency employees while in the performance of their duties. Liability coverage includes personal injury and property damage plus what is commonly referred to as "Errors or Omissions."

+ | Media Release

WESD is viewed as a leader and resource in our education community. As part of those roles, the WESD often shares, publishes, or highlights agency programming and activity. The WESD reserves the right to publish images and videos taken of employees across the entire scope of their employment. These images and videos may be used in publications, posted on the website, or utilized as a part of agency efforts to communicate and promote our services.

+ | Non-Discrimination and ADA

Board Policy AC (<https://policy.osba.org/wesd/AB/AC%20D1.PDF>)

Board Policy ACB (<https://policy.osba.org/wesd/AB/ACB%20D1.PDF>)

Board Policy ACB-AR

(<https://policy.osba.org/wesd/AB/ACB%20R%20D1.PDF>)

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. The ESD prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and immediately report the incident to the program administrator. Please refer to additional procedure steps in Board Policy ACB-AR (<https://policy.osba.org/wesd/AB/ACB%20R%20D1.PDF>).

In responding to the use of any symbols of hate or bias incidents, the ESD will use non-disciplinary remedial action whenever appropriate.

+ | Paid Leave Oregon

Paid Leave Oregon became effective September 3, 2023 Employees must notify the District within 30 days prior of the anticipated leave. In emergency situations, you must notify the District within 24 hours. An additional written notice is required within three days of starting leave. Paid Leave Oregon and FMLA will run concurrently with FMLA when applicable.

For more information, visit the [Human Resources](https://www.wesd.org/departments/hr) (https://www.wesd.org/departments/hr) page of the website.

+ Payday Deadlines & Schedule

All regular staff are paid on the 25th of the month or before if the 25th falls on a weekend or holiday. Normal pay goes from the 1st to the last day of each month, paid in equal payments for 12 months. All extra time and absences are reported according to the cutoff dates shown below.

Timesheet employees will be paid for hours worked according to the cutoff dates. This includes extra-duty, temporary, and "hours over regular" pay.

Terminating employees will receive a final check based on the actual number of days worked in the current fiscal year. The termination form and final leave entries must be submitted prior to final payroll calculation.

For fiscal year end, submit all timecards with hours worked or leave taken on or before June 30th on June 24th, so that time can be charged against the correct fiscal year.

2025-2026 Payday Deadlines & Schedule

Cut-Off Dates	Due to Supervisor	Check Issue Date
July 1 - July 12	July 14, 2025	July 25, 2025
July 13 - Aug 9	Aug 11, 2025	Aug 25, 2025
Aug 10 - Sept 13	Sept 15, 2025	Sept 25, 2025
Sept 14 - Oct 11	Oct 13, 2025	Oct 24, 2025
Oct 12 - Nov 15	Nov 17, 2025	Nov 25, 2025

Nov 16 - Dec 13	Dec 15, 2025	Dec 22, 2025
Dec 14 - Jan 10	Jan 12, 2026	Jan 23, 2026
Jan 11 - Feb 14	Feb 17, 2026	Feb 25, 2026
Feb 15 - Mar 11	Mar 12, 2026	Mar 20, 2026
Mar 12 - Apr 11	Apr 13, 2026	Apr 24, 2026
Apr 12 - May 9	May 11, 2026	May 22, 2026
May 10 - Jun 13	June 15, 2026	Jun 25, 2026
Jun 14 - Jun 30	Jun 24, 2026	Jun 30, 2026
July 1 - July 11	July 13, 2026	July 24, 2026
July 12 - Aug 8	Aug 10, 2026	Aug 25, 2026

To ensure timely pay, data must be received in Payroll by the due date. If the data is not received by the due date, we cannot guarantee it will be processed in a timely manner.

BEFORE staff begin work, they must have completed their new hire orientation. Federal and State laws require we have complete information before we are able to process a paycheck. If supervisors allow staff to work before ALL paperwork is completed, it may jeopardize staff's ability to perform further work for the agency.

+ Payroll Costs - Associated

The Board, at its discretion, will provide health insurance for WESD employees. Such insurance will be provided and notice given in compliance with any rules of the carrier regarding domestic partner benefits, the current relevant collective bargaining agreement, Board policy, and the law.

Employees working full-time, defined as 40 hours per week or 1.0 Full-Time Equivalent (FTE), are eligible for health insurance. Staff working less than 40 hours per week must work a minimum of half-time (0.5 FTE, 20 hours per week) for half of a month to be eligible for health insurance. Eligible staff will receive full or prorated WESD contributions toward health insurance premiums based on FTE, and the respective agreements for Classified, Licensed, and approved Administration benefit packages.

Employer-paid contributions for employee medical, dental, and vision insurance are dictated by the provisions entitled "Economic Package" in the collective bargaining agreement negotiated with the Willamette ESDEA/OSEA for Classified Staff and WVEA/OEA for Licensed Staff. Insurance premiums and policies are adjusted annually in September during open enrollment. Rates for employer contributions and payroll deductions will be determined and announced at that time.

Various supplemental insurance plans (cancer, life, accident, short-term disability, long-term disability, etc.) are available to employees at their expense. In addition, the WESD participates in the Public Employees Retirement System (PERS). For benefits information on the WESD website, select Human Resources, and Insurance.

WESD may, through the negotiations process, allow certain voluntary deductions from payroll checks. Voluntary deductions are discussed in the collective bargaining agreement. Mandatory salary deductions include social security, federal taxes, state taxes (including State Transit Tax), and the Workers Benefit Fund.

The Board of Directors makes available to all regular employees of WESD fixed or variable annuities and deferred compensation programs authorized by the federal and state governments. Under such programs, salaried employees have the right to have the cash compensation to which otherwise entitled for service rendered reduced by an amount specified by the employee but not in excess of the 'exclusion allowance' afforded by the Internal Revenue Service.

+ Payroll Distribution & Direct Deposit

Questions related to your paycheck should be directed to your supervisor for resolution. "Balance of Contract" checks are distributed with the regular June payroll on or before June 30th of each year.

Authorization forms for direct deposit of your payroll check are available on the WESD website or from the Payroll Department. Paychecks electronically transmitted in this way are credited to your designated account on each payday. Direct deposit becomes effective as soon as a

valid, voided check and authorization form are received before payroll processing, up to four (4) days before the payroll date. Please notify Business Services immediately if there is a change to your bank account.

+ | **Personal Leave**

Up to three (3) days of non-cumulative personal leave shall be granted by the Superintendent per contract year for Classified and Licensed staff. Personal leave shall be used for legal, business, educational, family matters, or emergency situations, which cannot be attended to during non-business hours. The following provisions must be adhered to when such leave is used:

- No personal leave may be granted the week before school starts and/or during the first week of school, except in the case of an emergency, or as noted in the Collective Bargaining Agreements. The appropriate supervisor must be notified at least two (2) working days in advance of one of the above-listed reasons for taking said leave and must give prior approval before leave may be taken, except in the case of an emergency.
- In case of an emergency, the employee may verbally notify the supervisor that an emergency situation exists and leave shall be granted. As soon as possible upon returning to duty, the employee shall submit the request for personal leave.

Examples & Clarifications

Employees may use personal leave for an event where they have no scheduling control. Except in emergency situations, requests to use personal leave should be made as far in advance as possible. Employees are not required to give specific reasons for using personal leave. Supervisors have the right to request information if they have reason to believe that clarification of the policy is needed.

Below is a non-comprehensive list of examples for the use of personal leave:

- **Legal:** Attorney meeting, court proceedings (except jury duty)
- **Business:** Closing on the sale or purchase of real estate

- **Education:** Meetings with college advisors, workshops that are unrelated to your job
- **Family Matters:** Your child's school functions, field trip, conference, graduation, wedding
- **Emergency:** Flat tire, floods, roof leak, critical house problem, pet emergency

+ | **Personnel Policies (General)**

Board Policy GB (<https://policy.osba.org/wesd/G/GB%20D1.PDF>)

+ | **Personnel Records**

Board Policy GBL (<https://policy.osba.org/wesd/G/GBL%20D1.PDF>)

+ | **Policy Adherence**

Violation of the policies and procedures of WESD, or any other applicable policies or procedures, or state laws and/or administrative rules, may lead to discipline up to and including termination of the employment relationship.

+ | **Professional/Staff Development**

Administrative/Non-Represented Staff

All regular administrative/non-represented employees of the WESD may request reimbursement for pre-approved tuition, conferences/workshops, and/or membership dues. Reimbursement for an employee requested activity is limited to a maximum of **\$2,604** per fiscal year (subject to change), prorated based upon FTE. Expenses must be directly related to the employee's position with WESD, or his/her/their professional goals.

Tuition claims must be submitted within 60 days from the date the final grade is posted. All other claims are due within 60 days from the event date.

Expenses for training **required by the employer** will be paid by the district. All requests must be approved **prior** to the beginning of the course or registration for the conference/training. WESD will only reimburse/prepay for pre-approved expenses (i.e., registration, lodging, meal per diem, mileage, etc.).

For copies of the Tuition preauthorization form and the Conference & Workshop preauthorization form, please visit the Payroll & Reimbursement section of the WESD website under **Staff Documents & Forms** (<https://www.wesd.org/departments/hr/documents-forms>).

Classified Staff

All regular classified employees of the WESD may request reimbursement for pre-approved tuition, conferences, and/or workshops, as defined in Article 19, Section 8, of the Collective Bargaining Agreement Reimbursement for employees. Requested activity is limited to a maximum of **\$1,000** per fiscal year (may change with bargaining), prorated based upon FTE until the fund is exhausted. Expenses must be directly related to the employee's position with the agency, or their professional goals. Tuition claims must be submitted within 60 days from the date the final grade is posted. All other claims due within 60 days from the event date.

Expenses for training required by the employer will be paid by the district. All requests must be approved **prior** to the beginning of the course or registration for the conference/workshop. WESD will only reimburse/prepay for pre-approved expenses (i.e., registration, lodging, meal per diem, mileage, etc.). The District will limit its expenditures for this provision to a ten thousand-dollar (\$10,000) fund per fiscal year.

For copies of the Tuition preauthorization form and the Conference & Workshop preauthorization form, please visit the Payroll & Reimbursement section of the WESD website under **Staff Documents & Forms** (<https://www.wesd.org/departments/hr/documents-forms>).

Licensed Staff

All regular licensed employees of the WESD may request reimbursement for pre-approved tuition, conference, and/or workshop expenses as defined in Article 7, Section 4, of the Collective Bargaining Agreement.

Reimbursement for an employee requested activity is limited to a maximum of **\$2,119** per fiscal year (subject to change), prorated based upon FTE until the fund is exhausted. Expenses must be directly related to the employee's position with WESD, or his/her/their professional goals and only covers tuition, registration, transportation, lodging and substitute costs (as needed). Tuition claims must be submitted within 60 days from the date the final grade is posted. All other claims due within 60 days from the event date.

All expenses for training **required by the employer** will be paid by the district. All requests must be approved prior to the beginning of the course or registration for the conference/ workshop. WESD will only reimburse/prepay for pre-approved expenses (i.e., registration, lodging, meal per diem, mileage, etc.).

The limit per individual is the monetary equivalent of three credit hours at Western Oregon University per fiscal year (prorated based upon FTE). Properly pre-approved requests will receive reimbursement up to the cost of three (3) credit hours as established in the collective bargaining agreement. The District will limit its expenditures for this provision to an annual fund of \$50,000 in the year 2023-2024, \$50,000 in the year 2024-2025, and \$60,000 in the year 2025-2026, with half available for summer/fall quarters and half available for winter/spring quarters.

If there are unexpended or uncommitted dollars in the fund at the end of the fiscal year, employees who have completed pre-approved coursework, conferences, or workshops beyond the cost equivalent of three (3) credit hours may receive additional reimbursement for up to the cost equivalent of three (3) additional credit hours, contingent on the availability of funds and approval by the Union. In the event that requests exceed available funds for reimbursement, funds will be awarded to applicants in the order that applications were received.

For copies of the Tuition preauthorization form and the Conference & Workshop preauthorization form, please visit the Payroll & Reimbursement section of the WESD website under **Staff Documents & Forms** (<https://www.wesd.org/departments/hr/documents-forms>)

+ | Public Complaints

Board Policy KL (<https://policy.osba.org/wesd/KL/KL%20D1.PDF>)

+ | Reasonable Physical Force

Board Policy JGA-AR (<https://policy.osba.org/wesd/J/JGA%20R%20D1.PDF>)

+ | Reduction and Recall

Board Policy GCPA (<https://policy.osba.org/wesd/G/GCPA%20D1.PDF>)

For employees who are laid off between the 1st and 14th day of the month, insurance benefits will cease on the last day of the month. If the layoff is effective between the 15th day and the last day of the month, insurance benefits will cease on the last day of the following month. Employees affected by layoffs are eligible to participate in Consolidated Omnibus Budget Reconciliation Act (COBRA) insurance offered through Oregon Employee Benefit Board (OEBB) and will receive a COBRA packet within approximately 10 days after insurance ends (at the end of the month).

In the event that the employee is subsequently recalled, insurance benefits will begin based on the employee's new hire date. If the employee is scheduled to report to work between the 1st and 14th day of the month, insurance benefits will begin on the first day of the following month. (Example: return date is September 8. Insurance benefits would begin on October 1). If the employee reports to work between the 15th day and the last day of the month, insurance benefits will begin on the first day of the month following the next month. (Example: return to work date is September 20. Insurance benefits would begin on November 1).

+ | Reproduction of Copyrighted Materials

+ | Safety Program

Board Policy EB (<https://policy.osba.org/wesd/E/EB%20D1.PDF>)

+ | Sexual Harassment

Board Policy JBA/GBN

(https://policy.osba.org/wesd/J/JBA_GBN%20D1.PDF)

+ | Sick Leave

Sick leave entitlement for personal illness/injury will accrue at the rate of ten (10) days each year as provided by Oregon Revised Statutes. Full-time (1.0 FTE) employees will accrue sick leave at a rate of one (1) day per contract month (ex. 10-month employees will accrue 10 days per year; 12-month employees will accrue 12 days per year, etc.). Employees working less than full-time will accrue sick leave prorated based on their FTE.

This leave will accumulate without limit in accordance with state law.

After five consecutive days of absence, WESD reserves the right to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by WESD. Any employee refusing to submit to such an examination or to provide other evidence as required by the agency will be subject to appropriate disciplinary action, up to and including termination.

Sickness or other unavoidable circumstances which prevent a licensed employee from working 20 consecutive school days immediately following exhaustion of sick leave accumulated under Oregon Revised Statutes will result in the employee being placed on unpaid leave for the remainder of the school year or until the employee has been cleared by a medical

professional to return to work. If the employee is unable to return to work the following August 1st, the WESD Board of Directors may terminate the employee's employment.

Upon termination of employment, the employee is not eligible for agency-paid employee benefits, such as health and dental insurance. The staff member will be informed of their right to COBRA health insurance continuation.

Any employee who has sustained a compensable personal injury or illness and is disabled and unable to perform their essential job function will be re-employed at such time as a physician issues a certificate stating the type of work that is appropriate for reassignment, assuming such work is both suitable and available. Such rights of re-employment are subject to seniority rights and other restrictions as detailed in the Collective Bargaining Agreement between the employer and the employee bargaining unit.

+ Sick Leave Bank

Board Policy GCBD/GDBD-AR

(https://policy.osba.org/wesd/G/GCBD_GDBD%20R%20D1.PDF)

If a Sick Bank member meets the eligibility requirements as per Board Policy, the committee may authorize sick leave bank time to cover absences that qualify. Sick Bank eligibility only applies to illness or injury of the employee and does not apply to household members like the regular Sick Leave benefit affords. Unpaid hours during the employee's first ten days back on the job may qualify for Sick Leave Bank hours, provided that the hours of absence were the result of a physician's authorization to return to work on a part-time basis.

+ Staff Complaints

Board Policy GBM (<https://policy.osba.org/wesd/G/GBM%20D1.PDF>)

+ | Staff Dress & Grooming

Board Policy GBCA (<https://policy.osba.org/wesd/G/GBCA%20G2.PDF>)

Board Policy GBCA-AR

(<https://policy.osba.org/wesd/G/GBCA%20R%20G2.PDF>)

+ | Staff Ethics

Board Policy GBC-AR (<https://policy.osba.org/wesd/G/GBC%20R%20G1.PDF>)

+ | Staff Participation - Political Activities

Board Policy GBG (<https://policy.osba.org/wesd/G/GBG%20D1.PDF>)

+ | Tobacco-Free Environment

Board Policy JFCG/JFCH/JFCI

(https://policy.osba.org/wesd/J/JFCG_JFCH_JFCI%20D1.PDF)

+ | Video Surveillance Policy

Board Policy ECAC (<https://policy.osba.org/wesd/E/ECAC%20G1.PDF>)

The Board authorizes the use of video cameras on all WESD properties to ensure the health, welfare, and safety of staff, students, and visitors, as well as to protect WESD facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Video cameras are installed at WESD facilities.

+ | Weapons in School - Staff

Board Policy GBJ (<https://policy.osba.org/wesd/G/GBJ%20G1.PDF>)

+ | Classified-Specific Employee Policies

+ | Evaluation Policy for Classified Staff

Supervisors will formally evaluate all classified employees under their supervision three times during their first two years of employment - once during their first 120 days of employment and once more by June 30 of the school in which they were hired. They will be evaluated again during their second year of employment. Upon completion of two years of employment, classified employees shall be formally evaluated no less than every other year.

+ | Flex Time

Flex time is defined as a temporary change in an employee's scheduled work hours within one (1) workweek. The work shift starting or ending time, and/or the number of hours worked within one (1) day may be flexed. The total number of regular work hours for the workweek shall not change.

Either the supervisor or the employee may request flexing the employee's schedule for the workweek. The request should be made thirty-six (36) hours in advance, whenever possible. Employee requests are subject to supervisor approval.

When hours cannot be flexed, and a part-time employee must work additional hours within one (1) work week, e.g., due to a temporary increase in workload or for a scheduled event, the employee shall be paid at straight time for all additional hours worked up to forty (40) hours in the week.

Any worked hours over forty (40) in the workweek shall be compensated at the overtime rate [one and one-half (1 ½) times the rate of pay].

+ | Holidays

Employees classified as 12-month calendar employees (250 days or more per year) shall be entitled to the following holidays off with pay based on the hours they are ordinarily scheduled to work: New Year's Day; President's Day; Martin Luther King Jr. Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Christmas Day.

Employees classified as less than 12-month calendar employees shall be entitled to the following holidays off with pay based on the hours they are ordinarily scheduled to work: President's Day; Labor Day; Thanksgiving Day; Veterans Day.

In the event any holiday falls on a Saturday, the previous Friday shall be the recognized holiday, and in the event the holiday falls on a Sunday, the following Monday shall be the recognized holiday.

In order to be eligible for holiday pay, an employee must be on paid status (or non-contract status) on the regularly scheduled workday immediately prior to and after the holiday.

+ | Labor Management Committee

The Labor Management Committee (LMC) provides for dialogue between management and classified staff and as a vehicle to discuss issues of mutual interest. The Committee may create subcommittees as the parties deem appropriate. All subcommittee activity must relate to its assigned topic.

The Labor Management Committee shall operate on a meet-and-confer basis only. The Committee shall not be construed as having the authority or entitlement to negotiate collective bargaining contract language, or to contravene any provision of the Collective Bargaining Agreement, or to hear matters that should be resolved through the grievance procedure of the Collective Bargaining Agreement.

The Labor Management Committee meets monthly and meeting minutes are posted to the WESD [website](https://www.wesd.org/departments/hr/staff-resources/lmc) (<https://www.wesd.org/departments/hr/staff-resources/lmc>). Consult with the Human Resources Department or a Classified Union representative for more information.

+ | Leave Reporting

Employees must record all absences and other leave that is taken during scheduled work periods in the Frontline system. (See “General Personnel Information and Policies” for specific policies related to various types of leave). Leave time is reported in no less than 15-minute increments. All absences must be accounted for including sick, vacation, personal leaves, military leave, jury duty, leave without pay, and absences due to an on-the-job injury. All leave time except absences due to illness or emergencies must be submitted in advance and approved in Frontline by the employee’s supervisor or program director. If you are currently taking time away from work due to FMLA leave, indicate absences for each FMLA day in the “notes” box and select either, sick, vacation, personal or leave without pay.

+ | Notice of Continued Employment

The Board shall give individual notices in writing by May 30 to all Classified employees for whom a license is not required, and who recess for the summer months. The notices shall address reasonable assurance of continued employment as covered in the Oregon Revised Statutes and Oregon Administrative Rules.

+ | Overtime Compensation & Compensatory Time

Overtime shall be approved in advance by the immediate supervisor.

For all approved work in excess of forty (40) hours in any workweek, employees shall be compensated at the rate of time and one-half (1 ½) in the form of pay or compensatory time off at the discretion of the district.

Overtime shall be computed to the nearest quarter hour (¼). For the purpose of computing overtime, only worked hours shall be credited when determining total work period hours.

The district retains the right to decide the method of overtime reimbursement (either pay or compensatory time).

Compensatory time not used by June 30 shall be paid at the employee's regular wage in the following payroll. District-approved compensatory time shall be reported on the employee's monthly compensatory report.

The district and the union, through LMC, shall maintain agreement on a recognized compensatory time accounting system.

+ Resignation

Classified employees will give notice of intent to resign at least ten (10) days prior to leaving the agency. The Superintendent and/or the Executive Director of Human Resources is authorized to accept resignations of classified employees effective the day they are received.

+ Union (WESDEA/OSEA - Chapter 95)

The Willamette Education Service District Employees Association (WESDEA) Chapter 95, which is affiliated with the Oregon School Employees Association (OSEA), is the exclusive bargaining representative for regular classified personnel employed by WESD.

Online access to the Collective Bargaining Agreement and any current Memorandums of Understanding are available in the Contracts, Handbook and Salary Schedules page of the WESD website, Human Resources section.

+ | Vacations

Vacation Time for Classified Staff Hired Prior to September 14, 2009

- Employees hired prior to September 14, 2009 have a previously established accrual rate for vacation time earnings and shall maintain that accrual rate during the term of this Agreement.
- When an employee hired prior to September 14, 2009 terminates employment with the DISTRICT, up to 160 hours of accumulated vacation time will be paid by the DISTRICT. When computing vacation payout, only full months of service shall be counted at the termination of employment. Vacation time for eligible part-time employees shall accrue prorated according to FTE.
- Effective July 1, 2023, the maximum number of vacation time hours an employee hired prior to September 14, 2009 can accumulate (maximum vacation accrual) is 160 hours. No additional vacation time hours shall accrue until the employee uses vacation time and brings their total accrued hours below the maximum allowed amount.

Twelve Month Calendar/250 Contract Days (Effective July 1, 2023)

- For all employees beginning July 1, 2024, 6.67 hours of vacation time will accrue monthly (prorated according to FTE).
- New employees shall not be entitled to use vacation time until they have completed 6 full months of continuous service.
- Vacation time hours are available to use the month after they have been accrued, except for new employees as noted above.
- The maximum number of vacation time hours an employee can accumulate
- (maximum vacation accrual) is 120 hours. No additional vacation time hours shall accrue until the employee uses vacation time and brings their total accrued hours below the maximum allowed amount.
- When an employee terminates employment with the DISTRICT, an amount up to 120 hours of accumulated vacation time will be paid by the DISTRICT. When computing vacation time payout, only full months of service shall be counted at the termination of employment.

- Employees shall use accrued vacation time or unpaid leave during DISTRICT closure days, except as provided for by special arrangement with the Superintendent.
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+ | Licensed-Specific Employee Policies

+ | Evaluation of Staff

Board Policy GCN/GDN

(https://policy.osba.org/wesd/G/GCN_GDN%20D1.PDF)

Forms for Licensed Evaluations and Rubrics can be found on the Human Resources web page under **TalentEd Perform**
(<https://www.wesd.org/departments/hr/staff-resources/talented>).

+ | Flex Time

Employees may request an adjustment to their daily schedule of up to sixty minutes with prior supervisor approval. Flex Time shall not be used during student contact time, direct service time, or scheduled meetings. Flex Time is not approved for routine events such as IEPs/IFSPs.

The following key elements pertain to how flex time should be used:

- Flex time is to be used on rare occasions
 - Flex time requires pre-approval by your direct supervisor
 - Approved flex time must be recorded on your Outlook calendar and labeled clearly as flex time
 - When your flex time has been made up you must enter it into Frontline
 - If flex time is not made up, and the supervisor notified by email, flex time will be converted to an appropriate leave and recorded in Frontline
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+ | Holidays

Licensed employees shall be entitled to the following holidays off with pay based on the hours they are ordinarily scheduled to work: MLK Day, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day, and Juneteenth.

In the event any holiday falls on a Saturday the previous Friday shall be the recognized holiday, and in the event, the holiday falls on a Sunday, the following Monday shall be the recognized holiday.

+ | License Requirements

Board Policy GCA (<https://policy.osba.org/wesd/G/GCA%20D1.PDF>)

Maintaining valid licensure is a condition of employment and is the sole responsibility of the employee. Should an employee's required license lapse, they will not be permitted to work and will suffer loss of wages.

Contact Human Resources if you need assistance with PEER forms or other requirements for licensure.

+ | Licensed Staff Contracts and Compensation Plan

The Board, at a general or special meeting called for that purpose, may hire licensed staff and shall record such action in the minutes. The Board shall make a contract with teachers and licensed staff that specify the wages, number of workdays, and time employment is to begin, as agreed upon by the parties. If, however, the contract is for a term longer than one year, the method by which the wages are to be determined during the term of the contract may be specified.

The WESD shall issue final contracts to licensed staff only after (a) the agency adopts the budget and (b) the collective bargaining agreement between the Board and the WESD employees' association has been

signed. Letters of intent may be issued prior to final approval of (a) and (b) above. Contracts and licenses of all licensed personnel shall be on file in the WESD office.

+ Notice of Intent for Salary Advancement

All licensed employees anticipating completion of requisite education credits to advance on the salary schedule are required to submit a Notice of Intent for Salary Advancement form to their supervisor by June 15. Employees must also turn in official transcripts/documentation to the Human Resources Department prior to the first day of the new school year.

Salary schedule advancement for Teacher Standards & Practices Commission (TSPC) and ODE licensed employees shall be granted for additional accredited university educational credits acquired, provided the employee successfully completes the course and presents an official transcript to their program supervisor prior to commencement of the contract. If an official transcript is presented after the commencement of the current contract, advancement on the salary scale shall be granted for the subsequent school year.

Salary schedule advancement for employees not licensed by TSPC or ODE shall be granted for additional accredited university education credits and/or pre-approved Continue Education Credits (CEUs) in accordance with Article 19 of Collective Bargaining Unit.

Professional Development Units (PDUs) pertain to licensure renewal and will not be counted towards consideration of salary advancement.

+ Professional Issues Committee

The Professional Issues Committee (PIC) has been developed for dialogue between the Willamette Valley Education Association (WVEA) and the WESD administration to discuss issues of mutual interest. The Professional

Issues Committee may create additional subcommittees under the auspices of the Professional Issues Committee as the parties deem appropriate. All subcommittee activity must relate to its assigned topic.

The Professional Issues Committee shall operate on a meet-and-confer basis only. The Committee shall not be construed as having the authority or entitlement to negotiate collective bargaining contract language, or to contravene any provision of the Collective Bargaining Agreement, or to hear matters that should be resolved through the grievance procedure of the Collective Bargaining Agreement.

The Professional Issues Committee meets monthly and meeting minutes are posted to the WESD [website](https://www.wesd.org/departments/hr/staff-resources/pic) (<https://www.wesd.org/departments/hr/staff-resources/pic>). Consult with the Human Resources Department or a Licensed Union representative for more information.

+ Resignation of Staff

Board Policy GCPB/GDPB

(https://policy.osba.org/wesd/G/GCPB_GDPB%20D1.PDF)

+ Staff Calendars

All employees work on a specific calendar that outlines staff workdays, holidays, non-contract days, and in-service days. Calendars are posted on the WESD website Human Resources webpage, Employment Calendars section. The calendars listed are for various departments such as Early Intervention and Early Childhood Specialist Education (EI/ECSE) and Youth Correctional Education Program (YCEP). It is essential that every licensed staff person understand his/her/their calendar for the position they are assigned. Whenever possible, WESD attempts to align staff calendars with district calendars served by WESD. Calendars are also tied directly to

payroll for all staff. Calendars that deviate from a regularly posted calendar must be signed by both the supervisor and the employee and turned into payroll at the start of the school year.

+ | Staff Development - Licensed

Board Policy GCL (<https://policy.osba.org/wesd/G/GCL%20D1.PDF>)

+ | Willamette Valley Education Association (WVEA/OEA)

The Willamette Education Service District Board of Directors and the Willamette Valley Education Association (WVEA), which is affiliated with the Oregon Employees Association (OEA), is the exclusive bargaining representative for regular licensed personnel employed by WESD.

Online access to the Collective Bargaining Agreement and any current Memorandums of Understanding are available in the Contracts, Handbook and Salary Schedules page of the WESD website, Human Resources section.

Board Policies and other policies in this handbook are subject to change throughout the year. Official Board Policies can be found on the WESD Board Policies site (<https://www.wesd.org/about/wesd-board-policies>).