



SPRINGFIELD
PUBLIC SCHOOLS

Every Student, Every Day

2025-2027 **LICENSED AGREEMENT**

Between the Springfield Education Association and Springfield Public Schools

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I. RECOGNITION

- A. This Agreement made the 9th of May 2022, by and between the Board of Directors on behalf of Springfield Public Schools, Lane County, Oregon, herein called “Board” or “District,” and the Springfield Education Association herein called “Association.”
- B. The Board recognizes the Springfield Education Association, an affiliate of the Oregon Education Association and the National Education Association, as the exclusive representative, as defined in Oregon Revised Statutes (ORS) 243.650 (1), of all full- and part-time contract, probationary, or temporary licensed employees. All nurses, athletic trainers, licensed social workers, psychologists, occupational therapists, physical therapists, speech language pathologists, and board-certified behavior analysts are included in this definition.
- C. Specifically excluded from the bargaining unit are supervisory, executive, confidential personnel, substitutes, interns and licensed personnel who are contracted to work as tutors. “Substitutes” are defined as licensed staff members hired on a daily basis who may be assigned up to ninety (90) consecutive workdays in one (1) assignment during one (1) school year.
- D. All District-initiated charter school licensed staff members must be licensed and shall therefore, be covered by the collective bargaining agreement.

II. STATUS OF AGREEMENT

- A. This Agreement will modify or replace any policies, rules, regulations, procedures or practices of the District that are contrary or inconsistent with its terms. It is recognized that school reform and other developments may generate proposals for changes in school structures or procedures that conflict with the Agreement. In such case, the District representative and the Association representative responsible for contract management will meet informally in an attempt to resolve the conflict. Solution options may include, but are not limited to, temporary suspensions of contract language, contract modifications and pilot projects for exploring new programs or procedures. When necessary, the issue may be referred to the bargaining teams in writing. The Association agrees that if it does not file a demand to bargain with the District within fourteen (14) days of the written notification, the Association waives its right to bargain over the change or the impact of the change identified in the notice. The parties will encourage employees, administrators and community members to provide information and ideas relative to the issue as they seek resolution.
- B. If any provision of this Agreement is held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement will not be affected thereby, and upon the request of either the Board or the Association the parties will enter negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.
- C. There will be two (2) signed copies of the final Agreement for the purpose of records. One (1) will be retained by the District and one (1) by the Association. The Board agrees to strive to duplicate sufficient copies of this Agreement for all employed licensed staff members and agrees to deliver those copies to the Association for distribution to licensed staff members within forty-five (45) days of ratification of this Agreement by both parties. The District will post the current bargaining agreement and any Memorandums of Agreement (MOAs) on the Human Resources department website.
- D. The District and Association agree to convene monthly Contract Maintenance meetings for the purpose of discussing matters concerning employment relations. Agenda items for the monthly Contract Maintenance meetings shall be submitted to each party no later than 5:00pm on the business day prior to the meeting so that each party may have an appropriate amount of time to prepare for the meeting.

Contract Maintenance meetings may be cancelled or rescheduled only by mutual agreement of the District and the Association.

III. GRIEVANCE PROCEDURE

A. PURPOSE

The purpose of this procedure is to solve grievances at the lowest possible level.

B. DEFINITIONS

1. Grievance: A “grievance” is a claim by a licensed staff member or the Association based upon the misinterpretation, misapplication or violation of this Agreement.
2. Grievant: A “grievant” is the party making the claim.
3. Days: The word “days” refers to a contractual day when the grievant is required to be in attendance.

C. REPRESENTATION AND RESPONSIBILITIES

1. Representation

Any party initiating or responding to a grievance at any stage may be represented by counsel and/or designated Association representative. If either party intends to bring an attorney to any stage of the grievance procedure, they will provide the other side at least three (3) days’ notice of this intention.

2. Group Grievance

If a contractual grievance affects a group or class of licensed staff members, the grievance may be submitted through the Association or through such grievants jointly in writing to the superintendent directly and the processing of such grievance will commence at Level Two.

Time lines for group grievances will be seven (7) days longer at each level than individual grievance time lines. Group grievance time lines may be extended by mutual agreement.

3. Non-Reprisal

No reprisals of any kind will be taken by the District or any member of the administration or by any Association member or representative against any participant in any grievance procedure by reason of such participation.

D. OPERATING LIMITS

1. Time Limits

The number of days indicated at each level as the period for action is considered a maximum. Specified time limits may, however, be extended by mutual agreement in writing.

2. Year-End Grievances

In the event a grievance is filed at such a time that it cannot be processed through the steps in this procedure by the end of the school term of the aggrieved, the time limits set forth herein may be reduced so that the procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practicable.

3. Meetings and Hearings

Unless mutually agreed by the grievant and the District, meetings and hearings under this grievance procedure will not be conducted in public and will include only aggrieved parties and their designated representatives; provided, if grievances are filed jointly, there will be a single designated representative for all joint aggrieved parties. The District may not have more than three (3) administrative personnel and their representative present at the hearing. Every effort will be made by all parties to avoid interruption of classroom and/or any other school-sponsored activities.

4. Written Decisions

Decisions rendered at Level One which are unsatisfactory to the grievant and decisions rendered at subsequent levels of the procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to the grievant and to the Association. Decisions rendered at Level Three will be in accordance with the procedures set forth in Section III.E.3.c of this procedure.

5. Grievance Form

Grievances will be filed on the form provided by the District, located on the District website, and will include the following:

- a. A clear and concise statement of the grounds upon which the grievance is based.
- b. The article or provision of the contract allegedly misinterpreted, misapplied or violated.
- c. The specific relief requested.
- d. The reasons why the grievant considered the decision rendered unacceptable.
- e. The signature of the grievant.

6. In accordance with ORS 342.895 (5), no grievance or complaint to the School Board

shall be filed by any licensed staff member while any program of assistance for improvement is in progress. Options for the licensed staff member after conclusion of the program of assistance for improvement are as stated in ORS 342.895 (5).

E. THE PROCEDURE

1. Level One: Supervisor

- a. A grievant will, within fifteen (15) days of their first knowledge of the facts upon which the grievance is based, make known their intent to initiate the official grievance process and discuss it with their principal or immediate supervisor with the objective of resolving the matter informally.
- b. If the grievant is not satisfied with the informal disposition of their grievance, they may file a written grievance, using the District's grievance form, with their principal or immediate supervisor within ten (10) days of the informal meeting. The principal or immediate supervisor will make a written decision within five (5) days and attach it to the original written grievance. During the five-day (5-day) period, the principal or immediate supervisor may convene an additional informal conference by giving to the parties two (2) days' notice of such conference.

2. Level Two: Superintendent

- a. If the grievant is not satisfied with the disposition of their grievance the grievant may appeal in writing, using the District's grievance form, to the superintendent. The notice of appeal will include a copy of the decision being appealed and the ground or grounds for contending that the decision is unacceptable. The notice of appeal will be in writing and delivered to the Human Resources Office within ten (10) days after the grievant receives notice of the Level One decision or within fifteen (15) days after presentation of the grievance, if no written decision was rendered at Level One.
- b. Appeals to the superintendent will be heard by the superintendent or a designated representative within ten (10) days of the superintendent's receipt of the appeal. Written notice of the time and place of the hearing and, if a representative is designated, notice of such designation, will be given five (5) days prior thereto to the parties in interest and the Association.
- c. If a representative is designated by the superintendent to conduct the hearing:
 - (1) The representative will not have attended or been a part of the Level One discussion.
 - (2) Once designated for a hearing, the representative will conduct the hearing and will not be replaced during the processing of the grievance, unless required due to health or emergency.

- (3) Within five (5) days of hearing the appeal, the representative will render written findings and a recommended decision to the superintendent. The representative will provide a copy of the findings and recommended decision to all parties in interest. Within five (5) days of the representative's recommended decision, either side may submit to the Superintendent written rebuttal evidence based on information submitted in the original grievance. Within ten (10) days of the receipt of rebuttal evidence or the appeal hearing if there is no rebuttal evidence, the superintendent will communicate to all parties in interest the written decision which will include supporting reasons.

3. Level Three: Arbitration

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

- a. Within ten (10) days of the decision at Level Two, or if no written decision has been rendered within the required time, the grievant may address to the Association a request that the decision rendered under Level Two be submitted to arbitration. If the Association so determines, it may submit the contractual grievance to arbitration within five (5) days after receipt of the request from the grievant, which submission will be affected by notice to the District.
- b. Subject to express provisions of this Agreement, the selection of the arbitrator and subsequent proceedings will be conducted according to the rules and procedures of the American Arbitration Association.
- c. The arbitrator will interpret the Agreement and determine if it has been misinterpreted, misapplied or violated. The arbitrator will have no power to add to, subtract from, or to modify the terms of this Agreement. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning, and conclusions on the issues submitted. The decision will be submitted to the District and to the Association and will, within the scope of the arbitrator's authority, be final and binding to both parties.
- d. Costs of the arbitration, other than the costs incurred by each party in presenting its case, will be borne equally by the parties.
- e. Except for rebuttal evidence, any information, material, or testimony of witnesses not previously made known to each party during Level Two of the grievance procedures may not be used in arbitration without at least seventy-two (72) hours' prior notice to the other party.
- f. The names of the witnesses who will be used in arbitration must be made known to the other party seventy-two (72) hours' prior to the first arbitration session.

4. Separate Grievance File. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel files of any of the participants.

IV. NO STRIKE

- A. For purposes of this section, “strike” is defined as any slowdown, work stoppage, the concerted failure to report for duty, willful absence of licensed staff members from their position or stoppage of work, or abstinence in whole or in part from the full, faithful, and proper performance of the licensed staff member’s duties of employment.
- B. During the term of this Agreement, neither the Association nor any person acting on its behalf will cause, authorize, or participate in any strike.
- C. During the term of this Agreement, no licensed staff member in the bargaining unit, will take part in any strike.
- D. Any licensed staff member participating in a violation of this provision may be disciplined by the District. Such discipline may include discharge. Any such disciplinary decision by the District will not preclude or restrict recourse to any other remedies, including an action for damages which may be available to the District.

V. ASSOCIATION RIGHTS

- A. ROOMS: The Association may use school rooms and other meeting rooms for Association business meetings at no cost to the Association provided there is no additional cost to the District.
- B. BULLETIN BOARDS: The Association may post Association materials on bulletin boards located in faculty rooms and work rooms. All materials must comply with State law and District policy with respect to campaign and election information.
- C. DISTRICT MAIL AND MAILBOXES: The Association may use interschool mail and employee mailboxes for communications. The Association shall hold the District harmless against claims by the U.S. Postal Service, any state or federal agency or any individual or group of individuals regarding the Association's use of the District's mail service.
- D. DISTRICT'S FINANCIAL INFORMATION: The Association will have the right to all available factual information concerning the financial resources of the District.
- E. USE OF SCHOOL EQUIPMENT: The Association will have the right to use school office equipment for Association business when such equipment is not otherwise in use, provided that the equipment is not assigned to an individual. The Association will pay for the reasonable costs of all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof. The Association shall have the right to use the electronic mail systems or other similar communication systems of the District to communicate with licensed staff members regarding collective bargaining, the investigation of grievances or other disputes relating to employment relations, and matters involving the governance or business of the Association.
- F. FACULTY MEETINGS: Upon request and with prior notification of the building administrator, the Association will be allowed to speak briefly at the beginning or end of any regularly scheduled faculty meeting. Whether it is at the beginning or the end of the meeting is subject to the approval of the principal or immediate supervisor. The Association will have the opportunity to suggest items for the agenda.
- G. COMMUNICATION: The District and Association will work in a collaborative effort in order for the Association to have the same information the District uses. The goal is for both the District and the Association to have common understandings in the following areas:
 - 1. Review the licensed staffing process for each site, which would include any conversions of full-time equivalence (FTE) for any Association member.
 - 2. Yearly, in October, review the official District count on instructional hours for each school.
 - 3. Each semester (for schools on a semester schedule) and trimester (for schools on a trimester schedule) review class size data for each school using student data system.

4. The District shall communicate decision to non-renew or non-extend licensed staff members no later than five (5) days prior to the Board meeting at which the non-renewal or non-extension will be presented for approval.

The District will provide to the Association president a copy of the proposed school calendar at least two (2) weeks prior to the Board's consideration of the proposed calendar and will provide the Association with an opportunity for input during the Board's deliberations.

- H. **NEW TEACHER ORIENTATION:** The Association will have a minimum of four (4) consecutive hours at new teacher orientation when the orientation is at least two days in length. If the orientation is one day, then the Association will have at least two (2) hours. Upon request, the District shall submit to the Association, via email, a list of new hires no later than August 15 of each year. The list will include name, position, school building and email address. Any changes that occur between August 15 and the new teacher orientation will be communicated no later than one (1) calendar day prior to the orientation.

Before the first day of school, the District will provide the Association with a list of potential dates for new employee orientation sessions that occur after in-service week. Once a licensed staff member confirms their attendance, the District will notify the Association of the confirmed orientation date at least twenty-four (24) hours in advance. During the orientation, the Association shall have the right to meet with licensed staff members for a period of thirty (30) minutes. If the Association is unable to attend the scheduled orientation, or if the District does not hold an orientation within thirty (30) days of hire, the Association retains the right to meet with new licensed staff members within thirty (30) calendar days of their hire date.

- I. At each school building, building administrators will work with building representatives from that building to schedule a monthly meeting to discuss labor relations. These meetings shall include an equal number of building administrators and building representatives unless both parties mutually agree to unequal representation. These meetings will not include any administrator or Association representative who does not work in that building without mutual agreement. Each monthly meeting can be cancelled or rescheduled by either party as needed. No more than two (2) months will go by without a meeting unless both parties mutually agree.

VI. PAID LEAVES

A. COURT APPEARANCE LEAVE

1. Licensed staff members receiving notice that they are being called to jury duty will inform their building administrator and then keep the building administrator updated on both whether or not they have to report and whether or not they are selected to serve on a jury. In addition, licensed staff members receiving notice that they are being called to jury duty during September or the working days in June must petition the court for release.
2. Judicial or Administrative Proceedings:
 - a. Licensed staff members subpoenaed in a judicial or administrative proceeding related to District matters in which the licensed staff member is neither a party nor has an interest will not lose compensation for the term of the appearance.
 - b. If a licensed staff member must appear in a court on a case in which the licensed staff member does have an interest (is not part of the licensed staff member's District responsibilities), the pay of a substitute shall be deducted from the licensed staff member's salary after all available personal leave is exhausted.
 - c. The District will not provide paid leave for any licensed staff member for participation in action taken against the District.
 - d. A member testifying before the School Board regarding a recommendation for dismissal, contract non-extension, or non-renewal of another licensed staff member shall not lose compensation for the period of appearance.
3. Payments to the licensed staff member for jury duty and witness fees will be endorsed by the licensed staff member payable to the District unless the absence was a non-paid day as defined in Article VI.A.2. The licensed staff member may keep their mileage fees.

B. PAID PERSONAL LEAVE

1. Definition. "Licensed staff member-initiated absence" will include Paid Personal Leave, Unpaid Personal Leave, and Professional Development Leave.
2. Allocation. At the beginning of the school year, each licensed staff member will be granted three (3) days of personal leave to be used at such time and for such reasons as deemed appropriate by each individual licensed staff member.
3. The licensed staff member shall give five (5) days' advance notice when leave is desired, unless circumstances beyond their control prevent such advance notice. The licensed staff member's will state the date and time, either half day or full day, of the

anticipated absence. A maximum of fifteen percent (15%) of licensed staff members per building may use personal leave on any day, to include before and/or after a holiday or break period, if the licensed staff member has provided five (5) days' notice.

4. Once a notice of paid personal leave has been submitted by the licensed staff member and the building administrator has verified that the above maximums have not been exceeded, the leave will be irrevocable, except for cases in which the licensed staff member provided less than the required five (5) days' notice. The licensed staff member will enter the absence into the appropriate substitute system.
5. Absences for coaching District athletic contests will not be included in these building limits. The principal has the sole discretion to permit more licensed staff member absences on any day than the maximums described above.
6. The licensed staff member will be granted one (1) additional day of paid personal leave for retirement counseling, during the final year of employment under the PERS/OPSRP system.

C. PROFESSIONAL DEVELOPMENT LEAVE

1. Licensed staff members may attend educational meetings, trainings observations, clinics and/or professional development activities during building hours, not to exceed two (2) days per school year, without loss of pay or other privileges when the importance and timing of the activity is approved by the District. The activity must mutually benefit the licensed staff member and the District and be related to the licensed staff member's current assignment, a District-approved future assignment, District initiatives, building goals, SLGs, or a current extracurricular assignment.
2. Requests for professional development leave shall be submitted to the building administrator at least five (5) workdays in advance. Requests submitted with less notice may be denied. Approval is contingent on program relevance, building needs, and the availability of coverage.
3. To access these professional development days, the licensed staff member must:
 - a. Describe the connection between the proposed activity and their professional goals, building goals, District initiatives, extracurricular assignment, or student learning goals (SLGs), and
 - b. Provide a brief plan for sharing learning upon return. Share-back methods may include a written summary or discussion with relevant teams or colleagues, as approved by the building administrator.
 - c. Once professional development leave has been approved, the leave is irrevocable, except for cases in which the licensed staff members provided less than the required five (5) days' notice.

- d. Licensed staff members utilizing their professional development funds in accordance with the Credit or Conference funds shall not be recalled.

D. SICK LEAVE

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

Licensed staff members terminating before the end of their contract duty days who have used more days of sick leave than their service days entitle them to will reimburse the District for the excess days paid to them through payroll deduction. Licensed staff members on unpaid leave in excess of fifteen (15) calendar days in any month will not earn sick leave for that month.

2. Licensed staff members new to the District who attend the new licensed staff member in-service day(s) prior to the beginning of the school year will receive one (1) additional sick leave day per each day of orientation.
3. Sick leave shall be made available pursuant to the District's sick time policy and in accordance with any applicable state and federal laws. Such accrual and use of sick leave shall be credited against the individual licensed staff member's sick time allowance pursuant to ORS 332.507 and ORS 653.601 through ORS 653.661, and in accordance with Paid Leave Oregon.
4. Notification of Accumulation of Sick Leave. Each licensed staff member will have access to an electronic accounting of their use and accumulation of sick leave.
5. The District will provide electronic means by which the licensed staff member will notify the District of an absence. The licensed staff member will give notice of said absence in a timely manner such that the school can make arrangements for meeting classroom responsibilities. So that meaningful instruction can occur in their absence, the licensed staff member will provide a plan for the guest licensed staff member unless extreme or unforeseen circumstances prevent it. The District may require medical certification of the illness after five (5) consecutive days.
6. A licensed staff member returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the Board or furnish a medical doctor's certificate of health prior to returning to work.
7. If, at the beginning of a school year, a licensed staff member, previously employed for at least one (1) school year, is ill and unable to resume teaching duties, and such

licensed staff member had unused accumulated sick leave days at the end of the prior school year, previously accumulated sick leave days may be used while the licensed staff member is ill and unable to work. Such licensed staff member will not be credited with any additional sick leave days until the date of return to teaching duties.

8. All sick leave benefits from the District will terminate and will be forfeited upon termination of employment for any reason, except for PERS retirement purposes.
9. Any licensed staff member obtaining sick leave benefits by fraud, deceit or falsified statement, will be subject to disciplinary action.
10. When the reason for sick time under SB 454 is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

E. BEREAVEMENT LEAVE

Up to a maximum of three (3) days' paid leave may be used for bereavement for spouse/domestic partner or any of the following persons who have relationship to either the licensed staff member or the licensed staff member's spouse, such as: son, daughter, mother, father, sister, brother, aunt, uncle, niece, nephew, grandparent, grandchild or the spouse/domestic partner of any of the above or residents of the licensed staff member's home such as foster children, exchange students and roommates. Two (2) additional days may be used for in-state simultaneous multiple deaths in the licensed staff member's immediate family. Five (5) days may be used for out-of-state death in the licensed staff member's immediate family. Should simultaneous, multiple deaths occur out of state, an additional three (3) days may be used. This leave is not charged against the licensed staff member's sick leave, nor is it cumulative. If additional days are needed to make a one (1) week block of time, a licensed staff member may use up to an additional two (2) days of sick leave. In cases where additional time is needed for bereavement, licensed staff members may request additional bereavement leave through OFLA and use their accumulated sick leave to create a total block of ten (10) days. These additional days would only qualify for family members defined in OFLA. In the event of multiple, non-simultaneous qualifying losses, the bereavement leave entitlement shall apply to each occurrence individually.

F. RELIGIOUS LEAVE

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

1. Using an available Professional Development day, or
2. Having the gross pay of the teacher be deducted for this leave at the substitute rate of pay.

G. MILITARY DUTY LEAVE

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

H. OCCUPATIONAL ILLNESS OR INJURY

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

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

I. SICK LEAVE BANK

The District and the Association will collaboratively manage a paid sick leave bank for unit members. The purpose of the sick leave bank shall be to provide additional sick leave days to eligible and participating licensed staff members in cases of long-term illness, catastrophic injury, or chronic illnesses that exhaust the licensed staff member's accumulated leave. The sick leave bank shall also provide sick leave days to eligible and participating members to care for a child, spouse/partner, or parent as defined by OFLA/FMLA should child, spouse/partner, or parent have a long-term illness or catastrophic injury that exhausts the licensed staff member's accumulated sick leave. The District and Association shall establish rules and regulations to govern the sick leave bank that meet these conditions.

The sick leave bank is not intended for routine illness, elective procedures, intermittent conditions, or circumstances covered by Workers' Compensation, disability insurance, or statutory leave entitlements.

1. Participants. Unit members' participation in the sick leave bank shall be voluntary.
2. Contributions. The maximum annual contribution of paid sick leave hours to the bank

by a unit member shall be sixteen (16) hours. If the sick leave bank is at its maximum number of hours, unit members can join and their contributions will be deducted from their individual sick leave account and credited to the sick leave bank when the bank total drops below the maximum. Leave will be prorated based on FTE.

3. Maximum Size of the Sick Leave Bank. The maximum number of sick leave hours in the bank to be used in any school year shall not exceed six thousand (6,000).
4. Eligibility. Unit members shall only be eligible for use of sick leave bank days after they have exhausted all their available individual sick leave and personal leave days.
5. Qualifying Use. Sick leave bank days may be used under the following conditions:
 - a. A licensed medical provider certifies that:
 - (1) The licensed staff member is unable to perform their assigned responsibilities due to catastrophic injury, long-term illness, or a chronic condition of a serious and incapacitating nature, or
 - (2) The licensed staff member's child, spouse/partner, or parent (as defined by OFLA/FMLA) is experiencing a catastrophic injury, long-term illness, or a chronic condition of a serious and incapacitating nature that requires the licensed staff member's care; and
 - b. All other paid leave available to the licensed staff member has been exhausted.
6. The maximum number of consecutive sick leave bank days a unit member can use is sixty (60) workdays (prorated based on FTE). A unit member is not eligible for sick leave bank days if the member is receiving compensation under Worker's Compensation, long-term disability, or PERS disability.
7. All paid sick leave hours contributed to the sick leave bank shall be deducted by the District from the contributor's sick leave account at the time of contribution. Such contributions are irrevocable and shall remain in the bank.
8. A joint committee consisting of the Director of Human Resources, Payroll and Benefits Supervisor, SEA Insurance Chair and SEA Bargaining Chair will evaluate union member applications for the sick leave bank.
9. If the unit member disagrees with the committee's decision, the member may appeal. If the reason for the denial is based on incomplete or missing documentation the member may provide missing documents to the committee for further review. If the basis for denial is for other reasons, the member may appeal to the Superintendent and the SEA president or their designees. The decision will be binding and not grievable.
10. Sick Leave Bank request forms may be accessed through the District website under

Human Resources in the forms directory.

J. PAID LEAVE OREGON

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

1. Throughout a licensed staff member's PLO leave, the licensed staff member will be permitted to utilize any available paid leave accruals to make up the difference between the amount provided by PLO and the licensed staff member's normal workweek, based on assigned FTE. If the licensed staff member does not have available paid leave accruals, the District will allow the licensed staff member to utilize unpaid personal leave for the portion of each day not covered by PLO.
2. Licensed staff members on PLO leave will continue to accrue seniority and benefits, including health and pension benefits, on the same terms and conditions as if they were actively performing their job duties.
3. The District will ensure that the licensed staff member's PERS record remain in an active status while the licensed staff member utilizes PLO.
4. Licensed staff members requesting PLO time off will provide written notice, including an explanation for the reason the leave is requested, at least thirty (30) days before starting a period of family leave, medical leave, or safe leave. If the leave is not foreseeable (e.g., an unexpected serious health condition, premature birth of a child, unexpected adoption), the licensed staff member will be required to give notice within twenty-four (24) hours of the commencement of the leave. Failure to provide proper notice may delay PLO benefits to the licensed staff member.
5. In the event that the PLO program is discontinued, the District and the Association agree to collectively bargain the impacts of the discontinuance.

VII. PREGNANCY DISABILITY AND PARENTAL LEAVE

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

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

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

A. PREGNANCY DISABILITY LEAVE

1. A pregnant licensed staff member, disabled because of pregnancy, may request a leave of absence for the period of disability. A newly hired licensed staff member must report to work at least one (1) day in order to be eligible for pregnancy leave under this Article.
 - a. The licensed staff member will provide the Human Resources department with electronic and/or written notice of intent to request leave at the earliest possible date after the necessity for leave becomes known to the licensed staff member.
 - b. The District may require the licensed staff member to provide a written statement from the treating physician that the licensed staff member is pregnant and suffering disability due to pregnancy that requires release from work:
 - (1) The District may require a second opinion from a physician mutually acceptable to the District and the licensed staff member.
 - (2) If no agreement on a second physician can be reached within a reasonable period of time, the District may request that the Bureau of Labor and Industries appoint a second physician.
 - (3) The second medical opinion will be the final decision and will not be subject to appeal by the District or the licensed staff member.
2. During the pregnancy disability leave, the licensed staff member may, but is not required to, use earned sick leave in accordance with the Oregon Family Leave Act (OFLA). Additionally, pregnancy disability leave may be available to licensed staff members through Paid Leave Oregon in accordance with Article VI.J. If no paid leaves are available through OFLA or PLO, or the member has exhausted all paid leaves, the licensed staff member may elect to use unpaid leave for the duration of the pregnancy disability.

3. Early Termination of Leave.
 - a. A licensed staff member on pregnancy disability leave may submit an electronic and/or written request to the Human Resources department for early return from leave to resume their position if they regain their ability to perform their duties. The District may require medical certification, under the procedure established by this Article, of the licensed staff member's ability to resume their duties.
 - b. A licensed staff member on pregnancy disability leave may submit an electronic and/or written request with the Human Resources Office that they be notified of any teaching positions, with less strenuous duties than their former position and for which they are licensed and qualified, that become vacant during the period of the leave. The licensed staff member may submit a timely electronic and/or written request for early termination of leave and temporary transfer to such position under District-established procedures.
4. In lieu of leave, a licensed staff member subject to this provision may request temporary transfer to any vacant and less strenuous teaching position for which they are licensed and qualified. The District may require medical certification, as provided by this Article, of the need for transfer.
5. The decision whether to grant a request for early return from leave or a request for temporary transfer under this article will be exclusively left to the District. An arbitrator will have no authority to rule on or consider any dispute regarding requests for early return from leave or temporary transfer. In the event of a dispute regarding such requests, the licensed staff member's recourse will be to appeal the decision through the Board Policy Grievance Procedures. The School Board's decision will be final and binding on the parties.
 - a. Following pregnancy disability leave, the licensed staff member will be reinstated to the position held at the commencement of leave unless the position has been eliminated. If the licensed staff member's position has been eliminated, they will be reinstated to a substantially equivalent position; provided that licensed staff members on pregnancy disability leave are subject to the reduction-in-force provisions of this Agreement and state law to the same extent as licensed staff members actively working.

B. PARENTING LEAVE

1. Eligibility and Notice
 - a. A licensed staff member may take up to twelve (12) consecutive weeks of parenting leave (bonding), under FMLA and/or PLO, in the event of childbirth, pre-placement, or placement of an adopted or foster child in the home.
 - b. If two (2) family members are employees and parenting leave is for twelve (12)

weeks or less, the family members may divide the leave according to a plan submitted in the advance request for leave; provided that:

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

c. Leave may begin:

- (1) On the date the licensed staff member's child is born, or
- (2) On the date pre-placement activities begin, or
- (3) On the date an adopted or foster child is placed in the licensed staff member's home.

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

- (1) If unforeseeable circumstances prevent the licensed staff member(s) from providing thirty (30) days' notice, the employee(s) will provide the Human Resources department with the maximum notice possible under the circumstances.
- (2) Failure to provide the required notice may result in the delay of commencement of the leave up to three (3) weeks from the date notice is received by the Human Resources department and a reduction of the period of leave for which the licensed staff member(s) is eligible to request pay of up to three weeks, at the District's discretion.

e. Beyond FMLA and/or PLO /leave entitlements, a licensed staff member may request unpaid parenting leave to create a block of time up to twelve (12) consecutive months of parenting leave, subject to the other provisions of this

article, in the event of child birth or placement of an adopted or foster child in the home.

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

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

2. Paid/Unpaid Status

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

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

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

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

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

3. Return from Leave

a. If the parenting leave is limited to twelve (12) weeks or less, the licensed staff member will be reinstated to the position held at commencement of leave, unless

the position has been eliminated. If the position has been eliminated, the licensed staff member will be assigned to a substantially equivalent position.

- b. Return from leave in excess of twelve (12) weeks will be at the beginning of the school year or the beginning of the second semester, unless the District and the licensed staff member mutually agree to some other date.
 - (1) A District decision to grant a request to return at a time other than the beginning of the school year or the beginning of the second semester will not obligate the District to grant such a request from another licensed staff member, or the same licensed staff member, at a future date.
 - (2) If a child is born, or an adopted or foster child is placed in the home, during the summer recess when school is not normally held, the licensed staff member may take up to two (2) full semesters of leave.
 - (3) If the parenting leave extends beyond twelve (12) weeks, the employee will be reinstated to a substantially equivalent position.
 - (4) In no case will parenting leave in excess of one (1) year be granted.
- c. Notwithstanding any other provision of this Agreement, licensed staff members on parenting leave are subject to the reduction-in-force provisions of this Agreement and State law to the same extent as licensed staff members actively working.
- d. The provisions above notwithstanding, a parenting leave may not extend beyond the contract of a temporary or part-time licensed staff member.

C. COORDINATION OF PREGNANCY DISABILITY AND PARENTAL LEAVES

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

- 1. Create a total leave period after childbirth in excess of one (1) year, or
- 2. Extend the contract of a temporary or part-time licensed staff member.

D. BENEFITS DURING AND FOLLOWING PREGNANCY DISABILITY/PARENTAL LEAVE

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

2. Licensed staff members on unpaid leave may purchase insurance through COBRA (at step rates) for the duration of their leave, not to exceed one (1) year. The District will inform any licensed staff members who have been approved for a leave of absence, or who inquire about an unpaid leave, of their insurance options and the cost of coverage to the employee. Continuation of insurance benefits beyond twelve (12) weeks of FMLA/OFLA leave in the preceding twelve-month (12-month) period will be at the expense of the licensed staff member on leave.
3. All benefits to which the licensed staff member was entitled at the time pregnancy disability or parental leave commenced, including seniority and unused accumulated sick leave will be restored to the licensed staff member upon return.
4. There will be no accrual of benefits or employment credit during unpaid leave, except that seniority will accrue during leave to the extent required by law.

VIII. UNPAID LEAVES

All unpaid leaves within this Article are limited to one (1) year in five (5) inclusively. Exceptions for emergencies are considered on an individual basis.

A. UNPAID PERSONAL LEAVE (SHORT-TERM)

1. Definition. "Employee-initiated absence" will include Paid Personal Leave, Unpaid Personal Leave, and Professional Development Leave.
2. Licensed staff members will be granted unpaid personal leave for up to six (6) days during any three- year (3-year) period. Request for such leave shall be submitted to the Human Resources department, once approved by the building administrator, at least five (5) days prior to the commencement of said leave, except in the case of an emergency.
3. A maximum of fifteen percent (15%) of licensed staff members per building may use personal leave on any day, to include before and/or after a holiday or break period, if the licensed staff member has provided five (5) days' notice.
4. Once a notice of approved unpaid personal leave (short-term) has been received by the Human Resources department, the leave is irrevocable, except when the licensed staff member provides less than five (5) days' notice.

B. UNPAID PERSONAL LEAVE (LONG-TERM)

A licensed staff member may apply for a one-year (1-year) personal leave for VISTA and other similar national service, or a two-year (2-year) personal leave for Peace Corps or a teaching position at an international school based upon the following factors:

1. Only contract staff not currently on growth and support goals, and/or a plan for improvement or program of assistance for improvement are eligible to apply.
2. There must be at least five (5) years' satisfactory service before a licensed staff member can reapply.
3. The District must be able to find a qualified replacement.
4. Board approval is required for such leave. As per Administrative Procedure GCBD/GCBD-AR, the District will consider requests or extensions to unpaid personal leave on a case-by-case basis.
5. No leave will be granted under this section for the applicant to assume other full-time employment unless such leave is judged to be of benefit to the District by special action of the Board.

6. As of July 1, 2020, licensed staff members who teach abroad at an accredited school shall be credited with years of experience for step movement on the salary schedule.

C. UNPAID PROFESSIONAL LEAVE

1. Any contract licensed staff member may apply for a non-compensated leave of absence for one (1) semester or one (1) school year once during each five-year (5-year) period for the purpose of taking additional training or any activity which, in the opinion of the District, would result in benefit to the District. The District will consider requests for extensions to unpaid professional leave on a case-by-case basis.
2. Requests for leaves of absence must be submitted in writing to the Human Resources department and state the reason(s) for the request.
3. Licensed staff members, while on leave of absence status, may advance based on earned quarter hours, or the equivalent, of course work from an approved college or university while on leave.
4. No leave of absence will be granted during the course of the school year in order for the applicant to assume other full-time employment unless such leave is judged to be of benefit to the District by special action of the Board.
5. Licensed staff members assigned for a full school year to another district as the result of a licensed staff member exchange will be advanced a step on the salary schedule if the licensed staff member is otherwise eligible for such a step increase.

D. MILITARY LEAVE

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

E. UNPAID EMERGENCY LEAVE

A licensed staff member may apply for up to one (1) year of non-compensated leave of absence, to be granted at the discretion of the District, for emergencies of a serious personal nature. This leave is non-accumulative and must be approved in advance by the Board. In requesting emergency leave, the applicant must state the general nature of the emergency.

F. RETURN FROM LEAVE

All benefits to which a licensed staff member was entitled at the time their leave of absence commenced, including seniority and unused accumulated sick leave will be restored to the licensed staff member upon return as fully as if leave had never been taken. That licensed staff member will be assigned to a position substantially equivalent to the one held at the time said leave commenced, provided that licensed staff members on unpaid leave are subject to the reduction-in-staff provisions of this Agreement and State law to the same

extent as licensed staff members actively working. Seniority will accrue during unpaid leave to the extent required by law.

G. NOTICE OF INTENT TO RETURN

1. Upon approval of a leave of absence through the end of the school year, the Human Resources department will inform all licensed staff members of their obligation to provide the District of a notice of intent to return. Licensed staff members on any approved leave of absence, paid or unpaid, through the end of a school year must deliver to the District written notice of intent to return to employment for the subsequent school year. Written notice must be received by the Human Resources department no later than April 1 of the school year the leave is taken. Failure to deliver timely written notice will constitute resignation of employment effective the date notice was due.
2. Prior to March 15th of each school year, the Human Resources department will provide to the Association a list of licensed staff members who are on an approved leave of absence through the end of the school year. The list will include name, position, and building(s).
3. A licensed staff member granted any leave of absence, paid or unpaid, scheduled to end prior to the last licensed staff member workday of the school year will be considered to have resigned from employment if the licensed staff member fails to report for work on the day leave is scheduled to terminate unless an electronic and/or written request for extension of the leave has been approved, in writing, prior to the date the leave was scheduled to terminate.

H. EXTENSIONS AND RENEWALS

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

I. INSURANCE

Licensed staff members on leave may purchase insurance through COBRA (at step rates) for the duration of their leave, up to eighteen (18) months. The District will inform any licensed staff members who have been approved for leave of absence or who inquire about an unpaid leave, of their insurance options and the cost of coverage to the licensed staff member. Continuance of insurance benefits will be at the expense of the licensed staff member on leave.

J. UNEMPLOYMENT HOLD HARMLESS

Any unit member who, while on leave of absence under the provisions of this article and section, submits an application for unemployment compensation under [ORS Chapter 657](#) will be deemed to have resigned from employment with Springfield Public Schools. Such

resignation will be effective with the date of application for unemployment compensation. Thereafter, said licensed staff member will forfeit any and all rights under this Collective Bargaining Agreement.

IX. WORK SCHEDULES/WORKLOAD/WORKING CONDITIONS

The District and the Association will work cooperatively to reach licensed staff member decisions that are based upon sound educational practice and in the best interests of students and licensed staff members.

A. INSERVICE WEEK AND REQUIRED TRAININGS/ACTIVITIES

The District will ensure that the equivalent of two (2) days (sixteen [16] hours in blocks of no less than four [4] hours not including lunch) during in-service week prior to the start of the school year will be considered uninterrupted planning time for licensed staff members. Use of this time will be determined by the licensed staff member and may include licensed-staff- member-directed team or department planning, but will not include building or district meetings or non-instructional supervisory duties such as registration duties.

1. In the event a licensed staff member's assignment requires attendance at district or building meetings or non-instructional duties that do not allow the equivalent of two (2) days of uninterrupted planning time, the licensed staff member and building administrator will jointly decide which meetings or duties will take priority.
2. The District will communicate with the Association in planning the beginning of the year schedule for district-wide staff development activities.
3. If in-service week falls below four (4) days, then the Superintendent or designee and the SEA President will convene a meeting to discuss the implication on time allocations. This meeting will include representatives from elementary, middle and high schools and at least one (1) representative from Special Programs.
4. In recognition of the time required for licensed staff members to complete mandatory Safe Schools training, as well as self-reflections and goal setting associated with the professional growth and evaluation process, the District shall provide the Association with one (1) teacher-directed early release day during the month of September. Additionally, the District shall provide the Association with one (1) teacher-directed early release on the last school day of the year to support end of year evaluation processes.

B. BUILDING HOURS

1. Building hours may vary from school to school as determined by the District. Building hours will not exceed eight (8) hours a day and will generally occur between 7:30 a.m. and 4:30 p.m. Licensed staff members will have, at minimum, a thirty (30) minute duty-free lunch period each day. Licensed staff members will be expected to attend staff meetings and other required meetings such as District budget meetings unless prior arrangements are made with the building/program administrator. Licensed staff members hired prior to July 1, 1992, may be assigned hours of work prior to 7:30 a.m. or after 4:30 p.m. only on a voluntary basis unless insufficient numbers of properly

licensed volunteers are available to staff the District program.

2. Licensed staff members recognize that their responsibility to students requires the performance of duties involving the expenditure of time beyond that of the normal building hours. In circumstances where a licensed staff member consistently finds their workload unmanageable within the normal work day, the licensed staff member may request a meeting with their building administrator to collaboratively review workload expectations and problem solve adjustments. Such meetings will focus on identifying supports, resources, or adjustments that allow the licensed staff member to meet professional responsibilities without creating undue hardship. Licensed staff members shall be available for student and/or parent consultation and will make reasonable efforts to adjust their hours in order to be available to students and parents as necessary, to include Individualized Education Program (IEP) meetings.
3. Licensed staff members may make reasonable adjustments to their daily and weekly schedule as necessary to accommodate professional obligations including Association business and to meet personal needs.
4. Licensed staff members will make a request to their building administrator when adjusting their schedule long term (more than a single work day). Members will be notified in writing about the decision of their request. If the request is denied, the member will be given the reason why the request was unable to be met.
5. In the interest of collaboration time toward student outcomes, teachers may be required to attend one meeting no more than every other week that extends outside of their normal workday for a period of time not to exceed 25 minutes beyond their normal work hours. This would not be additional compensated time and does not include Individualized Education Program (IEP) meeting times.
 - a. If a licensed staff member believes the frequency or duration of required meetings is creating an undue workload impact, they may raise the concern with their building administrator. If the concern cannot be resolved at the building level, either party may refer the matter to the District/Association Contract Maintenance Committee for discussion and problem-solving.

C. PROFESSIONAL RESPONSIBILITIES

For purposes of fulfilling professional responsibilities, licensed staff members will be guided by these principles.

1. Definition. “Professional responsibility” refers to a teacher’s duty to uphold ethical standards, fulfill contractual obligations, and demonstrate integrity, professionalism, and accountability. Educators must act in the best interest of students, colleagues, and the school community while adhering to the ethical and professional standards set by the Teachers Standards and Practices Commission (TSPC) of Oregon (OAR 584-020-000 to 584-020-0045).

2. Licensed staff members will be present at the work site(s) to perform assigned duties as determined by the school/program administrator. Licensed staff members will collaborate with the building/program administrator to set a yearly schedule (including dates and times) of staff meetings. In addition, licensed staff members of a particular school/program may, but are not required to, determine certain additional times during the daily, weekly or monthly schedule when all licensed staff members will be present.
3. Licensed staff members will spend the time necessary for adequate preparation for instruction to include developing and maintaining instructional plans in alignment with curriculum guidelines, pupil and parent consultations, building and District-wide curriculum development and other activities related to instruction. Lesson plans should be accessible to substitutes.
4. Licensed staff members will strive to complete attendance within the first ten (10) minutes of class. In the event a staff member is regularly unable to meet this timeline, the principal and member will meet to discuss the barriers and create a plan which may include an alternate timeline, access to technology, and/or an alternate path for completion.
5. Licensed staff members will make every effort to respond to work-related emails within two (2) business days.
6. No additional compensation will be paid for performance of these duties.
7. Substituting for Other Teachers.
 - a. When a licensed staff member, not hired as a temporary teacher for the purpose of roaming (being on call at the building level on a daily basis for the purpose of substituting), is asked or required by the building principal or designee to fill in temporarily for a class or classes due to a lack of available substitutes, the licensed staff member shall receive additional compensation under the following circumstances:

Time Entry Requirement. In order to not put an undue pressure on a licensed staff member when they are absent, licensed staff members will enter their absences into the District's substitute management system no later than 11:59pm the night before the absence, unless there is a last minute emergency. In the case of emergencies, the absence will be put into the substitute management system as soon as possible. If a substitute is not filled through the substitute management system, then the following process will be followed:

- (1) K-12 classroom teachers who are asked to cover a class during their protected preparation time due to a staff absence. This does not include covering a class during collaboration times.

- (2) Instructional Coaches and/or Behavior Interventionists are asked to cover a class due to staff absences that results in that staff member being required to complete their normal duties outside of the workday.
 - (3) Mental Health Specialists and/or Counselors are asked to cover a class due to staff absences that results in that staff member being required to use additional time outside of their workday for agency, family, and student contacts and supports.
 - (4) Deans of Students are asked to cover a class due to staff absences that results in that staff member being required to perform normal duties outside of the workday.
 - (5) Teachers on Special Assignment are asked to cover a class due to staff absences that results in that staff member being required to perform normal duties outside of the workday.
- b. The District will keep a record, based on entries in the District’s substitute management system, of licensed staff members who have fulfilled this duty so as to discourage a disproportionate burden on any individual licensed staff member. For these records to be considered, absences must have been entered into the substitute system. At the next Contract Maintenance meeting following the end of each term, the District will provide a list to the Association of all licensed staff members who have fulfilled the duty of substituting for other licensed staff members outline above.

D. WORK FROM HOME

- 1. Licensed staff members may presumptively “work from home” on grading days and during teacher- directed times on work days (excluding teacher-directed preparation time) and collaboration days provided that:
 - a. They have the required materials and technology to complete their assigned/required tasks;
 - b. They are working from a location that is within the state of Oregon;
 - c. They are not on Growth and Support Goals and/or a Plan for Improvement; and
 - d. Their permission to “work from home” has not previously been revoked.
- 2. Eligible licensed staff members seeking to “work from home” will provide their principal or designee with advance notice of intent to “work from home,” and will sign a work from home agreement. The principal or designee will not unreasonably withhold permission to “work from home,” denying such permission only if conflicting

obligations direct otherwise.

3. When a licensed staff member intends to work from home, the staff member must provide notice to their building administrator no later than 4:00pm on the preceding workday. This notice is required to ensure that building administrators maintain an accurate record of staff presence and availability in the building.
4. Permission to “work from home” may be presumptively revoked if the licensed staff member has been unsuccessful completing tasks when they previously worked from an alternate location.

E. DUTY DAYS

1. The salary schedule for licensed staff of the Springfield Public Schools is based on one hundred ninety-three (193) contract days including six (6) paid holidays.
2. Athletic trainers also work a one hundred ninety-three day (193-day) school year schedule with six (6) paid holidays, but their calendar is based on the Oregon School Activities Association (OSAA) schedule.
 - a. Building administrators, athletic directors and trainers will work together to build the trainer’s calendar before the end of the previous school year.
 - b. Trainers may begin their work-year one (1) week before the first practice date, as identified by the OSAA calendar, begins. The work-year will end after the completion of one hundred ninety- three (193) workdays, including paid holidays.
 - c. Trainers are not required to work a traditional Monday through Friday week and should reserve work to coincide with competitions and practices.
 - d. Competitions that occur on the weekend or during vacation count as workdays.
 - e. If spring sports have an extended season that requires an athletic trainer to work beyond their one hundred ninety-three (193) days, the trainer will be paid their daily rate. This must be pre- approved by the appropriate Director.

F. EMERGENCY CLOSURE/SNOW DAYS

1. If schools are closed for all District students due to emergency, licensed staff members will not be required to report for work during the closure. If all District students are dismissed early due to emergency, licensed staff members will be dismissed when the District determines that students’ safety has been secured. Licensed staff members will not be charged leave for pre-arranged leaves of absence which occur during emergency closures.
2. In a contract year of one hundred eighty-eight (188) or more days, unless the District

drops below the minimum instructional time requirements established by the State Board of Education, the District will not require unit members to make up the first two (2) days missed. However, if emergency closure(s) constitute more than two (2) days or instruction time falls below state minimums, the District may require make-up without additional compensation to unit members.

3. If the number of contract days is one hundred eighty-seven (187) or one hundred eighty-six (186), the second snow day may be assessed as a furlough day and one (1) furlough day in May be added back as whatever day was lost as a result of the emergency closure day (e.g., student-contact day, collaboration day, licensed staff member planning day).
4. If the number falls below one hundred eighty-six (186), then both may be counted as furlough days. If only one (1) snow day is to be made up, it will be as a collaboration day. If two (2) snow days are to be made up, one (1) will be as a collaboration day and one (1) will be as a student contact day. Notice must be given to staff on or before April 1.
5. If one (1) or more District buildings, but not all buildings, are closed due to emergency, licensed staff members assigned to work in those buildings will report for assignment.

G. PREPARATION TIME

1. Preparation time provides licensed staff members the time necessary to prepare for instruction. This time is intended to be uninterrupted and at the direction of the individual licensed staff member. On a workday with a modified class schedule, to include but not limited to early release days, preparation time will be appropriately prorated. Preparation time for part-time licensed staff members will be prorated based on their FTE.
2. Elementary Licensed Classroom Teachers
 - a. All full-time elementary licensed classroom teachers shall be provided four hundred (400) minutes of preparation time per five-day student week.
 - b. All full-time elementary licensed classroom teachers shall be provided four (4) preparation periods of forty-five (45) minutes each five (5) day student week. The District shall schedule four (4) of the five (5) available forty-five (45) minute windows each week as teacher-directed preparation time during the student instructional day, in blocks of no less than forty-five (45) consecutive minutes. The District shall retain discretion over which one (1) day per week is not scheduled as a teacher-directed preparation period.
 - c. The daily teacher-directed preparation period guarantee in subsection (b) applies only on student instructional days. In a standard five (5) day student week, the District shall provide four (4) daily preparation periods. In a week with four (4) or

less licensed staff member contract days, the District shall provide daily preparation on all of those days. In a week with fewer than five (5) student instructional days, but at least five (5) licensed staff member contract days, the District shall provide daily preparation periods on one fewer day than the number of student instructional days in that week. The remaining prorated total preparation time will then be scheduled for before or after school in the same way as a five (5) day week. An early release day shall continue to count as a student instructional day for purposes of providing the four (4) daily preparation periods.

- d. In weeks that include a student instructional day designated as an early release day in which instructional periods are reduced from forty-five (45) minutes to thirty (30) minutes, the weekly preparation time guarantee in subsection (a) shall be prorated.
 - (1) In such weeks, full-time elementary licensed classroom teachers shall be provided three hundred eighty-five (385) minutes of preparation time.
 - (2) The District shall provide three (3) teacher-directed preparation periods of forty-five (45) minutes on non-early release student instructional days and one (1) teacher-directed preparation period of thirty (30) minutes on the early release day.
 - (3) For purposes of subsection (b), the thirty (30) minute preparation period provided on the early release day shall count as one (1) of the four (4) required teacher-directed preparation periods for that week.
- e. The remaining preparation time necessary to reach the four hundred (400) minutes may be scheduled before or after the student instructional day. In order to count toward the four hundred (400) minutes:
 - (1) Before-school preparation time must be scheduled in blocks of no less than twenty (20) minutes.
 - (2) After-school preparation time must be scheduled in blocks of no less than thirty (30) minutes.
- f. Daily preparation blocks described above are protected from interruption except in cases of emergency or unforeseen circumstances. In the event that preparation time is consistently reduced or interrupted, the licensed staff member and the building administrator will meet to collaboratively resolve the concern. If unresolved, the matter may be referred to Contract Maintenance for discussion.
- g. An additional non-student day will be provided at a time to be determined by the District. If the calendar rests at one hundred eighty-eight (188) days or more, this day will be fully licensed staff member directed. If the calendar falls to one hundred eighty-seven (187) or fewer days, the workday will be divided into equal

parts to allow for building-level collaboration and licensed- staff-member-directed planning/preparation time. Collaboration and licensed-staff-member- directed planning/preparation time for part-time licensed staff members will be prorated based on their FTE.

3. Elementary Licensed Specialists

- a. All full-time elementary licensed specialists, including special education, Title, English Language Development, and any other non-classroom teacher, will be provided four hundred (400) minutes of preparation time per five (5) day student week, prorated based on the number of student days per week. Early release days will constitute a half day for the purpose of prorating preparation time.
- b. Given the nature of their position, which includes additional parent meetings both during the student day and throughout the work week, Elementary licensed specialists will work with their building administrators to determine the most appropriate time for preparation to be provided in blocks no less than twenty-five (25) minutes.

4. All middle school classroom licensed staff members shall be granted one (1) period for preparation during the student contact day, equivalent to that day's period length of time, at a minimum of forty-five (45) minutes, prorated on days with a modified schedule.

5. On the four-by-four (4x4) block schedule, all high school classroom licensed staff members shall be granted one (1) block period for preparation during the student contact day. On non-block days, licensed staff members shall be granted two (2) class periods for preparation.

6. Gateways High School licensed staff will have preparation time of one (1) class period daily.

7. Furthermore, it is recognized that preparation time is a mandatory subject of bargaining whenever a significant change in structure or schedule occurs.

H. GRADING

Middle school and high school teachers will keep their grades up to date. "Up to date" means that at any given time, grades will be no more than one (1) week from being current.

Communication with the building principal is required when extenuating circumstances arise that prevent teachers from maintaining up-to-date grades.

I. REPORT PREPARATION DAYS

This article is based on current student report cards and reporting practices.

1. Elementary Schools on a Semester Schedule:

Each mid-semester progress report period, licensed staff members will be given one (1) non-student workday to prepare mid-semester progress reports. Grades will be due at the end of the report card preparation day or the next day as determined by the building administrator. An additional non-student workday will be provided at the end of the semester.

2. Elementary Schools on a Trimester Schedule:

Each trimester, elementary licensed staff members will be given one (1) non-student workday to prepare grade reports, for a total of three (3) non-student grading days. Grades will be due at the end of the report card preparation day or the next day, as determined by the building administrator.

Any elementary licensed staff member with a class size of thirty-two (32) or more students may request an additional half-day substitute release day each reporting period to prepare grade reports. The request should be made to the Director of Elementary Instruction.

3. Secondary Schools on a Semester Schedule:

Each mid-semester progress report period, licensed staff members will be given one (1) non-student workday to prepare mid-semester progress reports. Grades will be due at the end of the report card preparation day or the next day as determined by the building administrator. An additional non-student workday will be provided at the end of the first semester.

4. Secondary Schools on a Trimester Schedule:

Each trimester, licensed staff members will be given two (2) non-student workdays to prepare grade reports for a total of six (6) non-student grading days. One (1) workday will occur at the end of each trimester; the other workday will occur at or within two (2) weeks of the midterm of each trimester. Grades will be due at the end of the report card preparation day or the next day, as determined by the building administrator.

J. PARENT CONFERENCES

In order to provide time for licensed staff members to prepare, administrators will make every effort to avoid scheduling meetings after school during the week of conferences and will make every effort to avoid scheduling meetings after school during the five school days prior to conferences, except in exigent or emergency circumstances.

1. Evening Parent-Teacher Conferences

- a. Evening conferences are a required part of the parent-teacher conference schedule for all licensed staff members in the building. Building decisions regarding the specific scheduling of evening conferences apply to all licensed staff members and ultimately reside with the building administrator. Prior approval by the building administrator is required when an emergency or an extraordinary, unpredictable circumstance arises and a modification is requested.
 - b. The total duration of time for any evening of conferences shall not exceed four (4) hours. Evening conferences shall not begin before 4:00pm and shall end by 8:30pm on the evening scheduled.
 - c. Licensed staff members who participate in evening conferences will receive equivalent early release time on an agreed-upon non-student conference day.
2. Elementary:
- a. First Trimester: At the end of the first trimester, elementary licensed staff members will be provided two (2) non-student workdays in order to have parent-teacher conferences for the purpose of communicating student progress and academic difficulty to parents of their students.
 - b. In order to provide time for elementary building licensed staff members to prepare, meetings will not be scheduled before or after school during the week of parent/teacher conferences other than required Individualized Education Program (IEP) meetings.
3. Secondary Schools on a Semester Schedule:
- a. First quarter: At the end of the first quarter, secondary licensed staff members will be provided one (1) non-student workday in order to have parent-teacher conferences for the purpose of communicating student progress and academic difficulty to parents of their students.
4. Secondary Schools on a Trimester Schedule:
- Secondary licensed staff members working on a trimester schedule will be provided with one (1) non-student workday in order to have parent-teacher conferences for the purpose of communicating student progress and academic difficulty to parents of their students. The placement of this day in the calendar will be such as to facilitate the intended purpose of the conferences.
5. Should a licensed staff member experience a unique or emergency situation that falls during parent/teacher conferences, the licensed staff member should request conferences be rescheduled with the building administrator. If approved, the following process will be followed: (1) the licensed staff member and principal will work together to identify new dates during which conferences will take place; (2) the

conferences will need to be rescheduled within three weeks of the original conference dates; (3) licensed staff member will notify parents of the date change; and (4) if sub release time is needed to make up missed conferences, the licensed staff member will use the appropriate leave.

K. SPECIAL EDUCATION LICENSED STAFF MEMBERS AND CASE MANAGERS

1. Special education licensed staff members and case managers may request half-day or full-day release time through the Special Programs Director or designee for legally mandated I.D.E.A. Activities (such as testing, IEP development, and IEP progress reports) and spring transfer meetings. Up to sixteen (16) hours will be made available for the release time each semester for every licensed staff member that is eligible. Such release days are in addition to the Report Preparation Days provided in Article IX.I. The Special Programs Director will have sole discretion in authorizing half-day or full-day requests.
2. If case management time is not built into the student contact day or week (i.e., minimum ninety (90) minutes for the week) for special education licensed staff, they may request up to four (4) days of release time for completion of special education programming needs. This is in addition to the half- day or full-day release time referenced above. Approvals are contingent upon adequate funding.
3. Special education licensed staff members may request additional time for Educational Assistants to meet outside of the student contact day. This time must be utilized for planning for student supports that the Educational Assistant will be responsible for, under the supervision of the licensed staff member. The additional hours must be agreed to voluntarily by the Educational Assistant.
4. Principals may request additional time for licensed special education teacher teams to meet outside of the contract year. For purposes of planning for the following year, the special education team may request up to an additional ten (10) hours of planning time through the principal after school concludes in June. The Special Programs Director will have sole discretion in authorizing additional hours.
5. Special education licensed staff members and case managers will not be assigned non-instructional duties outside the student contact day during the months of October, November, May, and June (pre-census months). Non-instructional duties outside the student contact day will not be assigned to case managers or special education licensed staff members that write a significant portion of twenty (20) or more individualized education plans (IEPs).

L. ENGLISH LANGUAGE DEVELOPMENT (ELD)

1. A pool of forty (40) days of release time will be available to English Language Development (ELD) licensed staff members for mandated activities separate from teaching/preparation for teaching, such as individualized testing, new student

processing, compiling data for state reports, spring transfer meetings and transition record-keeping. ELD licensed staff members may request half-day or full-day release time for such purposes through the Director of Instruction or designee. The appropriate District Director or designee will have sole discretion in authorizing half-day or full-day requests.

2. ELD staff members may request additional time for Educational Assistants to meet outside of the student contact day. Any such time must be utilized for planning for student supports for which the Educational Assistant will be responsible, under the supervision of the licensed staff member. The Educational Assistant will have the option whether to work the requested additional hours.

M. SPLIT-ASSIGNMENT LICENSED STAFF MEMBERS

All split-assignment licensed staff members, who are itinerant, assigned to more than one (1) building as part of their daily FTE, will be assured travel time between buildings of twenty (20) minutes in addition to a thirty-minute (30-minute) duty-free lunch period. Their workday is to include the normal preparation time. Mileage allowances in accordance with the provisions of Article XVI REQUIRED TRAVEL will be paid for all required travel from building to building.

1. In cases where a licensed staff member has a split assignment, one (1) of the sites that the licensed staff member is assigned will be considered “home base,” as designated by the District. The licensed staff member will be responsible for attending staff meetings at the “home base” school and will be responsible for obtaining information generated at the meetings at the other school(s) not considered “home base.”
2. A licensed staff member with a split assignment will confer with the building principals to establish the licensed staff member’s assignment of non-instructional duties and attendance at scheduled school events and special meetings, proportional to their assignments in each building.
3. The Association may request a list of all licensed staff members teaching part or full-time with split assignments, their respective FTEs, their assignments, their “home base,” and their designated prep period.
4. Licensed staff members assigned to more than one (1) building will have the option of a District-provided cell phone capable of performing school-required tasks including but not limited to texting and emailing.

N. WORKLOAD, WORK SPACE AND WORK EQUIPMENT REVIEW

1. It is the District’s responsibility to determine and assign the workloads of unit members including, but not limited to, the number of students to be served, caseloads, conditions under which work is performed, the equipment with which work is to be performed and other elements pertaining to licensed staff member

workload. In the event a licensed staff member believes a District-determined workload, work space, or work equipment allocation to be inequitable, the licensed staff member may notify the principal or immediate supervisor and request review. It is the intention of this provision that concerns related to workload be addressed in a serious and timely manner.

2. Step One. In the event a licensed staff member believes a District-determined workload, work space, or work equipment allocation to be inequitable, the licensed staff member will first notify the principal or immediate supervisor and request review. When a review is requested, the principal/supervisor will meet with the affected licensed staff member to resolve the concern. If, within seven (7) contract days, the concern is not resolved to the satisfaction of the licensed staff member involved, the licensed staff member may request that the process proceed to Step Two. Association and District representatives will be notified of this decision by the licensed staff member and the principal involved. Notification may be made by e-mail.
3. Step Two. In the event a licensed staff member and principal/supervisor are unable to resolve a workload, work space, or work equipment issue, the matter will be brought to the Director of Instruction. The Director of Instruction will have seven (7) contract days to resolve the concern. If the concern cannot be resolved to the satisfaction of the licensed staff member involved, the licensed staff member may request that the issue proceed to Step Three, the District/Association Workload, Work Space, and Work Equipment Review Committee.
4. Step Three: District/Association Workload, Work Space, and Work Equipment Review Committee.
 - a. Each Review Committee will be composed of six (6) persons: three (3) appointed by the Association and three (3) appointed by the District. The Association and the District will each appoint an alternate person to the Review Committee in case of a conflict of interest by one of the members resulting in recusal.
 - b. Each review committee will be appointed within three (3) contract days of a request to proceed to Step Three. The committee will be required to meet to review the process and procedures to be used for hearing workload, work space and work equipment concerns. The process and procedures will be outlined in writing and jointly submitted by SEA and the District prior to the first meeting of each committee.
 - c. Within ten (10) contract days of the request to proceed to Step Three, the Committee will meet to review the concern and will issue a recommendation.
 - d. In reviewing the matter, the Committee will meet with the principal/supervisor and the licensed staff member initiating the request, as well as any other persons the Committee determines may have information relevant to the matter. In reviewing the matter, the Committee will be provided information previously

considered, along with any previous attempts to resolve the concern.

- e. The Committee's task will be to determine:
 - (1) Whether the workload, work space, or work equipment assigned to the licensed staff member is inequitable, and
 - (2) If an inequity exists, the reasonable alternatives available and recommended course(s) of action to resolve the dispute.
- f. If the Committee determines that inequity in workload, work space, or work equipment exists, its recommendation may include, but is not limited to, the following:
 - (1) modifying work space,
 - (2) purchasing needed equipment and/or supplies,
 - (3) increasing the building FTE,
 - (4) providing additional educational assistant time,
 - (5) temporarily increasing the licensed staff member's salary,
 - (6) modifying class size/composition,
 - (7) providing additional professional development money and/or days,
 - (8) providing a suitable mentor,
 - (9) modifying the teaching assignment to provide fewer class preparations or additional preparation time, or
 - (10) adjusting non-instructional duties.
- g. The recommendation of the Committee will be made by majority vote and will be presented in writing to the Superintendent, with a copy to the Association.
- h. Within five (5) contract days, the Superintendent will direct the implementation of the committee's recommendation or will provide an explanation as to why the Committee's recommendation will not be implemented, along with any other direction relevant to the matter. This will be in writing to all parties of interest. The decision will be binding and not grievable.

X. ASSOCIATION DUES AND PAYROLL DEDUCTION

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

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

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

- B. The Association agrees to lawfully implement Section A of this article and agrees to hold the District harmless against any and all claims, suits, orders, or judgments brought against the District as a result of the provisions of Section A of this article, provided the Association's attorneys are allowed to represent the District, as well as the Association, in any such action. If the District insists on having its own attorney(s), then this hold harmless clause will be null and void.
- C. If an employee gives written notification to the Payroll Department of an alleged District clerical error in the employee's payroll deductions for the current school year, the District will investigate. Within thirty (30) working days of verifying such a District clerical error, the District will correct the error. The District's liability for any such error will be retroactive to the date of verification of the error, provided that if the District erroneously pays money to the Association, the Association will promptly remit such money to the injured party upon notification.
- D. The District agrees to deduct from the salaries of its licensed staff members as requested by the licensed staff member:
1. Premiums for approved insurance and annuity programs.

2. Other items as approved by the District.
 - E. Salary Deposits. The District will deposit all licensed staff members' salaries into the licensed staff member's financial institution. Temporary payment by check in lieu of transfer of funds may be granted by the District.
 - F. For winter and spring vacations, the District will deposit salaries by the last workday before the vacations begin.
 - G. The District will deposit all Association dues into the appropriate Association account as communicated by the Association president.

XI. INSURANCE

A. JOINT INSURANCE COMMITTEE

The District and the Association agree to participate in a Joint Insurance Committee that includes representation from the Oregon School Employees Association, Springfield Education Association, and Springfield Association of Administrators and Confessionals. Such committee would be composed of three (3) members appointed by each Association and three (3) members appointed by the District. Other District employees or retirees may attend Joint Insurance Committee meetings by invitation of the District or any of the associations. Contractors or agents of the district may also attend Joint Insurance Committee meetings by invitation only.

District and employee contributions shall be allocated to the District Health Plan Fund. This fund is independent of the District General Fund, separated for accounting, payment and reporting purposes. The Health Plan Fund shall be the sole repository of all District and employee insurance contributions and shall pay all claims and costs associated with the operation of the SPS Self-Funded Plan. The District recognizes that moneys in the District Health Plan Fund will ONLY be used for expenses related to insurance, health, or wellness.

1. The Committee's task will be to advise the District and Association regarding medical, dental, and vision insurance coverage plan designs and carriers for active and retired employees who are contractually covered by such insurance. In addition, the Committee may consider other issues as requested by the District or any of the Associations, except that the Joint Committee will not consider issues arising from disputes over interpretation of negotiated contract language/procedures between individual associations and the District. The insurance committee will ensure that all expenditures of the District Health Plan Fund are related to insurance, health, or wellness.
2. Individual associations will bargain the District contribution levels during regularly scheduled bargaining sessions.
3. If decisions are required by the committee, the Association and District agree to use a consensus model to resolve such decisions. If consensus cannot be reached, voting will be done with each group having the following number of votes: SEA—three (3) votes, OSEA—three (3) votes, SAAC—two (2) votes, and District—one (1) vote.

B. INSURANCE MATRIX

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

1. Effective upon signing of this Agreement, the District's monthly contribution for the

remaining months of the 2025-2026 school year will be one thousand three hundred ninety dollars (\$1,390) per month and for 2026-2027 the District's contribution will be one thousand four hundred fifteen dollars (\$1,415) per month.

2. District contribution for insurance premiums for part-time employees will be a pro-rated portion of the contribution for full-time employees according to the part-time employee's percentage of full employment.
3. Long-Term Disability (LTD) Insurance. The employee will pay the full premium costs of a Long-Term Disability plan provided by the District.

C. VOLUNTARY EARLY RETIREMENT (VER) INSURANCE

1. This section applies to all eligible licensed staff members who elected to participate in the District's Voluntary Early Retirement (VER) Plan and have retired from the District.
2. A VER retiree may elect medical insurance under the plan for current employees as follows:
 - a. Single retirees will be enrolled as single coverage.
 - b. Retirees with spouses will be enrolled as two-party (2-party) coverage.
 - c. Retirees with families will be enrolled as full family.
 - d. Retirees may also enroll in a supplemental insurance plan.
3. The District's contribution for VER retirees electing single, two-party (2-party), full family, or supplemental plans, will be the step rate for the elected coverage. The District's contribution will be the same as for current employees, including the cap limitation. VER retirees will receive the same benefits resulting from pooling or blending of rates as active step-rated licensed staff members.

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

- a. Insurance coverage for the VER retiree and spouse will terminate upon eligibility for Medicare or at age sixty-five (65), whichever comes first.
- b. In the event of the VER retiree's death prior to age sixty-five (65), the employee's spouse will be eligible for insurance for ten (10) years or until eligible for Medicare or age sixty-five (65), whichever of the three (3) comes first. The District's contribution for medical insurance coverage will be as above.
- c. When spouses are both retirees of the District and both are eligible for Voluntary

Early Retirement, they may combine the amount of the District contributions for each and select desired insurance coverage at the regular open enrollment period.

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

XII. SALARY SCHEDULES

A. SALARY INDEX

Salary Schedules for 2025-2026 and 2026-2027 are based on a three-point-seven-five percent (3.75%) horizontal index and a three-point-seven-five percent (3.75%) vertical index.

B. SALARY SCHEDULE

1. Effective the first month of the 2025-2026 school year, employees on the Salary Schedule will receive a four percent (4%) Cost of Living Adjustment (COLA). Effective the first month of the 2026-2027 school year, employees on the Salary Schedule will receive a four percent (4%) Cost of Living Adjustment.
2. Employees who have fifteen (15) years as a licensed staff member in the District will receive a longevity stipend as part of their annual salary. The stipend will be calculated at one-point-five percent (1.5%) of step one (1) of the employee's current column. Part-time employees are included with no proration based on FTE. An official leave of absence does not constitute an interruption in consecutive years of service.
3. Beginning July 1, 2023, employees who have twenty-five (25) years as a licensed staff member will receive an additional longevity stipend as part of their annual salary. The stipend will be calculated at an additional one-point-five percent (1.5%) of step one (1) of the employee's current column, for a total of three percent (3%) of step one (1) of the employee's current column. Part-time employees are included with no proration based on FTE. An official leave of absence does not constitute an interruption in consecutive years of service.
4. All licensed employees will receive a three-hundred-dollar (\$300) stipend in their September paycheck for use on classroom supplies, professional development, etc. No accounting or receipts are required for these funds.

2025-2026 Licensed Salary Schedule

Column	A	B	C	D	E	F	G
Teachers:	Bachelors	B+23	B+45	B+68 or Masters	B+90 or M+22 or B+67 with Masters	B+105 or B+90 with Masters or M+45	Masters +90 or PhD
Nurses:	LPN	RN		RN+B	RN+M		
Step 01	45,758	47,474	49,254	51,101	53,017	55,006	57,068
Step 02	47,474	49,254	51,101	53,017	55,006	57,068	59,208
Step 03	49,254	51,101	53,017	55,006	57,068	59,208	61,429
Step 04	51,101	53,017	55,006	57,068	59,208	61,429	63,732
Step 05	53,017	55,006	57,068	59,208	61,429	63,732	66,122
Step 06	55,006	57,068	59,208	61,429	63,732	66,122	68,602
Step 07	57,068	59,208	61,429	63,732	66,122	68,602	71,174
Step 08	59,208	61,429	63,732	66,122	68,602	71,174	73,843
Step 09	61,429	63,732	66,122	68,602	71,174	73,843	76,613
Step 10	63,732	66,122	68,602	71,174	73,843	76,613	79,485
Step 11	66,122	68,602	71,174	73,843	76,613	79,485	82,466
Step 12	68,602	71,174	73,843	76,613	79,485	82,466	85,559
Step 13	71,174	73,843	76,613	79,485	82,466	85,559	88,767
Step 14		76,613	79,485	82,466	85,559	88,767	92,096
Step 15				85,559	88,767	92,096	95,550
Step 16					92,096	95,550	99,133

This salary schedule includes a 4.0% COLA over 2024/25, and is based on a 193-day calendar.

Springfield Public Schools provides employees' 6% PERS contribution.

2026-2027 Licensed Salary Schedule

Column	A	B	C	D	E	F	G
Teachers:	Bachelors	B+23	B+45	B+68 or Masters	B+90 or M+22 or B+67 with Masters	B+105 or B+90 with Masters or M+45	Masters +90 or PhD
Nurses:	LPN	RN		RN+B	RN+M		
Step 01	47,588	49,373	51,224	53,145	55,138	57,206	59,351
Step 02	49,373	51,224	53,145	55,138	57,206	59,351	61,577
Step 03	51,224	53,145	55,138	57,206	59,351	61,577	63,886
Step 04	53,145	55,138	57,206	59,351	61,577	63,886	66,282
Step 05	55,138	57,206	59,351	61,577	63,886	66,282	68,767
Step 06	57,206	59,351	61,577	63,886	66,282	68,767	71,346
Step 07	59,351	61,577	63,886	66,282	68,767	71,346	74,021
Step 08	61,577	63,886	66,282	68,767	71,346	74,021	76,797
Step 09	63,886	66,282	68,767	71,346	74,021	76,797	79,677
Step 10	66,282	68,767	71,346	74,021	76,797	79,677	82,665
Step 11	68,767	71,346	74,021	76,797	79,677	82,665	85,765
Step 12	71,346	74,021	76,797	79,677	82,665	85,765	88,981
Step 13	74,021	76,797	79,677	82,665	85,765	88,981	92,318
Step 14		79,677	82,665	85,765	88,981	92,318	95,780
Step 15				88,981	92,318	95,780	99,371
Step 16					95,780	99,371	103,098

This salary schedule includes a 4.0% COLA over 2025/26, and is based on a 193-day calendar.

Springfield Public Schools provides employees' 6% PERS contribution.

C. INITIAL PLACEMENT ON THE SALARY SCHEDULE

	A	B	C	D	E	F	G
Teachers	B	B+23	B+45	B+68 or M	B+90 or M+22 or B+67 w/M	B+105 or B+90 w/M or M+45	M+90 or PhD
Nurses	LPN	RN		RN+B	RN+M		

1. Upon initial employment, teachers will be placed on the salary schedule above in accordance with the Oregon Pay Equity Law and according to the standards set forth in this article.
2. Initial Placement on the Salary Schedule (Column). Degrees and credits must be awarded by an accredited college or university in order to be applied for initial placement or advancement on the salary schedule.
3. Initial Placement on the Salary Schedule (Step). Placement on the salary schedule will be based on full-year teaching experience. Experience will not be awarded for substitute teaching or partial years' service. Full-year teaching experience is equal to one-hundred thirty-five (135) days within a school year.
4. After initial placement on the salary schedule, step advancement will be awarded for full-year teaching experience, which is one hundred thirty-five (135) days or more in a school year.
5. Teachers hired to teach approved vocational courses, and who hold a special vocational license in addition to a basic or standard certificate, will be placed on the salary column that reflects their academic training.
 - a. Initial step placement for these employees will be determined by granting credit for teaching experience in accordance with this article. Step placement will be determined by crediting one (1) year of teaching experience for each two (2) years of paid, trade-related experience at the journeyman level.
 - b. After initial placement on the salary schedule, step advancement will be awarded for full-year teaching experience.
6. Licensed staff members who were previously employed by the District as Educational Assistants will be granted up to three (3) additional years of experience for initial placement on the salary schedule. One (1) year of credit will be granted for every two (2) years of continuous service as an Educational Assistant.
7. As of July 1, 2020, licensed staff members will be credited with years of experience for teaching abroad at an accredited school for purposes of initial placement on the salary schedule.

8. LPNs and RNs will be placed accordingly in the highest column for which they qualify educationally. (An RN with a BA+90, for example, would be placed in the BA+90 column, rather than the RN+BA column).
9. To the extent a licensed staff member's placement on the salary schedule is not conspicuously determined by the above, that member's placement will be determined in accordance with the Oregon Pay Equity Law and will be based on relevant education and work experience.
10. In the event the District makes an administrative error in a licensed staff member's initial placement on the salary schedule, the District shall correct the error retroactive to the beginning of the school year in which it occurred. If the correction results in an overpayment, the District shall recover the overpaid amount retroactive to the same date, with repayment distributed evenly across the remaining pay periods of the current school year. If there are not more pay periods in the current year, the repayment will be evenly distributed across the pay periods of the next school year.

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

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

E. HOURS TOWARD COLUMN ADVANCEMENT

The following language related to hours toward column advancement will take effect upon the ratification of this Agreement.

Each school year, the District shall accept applications for column advancement. To be considered for a column advancement, licensed staff members will submit all qualifying transcripts to the Human Resources Department no later than October 1 of the school year. If a column advancement is approved, it shall be retroactive to the beginning of that school year.

1. **Eligible Coursework.** To qualify for column advancement, coursework must be directly related to the licensed staff member's current teaching assignment or an approved professional development area that benefits student learning. Coursework related to a documented future assignment or documented District evaluation performance goals may qualify when pre-approved under Section 4.

Hours used toward advancement from one column to another must be earned from an accredited college or university.

2. **Graduate and Non-Graduate Hours.** Hours or credits used for column advancement must be classified as graduate hours, unless the licensed staff member has received written pre-approval from the Human Resources Department prior to enrollment to use non-graduate hours. Pre-approval decisions by supervisors or building

administrators shall not be sufficient unless confirmed in writing by Human Resources.

3. Ineligible Coursework. Personal enrichment courses will not be considered for column advancement. Coursework that consists primarily of summarizing prior work, compiling past lesson plans, and/or reflecting on past teaching experiences without incorporating new instructional methods, research-based practice, or substantive new learning will not be considered.
4. Verification and Documentation. Upon successful course completion, the licensed staff member will provide an official transcript and, upon request, documentation describing how the course meets eligibility criteria.
5. Approval Process. Human Resources will review all applications for column advancement and provide an approval or denial decision no later than October 15 of each school year. If a request is denied, Human Resources will provide the reasons for denial at the time the decision is shared.
6. Request for Reconsideration. If the licensed staff member does not agree with the decision of Human Resources, they may submit a written request for reconsideration to the Director of Human Resources within ten (10) days. The Director will review the request and provide a written decision within ten (10) days.
7. The number of hours used to advance to the next column is based on “quarter hours.” Each semester credit earned at a college or university will count as one and one-half (1.5) quarter hours.
8. School Nurses and Athletic Trainers, and CTE employees may use Continuing Education (CE) hours to move across the salary schedule provided the courses relate to the employee’s assignment at the time of the course. Ten (10) Continuing Education hours is equal to one (1) quarter credit hour (Article XII.I). Course hours will begin accumulating as of August 29, 2017. Continuing Education hours used for national certification (Article XXII.G) will not count for movement on the salary schedule.
9. Employees shall be eligible for experience increments if they are “in paid status,” i.e., working, on paid leave, or otherwise paid (e.g., on holiday), for seventy percent (70%) of one (1) school year. However, if one does not meet the seventy percent (70%) threshold by virtue of taking FMLA or OFLA leave, the person will nonetheless receive the step increase; and if the District exercises its rights under the FMLA/OFLA “Special Rules for Teachers” to require one to remain on leave through the end of the term, and that causes the person to drop below the seventy-percent-day (70%-day) threshold, they will nonetheless receive the step increase.

F. TAX SHELTERED ANNUITY

1. Effective the first month following the ratification of this Agreement, all licensed staff

members will be provided a monthly stipend of twenty dollars (\$20). Licensed staff members may spend their monthly stipend, in whole or in part, under any of the options described below. Each member will designate in writing to the District's finance department how their stipend is to be expended.

- a. Option 1: The monthly stipend may be deposited, in whole or in part, into a Tax-Sheltered Annuity (TSA) account selected by the licensed staff member from a list of carriers available to District employees.
- b. Option 2: The monthly stipend may be directed, in whole or in part, to an account within the Section 125 plan.
- c. Option 3: The monthly stipend may be taken, in whole or in part, as additional salary.

XIII. PERS/OPSRP PICKUP

- A. Beginning with the first contract day, the District will assume and pay the six percent (6%) employee contribution required by ORS 238.200 and ORS 238A.330 for the members then participating in the Public Employee Retirement System. Such payment of employee member monthly contributions to the system will continue for the life of this Agreement. Payment of the employee contribution will also be applicable to employees who first began to participate in the system on and after the first contract day.

- B. The full amount of required employee contributions paid by the District on behalf of employees will be considered as “salary” within the meaning of ORS 238.005 (21) and ORS 238A.005 (17)(b)(F) for the purpose of computing an employee’s “final average salary” within the meaning of ORS 238.005 (8) but will not be considered as “salary” for the purposes of determining the amount of employee contribution pursuant to ORS 238.200. Such paid employee contributions will be credited to employee accounts pursuant to ORS 238.205 (4) and will be considered to be employee contributions for the purposes of ORS 238 and ORS 238A.

XIV. EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

A. PAY FOR EXTRACURRICULAR ACTIVITIES

Pay for extracurricular activities will be in accordance with APPENDIX A of this Agreement. The pay for each position listed in APPENDIX A will include the base pay and a five percent (5%) longevity pay increase after having completed a minimum of three (3) years of directly related experience in or out of the District. Licensed staff members who have completed a minimum of six (6) years of directly related experience in or out of the District will receive fifteen percent (15%) longevity pay.

Licensed staff members may choose the option of splitting their position with another licensed staff member. This is only an option for licensed staff members and can only occur if initiated by the licensed staff member, not the Athletic Director, nor the District, nor the building administration.

B. PAY FOR CO-CURRICULAR ACTIVITIES

Pay for supervising co-curricular activities will be in accordance with APPENDIX B of this Agreement. The pay for each position listed in APPENDIX B will include the base pay and a five percent (5%) longevity pay increase after having completed a minimum of three (3) years of directly related experience in or out of the District. Licensed staff members who have completed a minimum of six (6) years of directly related experience in or out of the District will receive fifteen percent (15%) longevity pay.

C. ADDITION OF EXTRACURRICULAR POSITIONS

1. Upon approval by the District Athletic Director to establish any activity as a District-approved sport or extracurricular activity, a committee shall be convened. This committee shall consist of equal representation from both the District and the Association. After the decision has been made by the District Athletic Director to establish a new extracurricular position, it will be submitted to this committee to review. The committee shall evaluate the position and make a recommendation regarding placement on Appendix A.
2. Following the committee's recommendation, the District and the Association shall meet through the Contract Maintenance process to determine the final placement and details of the stipend within Appendix A through a Memorandum of Agreement (MOA).

D. ADDITION OF CO-CURRICULAR POSITIONS

1. Upon approval by the appropriate level director to establish any activity as a District-approved co-curricular activity, a committee shall be convened. This committee shall consist of equal representation from both the District and the Association. After the decision has been made by the level director to establish a new co-curricular position,

it will be submitted to this committee to review. The committee shall evaluate the position and make a recommendation regarding placement on Appendix B.

2. Following the committee's recommendation, the District and the Association shall meet through the Contract Maintenance process to determine the final placement and details of the stipend within Appendix B through a Memorandum of Agreement (MOA).

E. EXTENDED SEASON PAY FOR ATHLETICS

1. Definition. "Extended season" means athletic competition that occurs after the Round of Thirty-Two (32) for all team sports and after district and/or regional competition is complete for all other sports.
2. Staffing for athletic competitions during the extended season, including coaches and support group advisors (e.g. band and rally advisors) shall be determined by the District. The head coach or activity director and the supervising athletic director may provide written recommendations regarding the staffing needed to appropriately supervise and coach or direct the team.
3. Coaches and Athletic Directors assigned to attend extended season competition will be compensated for each day on which they are required to supervise practice or competition. Coaches' and/or Athletic Directors' daily rate of compensation for each day of assigned practice or competition supervision will be calculated by dividing the annual coaching stipend by the number of days in the season as determined by the District.
4. Support group advisors will be compensated on the day the group is required to perform in support of a qualifying OSAA athletic team. Although supervisory responsibilities may extend overnight, salary compensation only includes the athletic contest time as well as preparation for travel and travel to and from the event, provided that compensation will only be for time spent on these activities outside the regular workday. Support group advisors' compensation will be pro-rated on an hourly basis according to the advisors' teaching salary.

XV. SUPPLEMENTAL PAY AND APPAREL SERVICE

A. SUPPLEMENTAL PAY

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

B. SUPPLEMENTAL PAY POSITIONS

1. Prior to assigning a licensed staff member into a supplemental position each year, the building administrator will share expectations of the position and provide an opportunity to ask clarifying questions about the roles and responsibilities.
2. High School Department Chairpersons. Prior to the beginning of each school year, the District will determine the maximum number of compensated hours for each department chair position based on anticipated responsibilities, operational priorities, and availability of funds. Building administrators will solicit and consider input from each department prior to assigning a licensed staff member in the department chair position. Department chairpersons will be compensated at their regular hourly rate for any approved hours worked, not to exceed the maximum time limits established by the District each year.
3. Elementary Administrative Assistants. Elementary licensed staff members may be assigned additional responsibilities to support school operations, including events or activities that take place outside the normal building hours. Licensed staff members assigned these responsibilities will receive a stipend equal to seven-point-four-two percent (7.42%) of Column One, Step One of the licensed salary schedule. When operational needs require additional building support, building administrators may request additional support for administrative assistants. The District may authorize such support, including the use of substitutes, based on available resources and staffing needs.
4. Instructional Support Licensed Staff Members. Prior to the beginning of each school year, the District will determine the maximum number of hours and substitute days authorized for each assignment for Instructional Support based on the programmatic priorities, scope of work, and funding available. Building administrators will appoint licensed staff members to provide Instructional Support (i.e. literacy, math, behavior, and TAG) based on school specific needs. These positions do not carry an assigned FTE and any licensed staff members assigned to this role will be paid their hourly rate of pay up to a maximum number of hours as determined by the District.
5. Educational Technology Leaders will be assigned an Educational Technology Leader fund or stipend. The fund allocated to pay Educational Technology Leaders may be used for stipends, or extra duty days, or compensating additional help. For the fund to be used other than a stipend, a plan will be submitted to and approved by the principal. Educational Technology Leaders will receive the following stipend and extra

duty days and will sign an agreement with the District on an annual basis outlining the duties and responsibilities associated with the assignment.

a. Site-based Educational Technology Leaders.

- (1) Each elementary, secondary, middle and small high school will be allocated one (1) Educational Technology Leader.
- (2) Each comprehensive high school will be allocated two (2) Educational Technology Leaders.

b. Training Days.

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

c. Extra Duty Days.

- (1) Educational Technology Leaders will be provided extra duty days to prepare for school in order to support teachers during in-service week as follows:
 - (a) Large schools (more than 500 students) will be allocated three (3) extra duty days.
 - (b) Medium schools (250 – 499 students) will be allocated two (2) extra duty days.
 - (c) Small schools (less than 250 students) will be allocated one (1) extra duty day.
 - (d) Educational Technology Leaders will be provided with one (1) extra duty day to prepare for the end of the school year.

d. Compensation.

- (1) Educational Technology Leaders will receive an annual stipend of five hundred dollars (\$500) and a school-based stipend calculated as follows:
 - (a) Elementary, middle and small high schools: Base plus 1.5 multiplied by (number of students).
 - (b) Comprehensive high schools: Base plus 1.5 multiplied by (number of students), divided by two (2).
 - (c) Base = column one (1), step one (1) multiplied by 4.4 percent.

6. Saturday School. Licensed staff members who supervise Saturday School shall be paid at the hourly rates, based on Step 05 on the Bachelor's column of the non-VER salary schedule. Maximum hours will be set as follows: high school licensed staff members will not exceed six (6) hours per week and middle school licensed staff members will not exceed four (4) hours per week.
7. Athletic Directors, nine-point-two percent (9.2%) per season (three [3] seasons in a year).
8. Site-based Equity and Inclusion Leadership Team Members. Each elementary, middle and high school will be allocated one (1) Equity and Inclusion Leadership Team member.
 - a. Extra Duty Days.
 - (1) Equity and Inclusion Leaders will be provided with one (1) extra duty day for training before in-service week.
 - (2) Equity and Inclusion Leaders will be provided with one (1) extra duty day to prepare for the end of the school year.
 - b. Compensation.
 - (1) Equity and Inclusion Leaders will receive an annual stipend of twenty-five hundred dollars (\$2,500).
9. Site-based Student Union/Student Alliance Facilitators. Each student union/student alliance group will be allocated one (1) facilitator.
 - a. Approved Student Union/Student Alliance Groups.
 - (1) Facilitators will be allocated for each approved Student Union and/or Student Alliance. The list of approved groups are:
 - Asian (or AAPI) Student Union
 - Black Student Union
 - Gender and Sexualities Alliance
 - Latinx Student Union
 - Multicultural Student Union
 - Native American Student Union
 - Women's Empowerment Alliance
 - (2) Any request to add a Student Union or Student Alliance must be reviewed and approved by the Association and the District in Contract Maintenance in order for the facilitator to be compensated in accordance with this agreement.

b. Compensation

- (1) Elementary. Facilitators of Elementary Student Unions and/or Student Alliances will receive an annual stipend of seven-hundred fifty dollars (\$750).
 - (2) Secondary. Facilitators of Secondary Student Unions and/or Student Alliances will receive an annual stipend of one-thousand five-hundred dollars (\$1500).
10. Elementary Blends. Elementary licensed staff members who have been assigned to teach a single grade level and/or other position, and who receives notice on or after August 1st that the District is now requiring the member to teach a blended classroom of two (2) grade levels, is entitled to a stipend of one percent (1%) of their salary.

C. EXTENDED CONTRACTS

1. In the event the District reasonably anticipates that budgeted funds are insufficient in a given school year to provide all minimum extended contract days set forth in this section, the District will notify the Association in writing no later than July 1, preceding the affected school year.
2. Upon such notice, the District and the Association will meet within fourteen (14) calendar days, or as mutually agreed, to bargain and/or collaboratively prioritize the allocation of available extended contract days among the listed categories and positions. During this process, the parties may by mutual agreement temporarily reduce minimums, reallocate days, or otherwise modify the application of this section for that school year only.
3. Absent such notice by July 1, the District will provide no fewer than the minimum extended contract days set forth in this section for that school year as follows:
 - a. Prior to the beginning of each school year, building administrators will submit requests for extended contract days to the Level Directors based on recommendations from licensed staff members and anticipated programmatic needs.
 - b. The Level Directors will review all requests and assign extended contract days. If the days assigned do not match the days requested, a reason will be communicated in writing as to why the days were not assigned. The licensed staff members will be assigned at least the minimum number of days unless the building administrator and licensed staff members agree that the minimum number of days is not needed.
 - c. As unanticipated needs arise throughout the school year, the building

administrator may request additional extended contract days. The final determination to allocate extended contract days shall rest solely with the Level Director.

4. The following positions are designated to receive minimum extended contract days subject to the processes outlined above:
 - a. Career Technical Education Teachers—a minimum of forty-eight (48) hours will be allocated to each comprehensive high school. The building administrator will determine how many days/hours will be allocated to each licensed staff member with input from staff.
 - b. Art Teachers—a minimum of one (1) day.
 - c. Comprehensive High School Counselors—a minimum of five (5) days. .
 - d. Alternative and Magnet High School Counselors—a minimum of two (2) days.
 - e. Mid-School Counselors—a minimum of three (3) days.
 - f. Elementary Counselors—a minimum of one (1) day.
 - g. High School Science—a minimum of sixteen (16) hours will be allocated to each comprehensive high school. The building administrator will determine how many days/hours will be allocated to each licensed staff member with input from staff.
 - h. Middle School Physical Education, Science, Art, and STEM/Shop/CTE Teachers—a minimum of sixteen (16) hours will be allocated to each middle school. The building administrator will determine how many days/hours will be allocated to each licensed staff member with input from staff.

D. LICENSED STAFF MEMBER SUBPOENAS

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

E. NONPROFESSIONAL DUTY PAY

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

of those requesting voluntary assignment to nonprofessional duties available in the District.

For the 2025-2026 contract year, the District will pay licensed staff members at the rate of twenty dollars and thirty-four cents (\$20.34) per hour for such duties. During the 2026-2027 contract year, the District will pay licensed staff members at the rate of twenty-one dollars and fifteen cents (\$21.15) per hour for such duties. In each subsequent year, the rate will increase by the same percentage by which the salary schedule increases.

F. WORKSHOPS AND CURRICULUM ACTIVITIES OUTSIDE THE SCHOOL DAY

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

1. Required time will be paid an hourly rate determined upon their base pay.
2. Stipend positions:
 - a. A list of stipend-related positions covering duties, tasks and roles that fall outside the employee's work responsibilities will be developed and maintained by the District.
 - b. A scope of the work outlining the level of work, amount of time, deliverables, and stipend amount will be provided to the employee
 - c. Stipends will be determined with the following calculation: estimated time required times forty dollars (\$40) per hour.
3. Work that is receptive in nature or that requires minimal sharing of information will be paid at the rate of thirty-five dollars (\$35) per hour.

G. APPAREL SERVICE

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

XVI. REQUIRED TRAVEL

- A. Licensed staff members will not be permitted to drive students to activities which take place away from the school building, except those licensed staff members who are trained and certified through the Transportation department to operate and drive Type-10 and/or Type-20 vehicles as part of their coaching and/or activity leader duties.
- B. Licensed staff members will be reimbursed at the current IRS mileage rate if required in writing by the District to drive their personal automobiles while performing District-assigned duties.
- C. At the effective date of this Agreement, the Board will arrange for and maintain liability insurance in usual form covering the District and the licensed staff member for liability to third persons resulting from any negligent act or omission of the licensed staff member arising in the course of the authorized use of their automobile in the performance of school duties.

XVII. MANAGEMENT RIGHTS

- A. It is recognized that the Board has, and will continue to retain, the rights and responsibilities to operate and manage the school system and its programs, facilities, properties and those activities of its employees related to their professional duties and performance, except as may be expressly limited by this Agreement or by applicable law.

- B. Without limiting the generality of the foregoing above, it is expressly recognized that, subject to this Agreement and applicable law, the Board's operational and managerial responsibilities include:
 - 1. The right to determine the location of the schools and other facilities of the school system, including the right to establish new facilities and to re-locate or close old facilities.
 - 2. The determination of the financial policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures and public relations.
 - 3. The determination of the management, supervisory administration organization of each school or facility in the system, and the selection of employees for promotion to supervisory, management or administrative positions.
 - 4. The maintenance of discipline and control and use of the school system property and facilities.
 - 5. The determination of safety, health and property protection measures where legal responsibilities of the Board or other governmental units are involved.
 - 6. The right to enforce the rules and regulations now in effect and to establish new rules and regulations from time to time not in conflict with this Agreement.
 - 7. The direction and arrangement of all the working forces in the system, including the right to hire, suspend, discharge, discipline, or transfer employees and to maintain files to carry out this function.
 - 8. The right to relieve employees from duty for poor or unacceptable work or for other legitimate reasons.
 - 9. The creation, combination, modification, or elimination of any teaching position deemed advisable by the Board.
 - 10. The determination of the size of the working force, the allocation and assignment of work to employees, the determination of policies affecting the selection of employees and the establishment of quality standards and judgment of employee performance.

11. The determination of the layout and the equipment to be used and the right to plan, direct and control school activities. The determination of the processes, techniques, methods and means of teaching and the subjects to be taught.
 12. The right to establish and revise the school calendar, establish hours of employment, to determine the time, days, and manner of payment, to schedule classes, and assign workloads; and, with assistance of licensed staff members contemplated by ORS 337.120, select textbooks, teaching aids and materials.
 13. The right to make assignments for all programs of an extracurricular nature.
- C. Per ORS 342.553 (1), any elementary or secondary teacher who has entered into a contract to teach in any public school and who resigns the position without first providing 60 days' written notice to the district superintendent or the notice required in the applicable collective bargaining agreement may have the teaching license of the teacher suspended for the remainder of the school year by the Teacher Standards and Practices Commission (TSPC) upon notice of the resignation from the district school board to the commission. The commission shall notify the teacher of the suspension of the teaching license held by the teacher.

XVIII. LICENSED STAFF MEMBER RIGHTS

A. DISCIPLINE

1. The Association has recognized in another section of this contract the right of the Board to establish and enforce rules and regulations, not in conflict with this Agreement, and to discipline professional licensed staff members for violation of these rules and regulations. However, no licensed staff member will be disciplined without just cause and unless the generally accepted rights of due process are protected. Licensed staff members accused of violating rules and regulations calling for disciplinary action shall have written notice of the charges. Growth and Support Goals and/or Plans for Improvement are not considered disciplinary actions.
2. Just cause does not apply to the dismissal of a contract or probationary licensed staff member, the non-extension of a contract licensed staff member, the nonrenewal of a probationary licensed staff member's contract (such matters are excluded because they are governed by the Fair Dismissal Law), or co-curricular or extra-duty assignments.

B. RIGHT TO REPRESENTATION

A licensed staff member shall be granted representation during any meeting which might reasonably be expected to lead to disciplinary action. The Association will annually notify licensed staff members of their right to representation. When a request for representation is made the meeting may be delayed no longer than the end of the immediately following contract day, or forty-eight (48) hours, if the requested meeting occurs on the last day of the contract year.

C. PERSONNEL FILES

The personnel file shall be the repository of material related to employment. A working file, which is a collection of documents that could be used for evaluation and discipline, is permitted, but materials must be placed in the personnel file once they are to be used for evaluation or discipline.

1. The Board agrees to protect the confidentiality of all personnel files; references; academic credentials; working files; investigatory files; and any other documents in the above file, to the extent permitted by Oregon law.
2. A licensed staff member shall be shown all material before it is placed in the personnel file except that personnel and payroll documents, including licenses, academic records, and payroll information shall be routinely placed in personnel files without notice to licensed staff members.
3. A licensed staff member shall have the right to review the personnel and working files with a representative present and to receive a copy of any document contained

therein.

4. An licensed staff member shall have the opportunity to submit a written response to material placed in their personnel or working file and to have said response included in the file.
5. After three (3) years, an licensed staff member may request from the Director of Human Resources the removal of outdated materials that do not pertain to evaluation or discipline or materials required for the financial management of the District. Removal of any document will comply with State of Oregon archival records laws and administrative rules.
6. Evidence not previously recorded in the licensed staff member's District personnel file prior to the notification of the demotion, discipline or other involuntary change in the employment status will not be used by the Board as a basis for its action.

D. COMPLAINT PROCEDURE

A licensed staff member must be informed verbally or in writing of a formal complaint and the nature of the complaint within ten (10) contract days of receipt of the complaint. The administrator will inform the licensed staff member of the identity of the complainant (except where federal or state law or agencies precludes disclosure of the complainant's identity).

1. A conference will be held with the licensed staff member regarding the complaint. During vacation and/or holiday period(s), every effort will be made to handle the complaint expeditiously.
2. Unsubstantiated or unfounded complaints shall not impact a licensed staff member's evaluation.
3. Only complaints which result in disciplinary action or an evaluative record shall be placed in the licensed staff member's personnel file and shall not be removed for any reasons, except if the related discipline is overturned. A licensed staff member shall have the right to attach the licensed staff member's response, or any other relevant documents to any document included under this subsection.
4. If the bargaining unit member is dissatisfied with the resolution, they may appeal to the Superintendent or, if dissatisfied, to the Board level.
5. The licensed staff member has the right to Association representation at all levels of this procedure.

E. CRITICISM OF LICENSED STAFF MEMBERS

Any criticism by a supervisor, administrator, or Board member of a licensed staff member

and their instructional methodology will be made in confidence and not in the presence of students, other licensed staff members, parents, or other public gatherings, provided that, at the election of the supervisor, administrator or Board member, or the licensed staff member, an observer may be present.

F. EVALUATION

All licensed staff members shall be evaluated using the District procedure as articulated in the Growth and Evaluation Handbook. The Association and District will collaborate on revising the Evaluation Handbook as needed using a committee equally made up of District representatives and Association members. No changes to the Growth and Evaluation Handbook can be made outside of the recommendations of the committee.

1. The goal of evaluations for licensed staff members is to improve instruction and make decisions regarding continued employment.
2. Licensed evaluations shall be conducted consistent with State law ORS 342.850 and SB 290. The District will follow guidelines for Growth and Support Goals and Plans for Improvement as stated in the Growth and Evaluation Handbook for both probationary and contract licensed staff members.
3. Peer assistance shall be voluntary on the part of the person needing help and the licensed staff member(s) providing the peer assistance. Licensed staff members providing peer assistance shall not be required to testify against another licensed staff member regarding the substance of peer evaluation.
4. The process for placing licensed staff members on Growth and Support Goals or Plans for Improvement can be found in the Growth and Evaluation Handbook.

G. HEALTH AND SAFETY

1. The District shall provide a safe and healthful working environment for all licensed staff members so licensed staff members will not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety, or well-being as determined by the district in conjunction with the Risk Management team. Licensed staff members will be informed as soon as practicable when they are potentially exposed to contagious diseases, illnesses, or environmental hazards. When feasible, a written notice will include a general description of the nature of the exposure, anticipated health impacts, and steps taken or planned to mitigate future risk.
2. The District recognizes the responsibility to make every reasonable effort to enhance the security of buildings and grounds, including, where appropriate, the use of lighting and other safety precautions.
3. The District will make a good faith effort to post notice when non-routine cleaners,

paints, sealants, and other chemicals are to be used at the worksite.

4. Written protocols and procedures will specify the licensed staff member(s) assigned responsibilities for implementing the health protocols. Licensed staff members will not be responsible for implementing protocol prior to receiving training. Every reasonable effort will be made to exempt the classroom teacher from such responsibilities, except in cases involving imminent life-threatening situations.
5. The District will comply with applicable state and federal laws and regulations related to environmental conditions, workplace safety, and efforts to maintain a healthful work environment.
 - a. The District will make reasonable efforts to inspect and maintain classroom ventilation systems, consistent with standards and guidance from OSHA or other applicable agencies.
 - b. The District will consider requests or feedback regarding air quality or temperature concerns and, when feasible, will respond through adjustment, repair or operational guidance.
6. Licensed staff members may bring forward potential health or safety concerns (e.g., air, water, noise) to the Safety Committee or their supervisor. When concerns are raised through appropriate channels, the District will make reasonable efforts to notify the supervisor, who may communicate with the affected licensed staff member(s) within a reasonable timeframe regarding the status or disposition of the concern, including any available updates.
7. If environmental quality concerns are reported in accordance with District procedures, and the District commissions a related study, the results will be shared with the supervisor. The supervisor will communicate relevant findings to affected licensed staff members within one (1) week of receipt, when feasible.
8. In situations where a worksite lacks essential utilities (e.g., power, water), or when classroom temperatures are substantially outside the normal range, the District will consider reasonable mitigation efforts. These may include, but are not limited to, the use of portable climate-control equipment or relocation of instructional activities, when feasible. Where immediate resolution is not possible, the District will evaluate additional short-term options, such as temporary reassignment or remote work, as appropriate to the licensed staff member's duties. Efforts to communicate mitigation measures will be made in a timely manner.
9. The District will make reasonable efforts to ensure that licensed staff member restroom facilities are designated for staff use and are cleaned regularly to meet applicable health standards.
10. Licensed staff members are encouraged to first address worksite environment

concerns, such as those involving air quality, lighting, temperature, noise, and other health and safety conditions, through appropriate discussions with their supervisor. If the concern cannot be resolved at the building level, it may be elevated to Contract Maintenance for further discussion and collaborative problem-solving between representatives of the District and Association.

H. DISRUPTIVE OR THREATENING STUDENT BEHAVIOR/INFORMING LICENSED STAFF MEMBERS

1. Licensed staff members in each building will have input into the development and refinement of the school-wide behavior support system. As part of the school-wide behavior support system, data must be maintained at the building level (e.g., regarding room clears due to physical aggression or threats of harm). The District will prioritize training and support for general education and specialized staff. Training and supports will include, but are not limited to, de-escalation techniques, trauma-informed practices, restorative practices, functional behavioral assessments (FBAs), and positive behavioral interventions and supports (PBIS).
2. When a student's behavior presents disruptions that the classroom teacher is unable to address independently or physical harm that could lead to serious bodily injury, the District will promptly assess the need for additional supports, within budgetary constraints. Supports may include:
 - a. Increased behavioral support within the current placement.
 - b. Conducting or updating FBAs and revising Behavior Intervention Plans (BIPs).
 - c. Providing additional training and consultation for staff in the classroom.
 - d. Allocating mental health, behavioral, or crisis-response resources to the setting.
 - e. Providing resources and supplies to facilitate proper implementation of the student's BIP.
 - f. Student schedule adjustments that fall within the scope of IEP team decision-making requirements.
3. The District will maintain procedures for temporarily addressing disruptions that the classroom teacher is unable to address independently or physical harm that could lead to serious bodily injury, in alignment with IDEA and state regulations. Behaviors that may warrant intervention include but are not limited to threats of violence, bias-based incidents, or physical harm that could lead to serious bodily injury. These procedures will ensure:
 - a. Access to a supervised, supportive location for de-escalation when needed.

- b. Continued provision of educational services in the classroom setting.
 - c. Staff reporting to the building administrator as soon as practicable to initiate a behavior safety assessment protocol.
4. When a student is removed from the classroom due to disruptions that the classroom teacher is unable to address independently or physical harm that could lead to serious bodily injury, a Behavior Support Team will convene within three (3) school days to develop a re-entry plan, unless the classroom teacher agrees the student may return sooner. The team will include, at minimum, the classroom teacher from the classroom which the student was removed, a building administrator, and if applicable, the student's case manager for students with an IEP. The re-entry plan will include:
 - a. A summary of the incident and its impact on the learning environment.
 - b. A summary of any prior measures (including preventative and restorative actions) utilized by the teacher, in the classroom setting.
 - c. Clear behavior goals and expectations moving forward.
 - d. Identification of supports and services (e.g., counseling, check-ins, accommodations, updated BIPs) to facilitate successful re-entry.
 - e. A plan for monitoring progress and scheduling follow-up meetings.
5. The Behavior Support Team will make decisions collaboratively, considering the input and professional judgment of the classroom teacher. Decisions will align with IDEA, prioritizing FAPE and LRE, and will avoid unilateral removal of students from their educational setting.
6. Within two (2) weeks of a student's re-entry, the Behavior Support Team will reconvene to evaluate the effectiveness of the re-entry plan. If members of the team report that the plan is unsuccessful, a follow-up meeting will occur within three (3) school days to adjust the plan as needed.
7. In cases where a staff member is harassed, seriously threatened, or physically harmed by a student, the staff member should report to the administrator as soon as possible to initiate a behavioral safety protocol. The District will complete a team-based threat/risk/behavioral safety-assessment within three (3) school days and share written results, including the seriousness of the threat and actions taken, with impacted staff within two (2) school days of completion. If the behavior is deemed serious harassment, threat, or physical harm that could lead to serious bodily injury, the District may temporarily adjust the student's placement while ensuring FAPE and LRE.

8. The District will obtain from juvenile authorities available information concerning students enrolled in District schools who have been adjudicated by the criminal law system, and information about the nature of their offenses. School officials will set up procedures so that this information will be available, in accordance with the law, to members who have a “need to know” as a result of an assignment to teach or supervise the student.
9. In accordance with ORS 339.327, the District will provide notification to licensed staff members if they appear on a threatening list or when threats of violence or harm are made.
10. If the licensed staff member completes a written behavioral referral, the licensed staff member will receive feedback about whether disciplinary action is taken or not. Communication from the site- based administrator (or designee) to licensed staff members will take place as follows:
 - a. When a major referral is submitted and disciplinary action is taken by the site-based administrator, suspension or otherwise, the site-based administrator (or designee) will communicate decisions/actions to the licensed staff member within five (5) school days.
 - b. When a major referral associated with physical aggression toward adult or peer is submitted and disciplinary action is taken by the site-based administrator, suspension or otherwise, the site-based administrator (or designee) will communicate decisions/actions to the licensed staff member, preferred within one (1) school day, must take place within three (3) school days.
 - c. If disciplinary action is not taken, that decision will be communicated to the licensed staff member within five (5) school days.

I. BEHAVIOR SUPPORT SYSTEMS

1. Each building will implement a school-wide behavior support system developed with input from a school-wide behavior support team and shared with all licensed staff members.. The system will include:
 - a. Procedures for processing referrals and communicating outcomes to licensed staff members.
 - b. Training for all licensed staff members on PBIS, de-escalation, trauma-informed practices, and other relevant strategies.
 - c. Data collection and analysis to inform behavior support strategies.
2. A behavior support planning process will be initiated when:

- a. A licensed staff member submits a communication form, request for assistance, or equivalent.
 - b. An appropriate number of referrals have been documented for a student.
 - c. Ongoing extreme behaviors are present.
3. When one of these conditions is met, the building administrator will convene a Behavior Support Team meeting within five (5) school days. The team will include a building or district-level behavior support specialist and may include the classroom teacher or another general education staff member. The team will develop or revise a function-based behavior support plan, ensuring alignment with IDEA, FAPE, and LRE.
 4. The District will provide training for all staff assigned to implement IEPs, 504 Plans, BIPs, or medical support protocols. Training will include de-escalation, trauma-informed practices, restorative practices, FBAs, and PBIS, tailored to the specific needs of the student and staff.

J. NONDISCRIMINATION

1. The district shall promote nondiscrimination and an environment free of harassment. Harassment includes, but is not limited to, any act that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or any other basis protected by law. Harassment includes disparate and unfair treatment and intimidation.
2. Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality, or gender identity, regardless of whether the individual's gender identity, appearance, expression, or behavior differs from that traditionally associated with the individual's sex at birth.

K. INTELLECTUAL PROPERTY

1. The parties recognize that licensed staff members retain authorship or patent interests in all works created outside the scope of employment (created outside of work hours without the use of school district property including computers, supplies, textbooks).
2. In addition, the parties wish to encourage increased creativity and productivity of licensed staff members in producing materials for the classroom or for benefit and use of the District. The District hereby agrees to waive and relinquish to the licensed staff member any copyright or patent interests for works created by individual licensed staff members using District-provided equipment or created in the course of their employment. However, the licensed staff member must allow the District unlimited license for the use of such materials or inventions in District classrooms and on District premises without any charge or fee.

L. CURRICULUM AND INSTRUCTIONAL MATERIALS ADOPTION

The District will maintain inclusive curriculum adoption practices that comply with Oregon Administrative Rules (OAR 581-022-2355 and 581-022-2360) and Springfield School District policy. These processes include opportunities for input from educators, administrators, families, and community members, and ensure the adoption of instructional materials that meet state standards, support district goals, and reflect our values of equity and excellence.

1. The District will actively solicit interest from certified staff within relevant grade levels and content areas to participate in adoption teams. Participation will be open to those interested, with attention to ensuring diverse representation across buildings and programs. Educators serving on these teams will engage in professional learning and material review to inform recommendations.
2. Adoption teams will develop informed recommendations based on instructional quality, student needs, alignment with standards, and feedback gathered through the process. Final adoption decisions rest with the District and must adhere to statutory requirements, including approval by the Board of Directors.
3. The District will collaborate with the adoption team to assess training and implementation needs. Training occurring outside of regular contract time will be compensated in accordance with the collective bargaining agreement. The District retains authority over final timelines and implementation strategies to ensure consistency, equity, and compliance with required timelines.
4. The District will continue its efforts to ensure that all comprehensive high schools have equitable access to advanced coursework in each content area, contingent upon student need and available staff with appropriate licensure.

XIX. VACANCIES AND TRANSFERS

A. VACANCIES

1. A vacancy is defined as a situation where a position previously held by a bargaining unit member is declared by the District to be vacant or when the District declares a new position to be created.
2. The District will declare a vacancy after it has assigned all licensed staff to positions for which they are qualified. All declared vacancies will be listed in a timely manner on the District's website. The listings will be updated as needed.
3. Current full- or part-time licensed staff members may apply for any District-declared vacancy by submitting a cover letter expressing interest and a current resume.
4. At least four (4) current full- or part-time licensed staff members applying for and meeting the minimum qualifications of a posted vacancy, or any vacancy point-five (.5) FTE or greater, will be interviewed.
5. Current licensed staff members who apply for and are not interviewed, or are interviewed but not selected for listed vacancies, will be personally notified in writing by the hiring supervisor as to the reasons. Unsuccessful candidates for open positions may contact the Human Resources department for additional information.

B. REQUEST FOR TRANSFER

The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its professional licensed staff members.

1. The District will establish a procedure by which licensed staff members may request transfer to another building. The procedure will specify, at a minimum, an annual opportunity for licensed staff members to submit requests for voluntary transfer, the dates during which licensed staff members may be considered for voluntary transfer, and, upon request, the rights of licensed staff members who are considered for, but not granted, a voluntary transfer to meet with the appropriate administrator to discuss the reasons for the decision.
2. The District will notify licensed staff members in writing of the process for requesting voluntary transfers each year, including time line and appropriate form to be used.
3. If licensed staff members desire a change or modification of current assignment within the current building, the request should be addressed to the building principal.

C. INVOLUNTARY TRANSFERS

1. Each year, the District will determine the appropriate staffing levels for buildings and

departments. Once FTE allocations have been determined, the District will inform building or department administrators of any reductions in FTE for the following school year.

2. In the event that a building or department administrator has been informed of an FTE reduction that requires an involuntary transfer, the building or department administrator will notify licensed staff members of the reduction and provide an opportunity for licensed staff members to volunteer for the transfer, before the decision is made. If more than one licensed staff member expresses interest in the involuntary transfer, the building or department administrator will make a determination and notify each licensed staff member of their decision within five (5) days of receiving their request, including the explanation(s) as to why the request was not granted.
3. A licensed staff members will be notified as soon as possible of a pending involuntary transfer and have the opportunity to make known to the appropriate administrators their wishes regarding a new assignment. A licensed staff member designated to be involuntarily transferred will be informed of appropriate vacancies known at the time they are told of the transfer decision.
4. An involuntary transfer shall not be effected or announced until the licensed staff member has been notified by Human Resources in writing. A conference shall be held with the receiving administrator as soon as possible, once the licensed staff member has been notified in writing of the transfer.
5. The licensed staff member being involuntarily transferred from one building to another building will be provided with three (3) duty-free days or three (3) extended contract days to prepare for the new assignment. If circumstances do not allow for three (3) duty-free days or three (3) extended contract days, the licensed staff member will receive three (3) days' pay at their daily rate.
6. If it is necessary for an licensed staff member to return to school for additional licensure to properly qualify under ORS 342.125 for the new position to which the employee is involuntarily transferred, the District will pay the full tuition or provide the necessary programs.
7. A licensed staff member who has been involuntarily transferred because a program or position has been eliminated due to budget cuts will be given first chance to return to the program or position once it is reinstated. In the event the program or position is reinstated after the start of the school year, the District can temporarily fill the position for that year; however, the licensed staff member who had been involuntarily transferred will be given the opportunity to return to the program or position the following school year.
8. Any licensed staff member who has been involuntarily transferred and who applies for a voluntary transfer the following year will be granted an interview for any

requested positions that meet their endorsement.

D. CLASSROOM MOVES

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

If a licensed staff member is hired after the beginning of the school year, not to include in-service week, the licensed staff member will be provided with two (2) duty-free days to set up their new classroom. If circumstances do not allow for two (2) duty-free days, the licensed staff member will receive two (2) days' pay at their daily rate.

XX. PERSONAL AND ACADEMIC FREEDOM

A. PERSONAL LIFE

The personal life of a licensed staff member is not an appropriate concern of the Board. It is recognized, however, that conduct of a licensed staff member outside the school and/or the context of assigned duties may be sufficiently related to the licensed staff member's influence on the students and on the licensed staff member's effectiveness in performance of their duties as to remove the conduct from the licensed staff member's "personal life."

B. CITIZENSHIP

Licensed staff members will be entitled to full rights of citizenship, and no religious or political activities of any licensed staff member, or the lack thereof, will be grounds for any discipline or discrimination with respect to the professional employment of such licensed staff member, providing said activities do not violate any local, state, or federal law.

C. CONTROVERSIAL MATERIAL

1. The parties agree that students should have the opportunity to study, investigate, and interpret facts and ideas concerning human society, the physical and biological world, and other branches of learning. The employee as an agent of the District has professional responsibility to present controversial facts and ideas in a manner that permits each student to examine all sides of each controversial issue.
2. The District assumes the responsibility of defending the employee against charges by lay persons who would challenge the employee's presentation of controversial facts and ideas. Employees will be encouraged to make presentations of facts and ideas subject to accepted standards of professional responsibility with due regard to the maturity level of the student, District rules and policies and laws of the State of Oregon.
3. Upon finding that the employee has followed District policy, the District will publicly declare its support of the employee. Then, in any proceedings the Superintendent and the District's legal counsel will, upon request, give advice and counsel to the employee involved. The District's legal counsel will be obligated officially to represent the employee in any proceedings, at the employee's option.

XXI. PROFESSIONAL DEVELOPMENT

A. CONFERENCE FUND

The District will establish a twenty-thousand dollar (\$20,000) fund to be administered jointly by the Association and District. Licensed staff members may apply for reimbursement up to two thousand dollars (\$2,000) for professional development experiences including conferences workshops, seminars, clinics, or other training. The joint committee will be composed of three (3) members appointed by the District and three (3) appointed by the Association, and will meet to review applications.

1. Applicants must submit a completed application signed by their building administrator, to the Conference Fund Chair. The application will include a written statement showing a connection to current/future assignment, professional goals, building goals, District initiatives, or student learning goals.
2. Within five (5) work days of the receipt of the application, the Conference Fund Chair will forward the application to the members of the joint committee via email for review and approval.
3. Within five (5) work days of receiving the application, the joint committee will decide to approve or deny the request and move forward that decision to the Conference Fund Chair.
4. If the request is approved by the joint committee, the chair will be responsible for the following:
 - a. If the application requires out-of-state travel, the chair will forward the application to the Superintendent for approval, within three (3) work days. The Superintendent or designee will return a decision on the out-of-state travel request to the Conference Fund Chair, within five (5) work days. The Conference Fund Chair will share approval decision with the applicant within three (3) work days.
 - b. If the application does not require out-of-state travel, the Conference Fund Chair will forward the approved application to the applicant within three (3) work days.
5. If the request is not approved by either the joint committee or the Superintendent/designee (for out-of-state travel), the Conference Fund Chair will be responsible for communicating that decision to the requesting licensed staff member with a reason for the denied request, within three (3) work days.
6. Licensed staff members may apply to receive conference funds at any time during the school year for use during that school year, or the following summer.

7. If a licensed staff member uses a personal and/or professional leave day, the District will match equivalent days per request up to a maximum of three (3) days per person and a maximum of thirty (30) days overall of substitute time.
8. The licensed staff member must not have received funding in the prior two (2) school years to be eligible for funding.
9. For any conference that takes place prior to June 30, the licensed staff member shall submit a reimbursement to the Finance Department no later than July 31 in order to ensure that the funds are deducted from the appropriate year's Conference Fund.

B. TUITION CREDIT FUND

The District will establish a twenty-thousand dollar (\$20,000) fund to be administered jointly by the Association and the District. The joint committee will be composed of three (3) members appointed by the District and three (3) appointed by the Association. The committee will approve applications as they are submitted.

1. Application for reimbursement must be pre-approved by the joint committee prior to registering for the course(s).
2. Applicants must submit a completed application signed by their building administrator, to the Tuition Credit Fund Chair.
3. Within five (5) work days of the receipt of the application, the chair will submit the application to the members of the Tuition Credit Fund Committee via email for review and approval.
4. Within five (5) work days of the receipt of the application, the Tuition Credit Committee will make a decision to approve or deny the request.
5. Once the committee makes the decision, the chair will be responsible for the following:
 - a. The chair will forward the approved application to the requesting licensed staff member within three (3) work days.
 - b. If the request is not approved, the chair will be responsible for communicating that decision to the requesting licensed staff member with a reason for the denied request, within three (3) work days.
6. Licensed staff members may submit an application to receive tuition credit funds at any time during the school year for use during that school year, or the following summer.
7. Reimbursement shall be available for up to a maximum of six (6) quarter credits per school year.

8. Reimbursement shall be provided upon submission of:
 - a. Proof of successful course completion; and
 - b. Itemized proof of tuition payment.
9. Reimbursement shall cover tuition, fees and books.
10. Coursework must be directly related to the licensed staff member's professional responsibilities, applicable to their current/future assignment, professional goals, building goals, District initiatives, student learning goals, or in an approved program leading to an advanced degree or endorsement in an education-related field.
11. Licensed staff members must remain employed by the District for the duration of the course(s). No longer being an employee of the District either by voluntary resignation or termination, prior to completion of the course(s) may result in forfeiture of eligibility.
12. For any course that is completed prior to June 30, the licensed staff member shall submit a reimbursement to the Finance Department no later than July 31 in order to ensure that the funds are deducted from the appropriate year's Tuition Credit Fund.

C. PROFESSIONAL DEVELOPMENT FOR LICENSED EMPLOYEES

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

1. Professional Development Hours
 - a. Each year, the District will develop a work calendar that includes twelve (12) hours of teacher directed professional development, which will include an eight (8) hour block of time on the Statewide in-service day in October. The other four (4) hours will be on the first day back after winter break, as determined by the District and building administrators.
2. Gateways High School licensed staff will be provided one (1) monthly meeting at least forty-five (45) minutes in duration for collaboration.
3. Peer assistance shall be voluntary on the part of the person needing help and the licensed staff member(s) providing the peer assistance.

D. IN-DISTRICT LICENSED STAFF MEMBER EXCHANGE

The District will establish a procedure by which licensed staff members may request an exchange of regular positions between buildings for one (1) year. If both licensed staff

members requesting the exchange are assigned to teach classes organized on a semester basis, exchanges for one (1) semester or one (1) year may be requested. Exchanges will not be continued beyond one (1) year.

1. The District retains the final authority to determine whether to approve a requested exchange.
2. Each licensed staff member will return to the position held prior to exchange at the conclusion of the exchange period, unless the position has been eliminated.
3. In the event the position has been eliminated, the licensed staff member will be assigned to a substantially equivalent position, provided that licensed staff members who have exchanged positions will be subject to the reduction-in-force provisions of this Agreement and State law to the same extent as other licensed staff members.
4. This Article provides for in-District licensed staff member exchanges of up to one (1) year. If the licensed staff members involved would like the exchange to be permanent, both must apply for voluntary transfers in accord with Article XIX VACANCIES AND TRANSFERS and current administrative procedures for voluntary transfers.

E. NATIONAL CERTIFICATION

1. Recognition. Springfield Public Schools recognizes the following National Certifications:
 - a. National Board Certification (NBC)
 - b. Certificates of Clinical Competency (CCC)
 - c. National School Nurse Certification (NSNC)
 - d. National Association of School Psychologists (NASP)
 - e. National Athletic Trainers (NAT)
 - f. Board Certified Behavior Analysts (BCBA)
 - g. National Board for Certification in Occupational Therapy (NBCOT)
2. Stipend
 - a. Licensed staff members achieving national certification will receive a two-thousand dollar (\$2,000) stipend beginning the first year after the licensed staff member has achieved certification and will continue to receive the stipend for as long as the licensed staff member remains certified by their national certification board.

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

3. Supports

- a. Licensed staff members, achieving national certification may utilize video production equipment owned by the District if the equipment is available, following Board Policy KGF.
- b. Licensed staff members working through a process of national certification will be granted two (2) additional professional development days to be used for activities related to the national certification process, including videotaping evaluation and revision, test-taking and preparation, and portfolio preparation. Licensed staff members must use the two (2) professional days granted them by the District before accessing the two (2) additional professional development days.

4. Gaining recognition

- a. If a licensed staff member seeks a national certification not listed above, they may present specifics on the process to the Human Resources Director and the Bargaining Chair for review.
- b. This committee will review the process in comparison to the processes of the certifications listed above. If it is similar in the time and expertise required, the certification will be added to the list.
- c. If the committee denies the certification, they will provide a written statement of the reasons for their conclusion. The applicant may appeal the decision to the Superintendent and the SEA President, whose conclusion will be final.

F. BILINGUAL AND BILITERATE TEACHING COMPENSATION

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

XXII. REDUCTION IN STAFF

A. LAYOFF

The District will determine when reductions in staff are necessary and which program areas will be affected. ORS 342.934 will be observed when making reductions under this article.

1. When the District reduces its probationary and contract teaching staff positions resulting from lack of funds to continue its educational program at its anticipated level, or resulting from its elimination or adjustment of classes due to administrative decision, it will reduce its teaching staff in the manner set forth in this section—provided, however, it will have the discretion to discharge, remove or fail to renew the contract of its probationary licensed staff members pursuant to Oregon Revised Statutes.
2. Temporary licensed staff members are excluded from coverage by this article. The District will not be required to rehire or continue the employment of temporary licensed staff members beyond the term for which they were hired. If a temporary licensed staff member is rehired to a contracted position within twelve (12) months of the date of termination of a temporary contract, the licensed staff member will be rehired as:
 - a. A first-year probationary licensed staff member if the temporary contract was for less than one hundred thirty-five (135) consecutive workdays in one school year, or
 - b. A second-year probationary licensed staff member, if the temporary contract was for one hundred thirty-five (135) or more, consecutive workdays in one (1) school year.
3. Definitions:
 - a. “Seniority” is measured from the licensed staff member’s first day of actual service as a licensed staff member in the school district unbroken by termination.
 - (1) Seniority will accumulate during approved leaves of absence.
 - (2) Employees will accrue no seniority for any month in which they are on layoff in excess of fourteen (14) calendar days. Non-contract days, vacation periods (such as spring break) and paid holidays are not computed as part of the fourteen (14) days.
 - (3) If recalled, the seniority accrued at the time the employee was laid off will be restored upon return to service.
 - (4) The unpaid orientation in-service for new licensed staff members will not be

counted as a day of service for the purpose of calculating seniority.

- (5) Summer months: Employees will accrue seniority during summer break months (the period between school years) if they are employed and not on layoff at the end of the employee work year before summer break and the beginning of the employee work year following summer break.
 - (6) In the event the District adopts a year-round schedule for some or all schools, programs or classrooms, accrual of seniority during intersession periods will be the same as described herein for summer break months in a traditional school year.
 - (7) When seniority of two (2) or more licensed staff members in the licensed/endorsed area is the same, the tie(s) will be broken by drawing lots.
 - (8) Disputes about whether licensed staff members selected for layoff will be transferred to particular District positions or whether particular part-time jobs should be combined in order to retain full-time licensed staff members selected for layoff will be resolved through the Board Policy Grievance Procedures and the School Board's decision will be final and binding.
 - (9) Any licensed staff member who is to be laid off as a result of the above procedures will be so notified in writing as soon as practical. The notice will include the reasons for the layoff and the licensed staff member's last contract day.
 - (10) In the event a layoff occurs as a result of a school closure, the procedures of this Article will be observed.
 - (11) In the event of a layoff of a part-time licensed staff member, the procedures of this Article will be followed. However, nothing in this Agreement will be construed to provide part-time licensed staff members with the rights to full-time employment nor is the District required to offer part-time positions to full-time licensed staff members.
- b. "Termination" means severance from employment such as absence without leave, resignation, dismissal or non-renewal, but does not include approved leave or layoff within the period the licensed staff member retains recall rights under this Article.
- c. "Layoff" means:
- (1) the elimination, or reduction to part-time, of a full-time position, or
 - (2) the reduction of a part-time position to less than point-five (.5) FTE.

- (3) "Layoff" does not include the adjustment of part-time licensed staff members' FTE except as described in Article XXII.A.3.c(2).
4. If the administration intends to recommend to the Board action to reduce the staff for the reasons contained in subsection XXII.A.1, it will immediately notify the Association in writing of the affected programs.
5. After the District has decided which programs or courses it intends to discontinue or classes it intends to eliminate or adjust, the District will determine the seniority, licensure/endorsement and District teaching experience of the licensed staff members assigned to the programs or classes affected.
6. The licensed staff member with the least seniority in the programs or classes affected by the reduction in force shall be the licensed staff member subject to layoff. However, a less senior licensed staff member may be retained in their position if that licensed staff member has greater competence than a more senior licensed staff member in the area subject to reduction.
7. Competence shall be defined as the ability of a licensed staff member to teach a subject or grade level based on the consideration of any of the following:
 - a. Teaching experience within the past five (5) years related to the subject or grade level;
 - b. Educational attainments, which may not be based solely on being licensed to teach; OR
 - c. The licensed staff member's willingness to undergo additional training or pursue additional education.
8. The licensed staff member(s) designated for layoff within the affected licensed/endorsed area(s) will be transferred to any District vacancies within the licensed/endorsed area.
9. If no vacancies in that licensed/endorsed area exist, the District will attempt to create a full-time vacancy in that licensed/endorsed area by combining part-time assignments provided that:
 - a. The seniority of each part-time licensed staff member whose assignment is to be combined to create the full-time vacancy must be less than the seniority of the licensed staff member to be transferred, and
 - b. The District determines that combining the positions meets the curriculum needs of the District.
10. If no vacancy within the licensed/endorsed area exists or is created by combining

positions, the licensed staff member(s) designated for layoff will be transferred to another licensed/endorsed area for which the licensed staff member is qualified and has taught in the District for either a total of two (2) school years or one (1) school year in the last five (5) school years immediately prior to the date layoff would be effective.

- a. The decision whether to transfer the licensed staff member(s) to another licensed/endorsed area for which the licensed staff member(s) is licensed/endorsed but does not meet the experience requirements of this section is reserved solely to the District.
 - b. "School years" are defined, for the purpose of this section only, as one hundred thirty-five (135) consecutive teaching days.
11. Licensed staff members transferred to another licensed/endorsed area under this Article may be assigned to:
- a. a vacant position, or
 - b. the position of the least senior licensed staff member in the new licensed/endorsed area, provided that licensed staff member has less seniority than the licensed staff member being transferred, or
 - c. a position created by combining part-time positions in accord with Section 7 of this Article.
12. If the licensed staff member(s) designated for layoff in affected licensed/endorsed areas is not placed under the procedures outlined above, the licensed staff member may be assigned to a "non- endorsement" course described in OAR 584-036-0015 (8), for which the licensed staff member is licensed/endorsed.
- a. Licensed staff members under consideration for transfer to a non- endorsement course may be assigned to:
 - (1) a vacant position, or
 - (2) the position of the least senior of all licensed staff members assigned to non-endorsement courses, provided the licensed staff member has less seniority than the licensed staff member being transferred, or
 - (3) a position created by combining part-time positions in accord with Section 7 of this Article.
 - b. "Non-endorsement" courses are defined as those courses not requiring specific endorsement and that may be taught on any valid Oregon teaching license permitting the holder to enter into an employment contract for the grade level.

c. The District may challenge a licensed staff member's assignment to a non-endorsement course. Challenges will be resolved by a panel of equal numbers of Association-appointed licensed staff members and District-appointed representatives. Licensed staff members appearing before the panel must demonstrate:

- (1) sufficient expertise to meet District instructional standards in the course subject matter, or
- (2) the ability to obtain such expertise by the first day of assignment to the course.

d. The District may develop written criteria to provide guidelines for panel decisions.

13. Nurses

a. Statutory provisions: Statutory provisions pertaining to licensed staff members and teaching duties will not apply to non-teaching duties of nurses. Any contracted teaching duties will be covered by appropriate statutes.

b. Reduction in Staff Article: Contracted teaching FTE will be covered by Article XXII REDUCTION IN STAFF in its entirety. Non-contracted teaching duties of nurses will be covered by the article, except that such duties are not considered to be covered under probationary and contract licensed staff member statutes, under statutes dealing with contracts, under statutes dealing with renewal and non-renewal of contracts, and under Fair Dismissal laws.

c. It is expressly understood that nurses who would be eligible for contract licensed staff member status under ORS 342.815 if contracted to teach will be treated as contract only for the purposes of this Reduction in Staff article.

B. RECALL

1. In October of each year of this Agreement, the parties will consult about the District's recalling licensed staff members to employment who were laid off based on the procedures in Section A.

2. The District will adopt procedures after consulting with the Association which will define the criteria for recall.

3. The laid-off licensed staff member will have the right of recall thereafter for twenty-seven (27) months after the last date of the licensed staff member's release by the District unless waived.

4. Waiver of recall rights may be expressed or implied, such as in a licensed staff

member's failure to respond to recall within the time lines specified in the recall notice. A licensed staff member with full-time recall rights may voluntarily relinquish recall rights by accepting a part-time position with the District.

C. APPEAL

Except for disputes identified in this Article as reserved for resolution from the Board Policy Grievance Procedures, an appeal of the Board's decision on a licensed staff member's reduction in staff or recall under this section will be by the grievance procedure established by Article III with the following substitutions:

1. The appeal must be filed in writing with the Human Resources Office within fifteen (15) days of the licensed staff member's receipt of the notice of layoff required by subsection XXII.A.3.a(9) of this Article or of the licensed staff member's knowledge that they were not recalled to a vacancy required by the procedure adopted by the Board under subsection XXII.B.2 of this Article.
2. The first hearing on the appeal will be a Level Two hearing. A record of that hearing will be made and retained and a written decision based on facts presented at the hearing will be made.
3. If the Level Two decision is appealed, the arbitration will be under the rules of the Employment Relations Board. The results of the arbitration will be final and binding on the parties. Appeals from multiple reductions may be considered in a single arbitration. The arbitrator is authorized to reverse the staff reduction decision or the recall decision made by the District only if the District:
 - a. Exceeded its jurisdiction;
 - b. Failed to follow the procedures applicable to the matter before it;
 - c. Made a finding or order not supported by substantial evidence in the whole record made at Level Two; or
 - d. Improperly construed the applicable law.

XXIII. ASSOCIATION LEAVE AND RELEASE TIME

A. ASSOCIATION LEAVE DAYS

1. At no cost to the Association, thirty-five (35) work days per year of paid leave will be granted to the Association for the purpose of collective bargaining, grievance processing, and performance of general representational duties. Requests shall be submitted in writing at least three (3) days in advance and shall include the purpose, name and assignment of each licensed staff member taking leave. In cases of emergency, the notice requirement may be waived by mutual agreement.
2. An additional thirty-five (35) days of leave will be granted upon request for which the Association will reimburse the District for the cost of the substitutes, if used, at the established substitute rate of pay. The use of these days will conform to the purposes specified in Section A.1 of this Article. The District shall bill the Association within sixty (60) days of leave used by the Association.

B. ASSOCIATION PRESIDENT RELEASE TIME

1. The president of the Association will be released up to full time, if so requested by the Association, to fulfill the duties of the office.
2. The duties of the office include collective bargaining, grievance processing, and performance of the general duties of the Association in its role as exclusive representative.
3. During the term of the leave, the president will receive their regular pay from the District.
4. The Association will reimburse the District for the president's salary including fixed payroll expenses at a percentage proportionate to the amount of the leave requested.
5. At the beginning of each school year, the president will notify the District if they wish to be credited with ten (10) days of sick leave for the ensuing year (as per Section D of Article VI – Paid Leaves). If so, the Association will reimburse the District for said sick days at the normal substitute rate.
6. Leave time shall apply toward all benefits.
7. As the SEA president's term of office draws to an end, the SEA president and the Human Resources director will meet to discuss placement options. After discussing positions available for the coming year, the SEA president will submit a top three list including placement location and assignment. The SEA president will then be placed before voluntary and involuntary transfers are placed as well as before any hiring is complete.

8. When the Association president is released at less than 1.0 FTE, all absences for Association business during the unreleased portion of the president's work year shall be taken as Association Leave under Section A and deducted from the Association Leave Days bank.

XXIV. ACADEMY OF ARTS AND ACADEMICS (A3)

A. PAID AND UNPAID LEAVES OF ABSENCE

For the purpose of determining the amount of time each A3 licensed staff member will utilize for daily leaves, a “day” is defined as eight (8) hours and forty (40) minutes.

B. WORK SCHEDULES

All provisions of Article IX – Work Schedules apply to A3 licensed staff members with the following exceptions:

1. **Building Hours.** Building hours for licensed staff members working at A3 will not exceed eight (8) hours and forty (40) minutes per day and will generally occur between 7:30am and 5:00pm.
2. **Duty Days.** The salary schedule for licensed staff members working at A3 is based on one hundred eighty (180) contract days including six (6) paid holidays.
3. **Preparation Time.** Licensed staff members working at A3 will have teacher-directed preparation time of two (2) class periods per each seven (7) period day.
4. **Student-Led Conferences and Mid-Year Reviews.** Licensed staff members working at A3 will be provided two (2) non-student workdays each year for the purpose of conducting student-to-parent conferences. Additionally, licensed staff members working at A3 will be provided two (2) non-student workdays each year for the purpose of conducting mid-year reviews.

XXV. SPS ONLINE SCHOOL

A. ROLES AND RESPONSIBILITIES

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

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

2. Both the number of assigned students and the number of assigned preps are ranges. Due to the nature of the Online School, numbers may temporarily exceed the range. Numbers will not exceed the range for more than four school weeks.
3. In the event enrollment in the Online School drops below these numbers for all teachers, adjustments will be made. Teachers may be assigned one additional prep for every reduction of fifteen (15) to twenty (20) students. At no time will a teacher be assigned more than 12 preps.
4. When a new prep is added, responsible staff will have one week of lead time to prepare calendars, checklists, and gradebooks before students begin the program of instruction, whenever possible.

B. IN-PERSON TIMES

1. SPS Online is a virtual program. The vast majority of work is completed online. This section outlines the only in-person aspects of the position and does not impact or eliminate online meetings with students, peers, or the staff as a whole.
2. In-person staff meetings may occur up to one (1) time per month for up to ninety (90) minutes. Up to four (4) hours per month may be set aside for Learning Center Sessions with the Sessions themselves occurring in time periods of at least two (2) hours.
3. In-person meetings will follow these guidelines:
 - a. Times will be jointly set by the staff and the administration;
 - b. Meetings will occur during the building hours of Brattain Campus; and

- c. The number of meetings may be increased if jointly agreed to by the staff and administration


XXVI. LIMITS ON LICENSED STAFF MEMBER LIABILITY

Members of the bargaining unit will suffer no monetary loss as a result of any suit, claim, judgment, charge or any other action wherein they may be named as a defendant, when in the course of their employment they are found to have been following District policies, rules, regulations, and/or administrative directives or decisions related to their professional duties and responsibilities.

XXVII. TERMS OF AGREEMENT

- A. This Agreement will be effective as of July 1, 2025, and will continue in effect through June 30, 2027. This Agreement will not be extended orally and it is expressly understood that it will expire on the date indicated.
- B. This Agreement will not be modified in whole or in part by the parties, except by an instrument in writing, duly executed by both parties.
- C. The Association will notify the Board of its intent to negotiate a successor agreement; such notice will be given by November 1, 2026, and will recommend dates to begin negotiations by January 1, 2027.

SPRINGFIELD EDUCATION ASSOCIATION

By 

President

Date 02.27.26

By 

Chief Negotiator

Date 2/27/26

SPRINGFIELD PUBLIC SCHOOLS

Lane County, Oregon

By 

Chairperson of the Board

Date 3-2-2026

APPENDIX A - EXTRACURRICULAR STIPENDS (2025-2026)

Extracurricular Position*	0-2 Years	3-5 Years	6+ Years
Basketball	8,511	8,937	9,787
Football			
Baseball	7,660	8,043	8,809
Softball			
Track			
Wrestling			
Athletic Director: Middle School	7,234	7,596	8,319
Volleyball	6,809	7,149	7,830
Soccer	5,958	6,256	6,852
Swimming			
Cheer (per season - Fall and/or Winter)	5,277	5,541	6,068
Cross Country	5,106	5,362	5,873
Weight Room Director			
Intramural Director	4,256	4,468	4,894
Tennis			
Golf	3,404	3,574	3,915
Differential Pay – Track**	1,532	1,609	1,762
Differential Pay – Wrestling**			
Differential Pay – Swimming**	1,192	1,251	1,371
Differential Pay – Cross Country**	1,021	1,072	1,174
Differential Pay – Tennis**	851	893	979
Differential Pay – Golf**	681	714	783

* Senior High Assistant will be at eighty percent (80%) of appropriate sport or activity.

**Head Coaches of both girls' and boys' sports will receive the Head Coach stipend and the differential pay stipend for each sport.

APPENDIX B - CO-CURRICULAR STIPENDS (2025-2026)

Co-Curricular Position	Level	0-2 Years	3-5 Years	6+ Years
Band Director	High	7,234	7,596	8,319
Auditorium Manager	High	5,277	5,541	6,068
Dance Director	High			
Major Musical	High			
Vocal Director	High			
Drama Director Major	High	4,596	4,826	5,285
Drama Director (annual)	High			
Mariachi Director	High			
Newspaper	High			
Yearbook	High	3,915	4,111	4,502
Robotics	High			
DECA Advisor	High			
FBLA Advisor	High			
HOSA Advisor	High			
SkillsUSA Advisor	High	3,234	3,396	3,719
ASB Advisor	High			
FFA Advisor	High	2,638	2,771	3,034
FSSO Advisor	High			
Musical	Middle	2,468	2,592	2,838
Drama (per play)	Middle	2,383	2,502	2,740
AOFL Advisor	High	1,957	2,055	2,252
Band Director	Middle			
Orchestra	High/Middle			
Safety Patrol	All Levels			
Student Council	Middle			
Student Store	Middle			
Vocal Director	Middle			
WEB Leader	Middle			
Art	High	1,277	1,341	1,468
Class Advisor Grades 11-12	High			
Orchestra	Elementary			
Vocal Director	Elementary			
Class Advisor Grades 9-10	High	681	715	783
Club Advisor	High			
Art	Middle			
Student Council	Elementary			

*Full-time assistants hired for band, major drama performance, and major musical performance will be paid at eighty percent (80%) of the stipend. All other full-time assistants in this appendix will be paid at seventy percent (70%) of the stipend.

APPENDIX A - EXTRACURRICULAR STIPENDS (2026-2027)

Extracurricular Position*	0-2 Years	3-5 Years	6+ Years
Basketball	8,852	9,294	10,179
Football			
Baseball	7,966	8,365	9,161
Softball			
Track			
Wrestling			
Athletic Director: Middle School	7,524	7,900	8,652
Volleyball	7,081	7,435	8,143
Soccer	6,196	6,506	7,126
Swimming			
Cheer (per season - Fall and/or Winter)	5,488	5,763	6,311
Cross Country	5,311	5,577	6,108
Weight Room Director			
Intramural Director	4,426	4,647	5,090
Tennis			
Golf	3,540	3,717	4,071
Differential Pay – Track**	1,593	1,673	1,832
Differential Pay – Wrestling**			
Differential Pay – Swimming**	1,240	1,301	1,426
Differential Pay – Cross Country**	1,062	1,115	1,221
Differential Pay – Tennis**	885	929	1,018
Differential Pay – Golf**	708	743	814

* Senior High Assistant will be at eighty percent (80%) of appropriate sport or activity.

**Head Coaches of both girls' and boys' sports will receive the Head Coach stipend and the differential pay stipend for each sport.

APPENDIX B - CO-CURRICULAR STIPENDS (2026-2027)

Co-Curricular Position	Level	0-2 Years	3-5 Years	6+ Years
Band Director	High	7,524	7,900	8,652
Auditorium Manager	High	5,488	5,763	6,311
Dance Director	High			
Major Musical	High			
Vocal Director	High			
Drama Director Major	High	4,780	5,019	5,496
Drama Director (annual)	High			
Mariachi Director	High			
Newspaper	High			
Yearbook	High	4,072	4,275	4,682
Robotics	High			
DECA Advisor	High			
FBLA Advisor	High			
HOSA Advisor	High			
SkillsUSA Advisor	High			
ASB Advisor	High	3,363	3,532	3,868
FFA Advisor	High	2,744	2,882	3,165
FSSO Advisor	High			
Musical	Middle	2,567	2,696	2,952
Drama (per play)	Middle	2,478	2,602	2,850
AOFL Advisor	High	2,035	2,137	2,342
Band Director	Middle			
Orchestra	High/Middle			
Safety Patrol	All Levels			
Student Council	Middle			
Student Store	Middle			
Vocal Director	Middle			
WEB Leader	Middle			
Art	High	1,328	1,395	1,527
Class Advisor Grades 11-12	High			
Orchestra	Elementary			
Vocal Director	Elementary	708	744	814
Class Advisor Grades 9-10	High			
Club Advisor	High			
Art	Middle			
Student Council	Elementary			

*Full-time assistants hired for band, major drama performance, and major musical performance will be paid at eighty percent (80%) of the stipend. All other full-time assistants in this appendix will be paid at seventy percent (70%) of the stipend.