OSEA
BEND-LAPINE CHAPTER 6

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

Bend-La Pine School District No.1
AND
Oregon School Employees Association
Chapter 6

2023-2027

Revised: June 2025

A Member's Union
OSEA aft
AFT Local 6732

BEND LA PINE SCHOOLS

OSEA CONTRACT

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ARTICLE 1
RECOGNITION

1.1. The Board of Directors of Administrative School District No. 1, Deschutes County, Oregon (hereinafter referred to as "the Board") recognizes the Oregon School Employee Association (OSEA), Chapter 6 (hereinafter referred to as "the Association") as the sole and exclusive representative for the following bargaining unit:

1.1.1. All positions that do not require a certificate (license) issued by Teachers Standards and Practices Commission (TSPC). Excluded are those positions designated as supervisory or confidential as defined by ORS 243.650.

1.1.2. Others excluded from the bargaining unit shall include seasonal, short-term temporary and all substitute employee positions.

1.1.3. Temporary grounds maintenance positions shall be excluded from the bargaining unit for up to one hundred twenty (120) consecutive workdays.

If a position created for seasonal grounds keeping work exceeds one hundred twenty (120) consecutive workdays, or if it is known that such a position will exceed one hundred twenty (120) consecutive workdays, then the position shall be posted as a regular job and filled according to the District's hiring procedures.

1.1.4. Jointly, the Association and the District recognize the importance of maintaining the student workforce employed on a casual basis. It is recognized that this program is a supplement to the education process and will not be utilized to reduce the number of bargaining unit positions or hours.

Accordingly, the District shall continue the past practice of student workers, as identified above, with the understanding that classified employees shall not be held accountable for supervisory duties related to the student workers.

1.2. For the purposes of this contract, the following terms and acknowledgments shall be defined:

1.2.1. Regular Employee

The term "employee" shall include all employees represented by the Association in the bargaining unit in a classified position. Regular employees who meet the minimum qualifications for a temporary position shall be given priority consideration over applicants outside of the bargaining unit.

1.2.2. Seasonal Employee

Positions used for seasonal work shall not exceed ninety (90) consecutive workdays. If a position created for seasonal work exceeds ninety (90) consecutive workdays, the position shall be posted as a regular job and filled according to the District's hiring procedures. Seasonal positions are excluded from the bargaining unit.

1.2.3. Short-Term Temporary Positions

Positions used to fill the role of a regular employee on an approved leave of absence for up to eighty (80) workdays or for employees hired due to overload conditions. A short-term temporary position shall not exceed eighty (80) consecutive workdays. However, if it becomes necessary for a short-term temporary position to exceed eighty (80) consecutive workdays, or at the time it is apparent that the assignment will exceed eighty

(80) consecutive workdays, the position shall become a long-term temporary position. Short-term temporary positions are excluded from the bargaining unit.

1.2.4. Long-term Temporary Positions

Positions which are temporary and which continue for a period in excess of eighty (80) workdays will be considered long-term temporary positions if, 1) the position is based on temporary funding and is posted as temporary with a stated end date or, 2) the employee is filling a vacancy caused by an approved leave or, 3) a short-term temporary position extends beyond eighty (80) days but not to exceed one (1) year. A person accepting a long-term temporary position shall become a member of the bargaining unit and shall have all the privileges and benefits of membership except layoff and recall rights and completion of a temporary job at the assigned end date shall not be considered a dismissal requiring just cause.

Regular employees who accept long-term temporary positions shall qualify for any additional insurance benefits, if eligible, and paid leave/holiday provisions.

1.2.5. Substitute Positions

Positions used to fill in for employees who may be absent for any reason. Substitute positions shall not exceed eighty (80) consecutive workdays in any given department vacated due to transfer, termination or resignation. Employees within the department/school who meet the minimum qualifications for a substitute position will be given priority consideration over applicants outside of the bargaining unit.

Employees who accept substitute assignments do not qualify for any insurance benefits or leave/holiday provisions that they would not be otherwise entitled to based on their regular assignment.

1.2.6. Public Employee Retirement Systems (PERS) Retirees

The District may elect, in accordance with District procedures and PERS guidelines, to hire employees who have retired with PERS but are still eligible to work in public employment. Employees who are retired with PERS shall have the privileges and benefits of membership with the following exceptions. Hiring shall be on an up to one (1) year basis and may be extended only by subsequent District action. PERS retirees hired by the District shall not retain seniority status or have layoff and recall rights, although they will not be required to complete an additional probationary period. In addition, they will not be eligible to bid on newly created or vacant positions.

1.2.7. Professional/Technical (PT) Employees

The term “professional/technical” shall include specific employees that meet the Bureau of Labor and Industries (BOLI) definition for professional/technical employees and are designated by the District and agreed upon by the Association. These positions are overtime exempt and fall under the BOLI category of Exempt Executives, Exempt Administrative Employee, or Professional Employees. PT employees are members of the bargaining unit and shall be placed on the professional/technical salary schedule as attached.

Provisions of the Collective Bargaining Agreement (CBA) concerning hourly wage are specifically not applicable to professional/technical employees. Overtime: professional/technical employees, by definition, are exempt from all overtime provisions as outlined in the Association’s CBA. This includes exclusions to contract provisions

relating to additional compensation for hours worked over eight (8) hours per day or forty (40) hours per week, minimum pay work schedule, as well as provisions outlined for non-exempt employees pertaining to breaks and meal periods.

1.3. The Board agrees to refrain from interfering with employees as they exercise their rights to engage in protected activities as specified in ORS 243.650 through ORS 243.806. Grievances regarding this provision may be processed through the grievance procedure through the Board level only and may not be appealed to arbitration. An unfair labor practice (ULP) complaint may be filed concurrently with the grievance.

ARTICLE 2
STATUS AND DURATION OF AGREEMENT

2.1. This Agreement shall modify, replace or add to any policies, rules, regulations, procedures or practices of the District which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be in addition to the established policies, rules, regulations, practices, and procedures of the District. Existing policies, rules, regulations, practices, and procedures which are consistent with this Agreement shall remain in force.

2.2. This document represents the full Agreement between the Association and the Board. Any contract or agreement between the Board and an individual employee shall be expressly subject to the terms and conditions of this Agreement.

2.3. The Association and the Board agree to meet on request of either party to discuss issues of mutual interest. By mutual agreement, the Association and the Board may agree to use the interest based negotiations model to resolve concerns with any contract language. Any changes in this Agreement are subject to mutual approval of the Association and the Board.

2.4. In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction, such decision shall apply only to a specific article, section or portion directly specified in the decision. Such a decision shall not invalidate the entire Agreement, it being the express intention of the parties that all other provisions not declared invalid shall remain in full force and effect. Any changes in this Agreement are subject to mutual approval of the Association and the Board.

2.5. The term of this Agreement shall be four (4) years, from July 1, 2023, through June 30, 2027, during which term the parties shall be bound by the terms of this Agreement. However, the parties have agreed to re-open in year two (2) for years three (3) and four (4) for wages, benefits, and two (2) articles each for the District and the Association.

ARTICLE 3
ASSOCIATION RIGHTS AND RESPONSIBILITIES

3.1. The Association shall represent all classified employees under this Agreement equally and without discrimination.

3.2. Use of District Facilities and Equipment

3.2.1. The Association shall have the right to use the District's facilities and equipment to conduct union meetings subject to the same scheduling procedures as other groups, provided that the use does not interfere with the District's operations.

3.2.2. The District's email system can be used by the Association for union-related

communications including, but not limited to, communications related to:

3.2.2.1. Collective Bargaining;

3.2.2.2. Grievance or other dispute investigations; and

3.2.2.3. Governance of the union.

3.3. The District shall provide the Association with reasonable bulletin board space for use by the Association in communicating with classified employees. The Association shall have the right to post notices of activities and matters of concern to classified employees on the designated Association bulletin board.

3.4. Designated Association Representatives

3.4.1. Each September the Association shall, upon request, provide a list of all designated Association Representatives to the District. If there are changes to this list during the school year, the Association will notify the District in writing within ten (10) workdays of the change to the list.

3.4.2. Designated representatives and the non-employee OSEA Field Representative shall be permitted access to the District's facilities for the purpose of engaging in the activities described in this Article on the same terms and conditions as designated representatives, which includes checking in and out with the front office of any District building upon entering the facility.

3.4.2.1. Designated representatives engaged in activities set out in 3.7 shall provide their immediate supervisor with written notice of the need to perform the activities as set out in 3.7 at least three (3) workdays prior to the time at which the activities will be performed, when possible. The written notice shall indicate: (1) which of the activities as set out in 3.7 will be performed; (2) the date and time at which the activities will be performed; and (3) the designated representative's best estimate of the amount of time that they will spend away from their district-assigned duties.

3.4.2.2. If, after receiving notice of the need to perform activities as set out in 3.7, the District cannot reasonably accommodate the request by any of the measures typically used when an employee is unexpectedly absent from work, the Association may identify an alternate representative to attend the meeting.

3.4.2.3. The District shall not reduce a designated representative's work hours to accommodate the designated representative's performance of activities as set out in 3.7. However, the designated representative and their supervisor may agree to a flex schedule that allows the designated representative to perform the activities above during the regular workday.

3.5. Employee Information

The District shall provide the Association President and the OSEA Director of Fiscal Operations with an editable digital file format agreed to by the exclusive representative, containing the following information for each employee in the bargaining unit, if available in District files:

3.5.1. The employee's name and date of hire;

3.5.2. Contact information including:

- cellular, home and work telephone numbers;
- personal and work electronic mail addresses; and
- home or personal mailing address; and

3.5.3. Employment information including the employee's job title, salary, and worksite location.

3.5.4. The District shall provide the information within ten (10) calendar days from the date of hire for newly hired employees in the bargaining unit and every one hundred twenty (120) calendar days for employees in the bargaining unit who are not newly hired.

3.6. The Association shall have at least two (2) fully participating members on any committee of thirteen (13) or more members whose purpose it is to screen applicants for a new Superintendent for the District. If screening committee has fewer than thirteen (13) members, the Association shall have at least one (1) fully participating member on the committee.

3.7. Representational Activities and Release Time

3.7.1. Association Meetings

Any Swing or Night employees wishing to attend a monthly OSEA Chapter meeting shall be allowed to attend with the understanding that they make up lost time due to attending the meeting. The flex must be made within the Fair Labor Standards Act (FLSA) workweek, and shall not be considered overtime. The employee will arrange to make up the time with their supervisor.

3.7.2. Representational Activities

The District shall allow all designated Association representatives time released from duties to engage in the following activities during work hours and at the District's facilities, without loss of compensation or benefits:

3.7.2.1. Investigate and process grievances and other workplace-related complaints;

3.7.2.2. Attend investigatory meetings, and due process hearings involving bargaining unit employees;

3.7.2.3. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and proceedings before the Employment Relations Board (ERB);

3.7.2.4. Engage in collective bargaining on behalf of employees in the bargaining unit;

3.7.2.5. Attend labor-management meetings, safety committee meetings and any other meetings between representatives of the District and the Association to discuss employment relations;

3.7.2.6. Testify in a legal proceeding in which the designated Association representative has been subpoenaed as a witness.

3.7.3. Release Time

3.7.3.1. Employees who are designated by OSEA or the Association president, shall be granted release time without loss of compensation or benefits of up to sixty

(60) workdays per fiscal year to serve as designated representatives of the Association, to attend labor-related conferences, trainings and events, or to participate in labor-related activities. No more than thirty (30) workdays may be taken in a fiscal year by any one employee. Within thirty (30) days after receipt of a statement from the district, the Association will reimburse the District for the wages and fixed payroll costs, including PERS contributions, of those employees.

3.7.3.2. A written notification shall be given by the Association to the supervisor at least ten (10) workdays prior to the start of the release time when possible. The written notice shall include: (1) the name of the employee who will be taking release time; (2) the date on which the release time will commence; and (3) the anticipated duration of the release time.

3.7.3.3. When an employee's release time has terminated, the employee shall have the right to reinstatement to the same position and work location held prior to the commencement of the release time or, if not feasible, to a substantially similar position without loss of seniority, pay, benefits, or classification.

3.7.3.4. OSEA agrees to hold harmless and to fully and completely indemnify the District against any and all liability (including the cost of legal defense or any administrative costs) which may arise at any time based on the District's agreement to continue to pay full wages and benefits to the Association Representatives pursuant to Article 3 section 3.7.3 of the Collective Bargaining Agreement, and to accept reimbursement of those costs from the Association. The District agrees to cooperate with the Association in the Association's defense of any claim, suit, administrative action, etc., which may arise based on this payment and reimbursement and agrees that the Association will select legal counsel should the need arise. If PERS refuses to accept the school district's contributions to PERS for Association Representatives, the school district shall return/repay the Association the value of such reimbursements. It is not the intent of the parties by this clause to hold harmless and indemnify the Association Representatives against any loss of benefits or delaying an anticipated date of retirement if PERS refuses to accept school district payments to PERs on behalf of the Association Representatives.

3.8. Labor/Management Meetings

During the term of this Agreement, the Superintendent or designee will meet with the Association President and other OSEA representatives once a month during the school year, upon request, to review and discuss current District problems and practices and the administration of the Agreement between the Board and the Association.

3.9. Meeting Notices

The District shall provide the Association President with the Board information packet and agendas of upcoming Board meetings.

3.10. Access To Employees & New Hires

3.10.1. Employee In-Service

In years in which the district schedules an employee welcome back event, the District

shall provide the Association with thirty (30) minutes to make a presentation to all bargaining unit employees who choose to attend without undue interference. If the meeting is in-person, the Association shall also be permitted to set up a table to meet directly with employees before, after, and during breaks. No employee shall suffer a loss in compensation or benefits as a result of participating in or attending the Association presentation.

3.10.2. The Association shall be permitted to meet with employees during regular work hours at their regular work location to discuss grievances, complaints, and other workplace related matters, without loss of compensation or benefits to any employee, including any designated representative attending the meeting provided that the meeting does not interfere with district operations.

3.10.3. New Hire/Non-Union Employees Meetings

3.10.3.1. The District shall provide at least one in-person new hire orientation each year at which the Association will be allowed thirty (30) minutes of paid time at the end of the meeting to review Association information with the new employees.

3.10.3.2. The District shall also provide the Association no less than thirty (30) minutes to meet with new employees without loss of compensation or benefits to go over Association information.

3.10.3.3. The District shall include Association membership information provided by the Association in the district's electronic onboarding packet.

ARTICLE 4
MANAGEMENT RIGHTS AND RESPONSIBILITIES

4.1. The Board retains without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Oregon and of the United States, and except as limited by this Agreement. Management rights include, but are not limited to:

4.1.1. To direct the work of its employees, determine the time and hours of operation and determine the kinds and levels of services to be provided, and the methods and means of providing those services;

4.1.2. To hire all employees;

4.1.3. To promote, assign and transfer employees; and,

4.1.4. To dismiss, demote, or discipline classified employees as provided under Oregon law.

ARTICLE 5
PAYROLL DEDUCTIONS

5.1. Dues

The District agrees to deduct from the monthly wages of each employee payment of dues to the Association. Authorization shall be in writing by each employee on the form provided by the Association. Such authorization shall continue in effect from year to year, unless revoked in writing by the employee to the Association. The Association will immediately notify the District's payroll department in writing of the effective date of revocation.

5.1.1. In the event of an increase in dues by the Association, the District agrees to make the necessary adjustment from the monthly wages of each employee. A certified copy of the resolution adopted by the bargaining unit authorizing the dues increase must be presented to the Superintendent prior to the adjustment of the payroll deduction.

5.1.2. A list of employees having Association dues deducted shall be sent to the office of the Association, together with the remittance due to the Association, within ten (10) working days of the date paychecks are issued.

5.1.3. The District will cooperate with OSEA in defense of any claim in which the District is named a party. The District shall give OSEA immediate notice of any dispute under this article.

ARTICLE 6
WAGE, EXPERIENCE CREDIT, AND CAREER RECOGNITION

6.1. Wage Schedules

6.1.1. Effective July 1, 2023, the classified wage and Professional/Technical salary schedules for the 2023-2024 contract year shall each reflect an increase of six-point three percent (6.3%) over the 2022-2023 schedules as set forth in Appendices A and E.

Effective July 1, 2024, the classified wage and Professional/Technical Salary schedules for the 2024-2025 contract year shall each reflect an increase of four and one-quarter percent (4.25%) as set forth in Appendices B and E.

Effective July 1, 2025, the classified wage and Professional/Technical salary schedules for the 2025-2026 contract year shall each reflect an increase of Three Point Three Five percent (3.35%) over the 2024-2025 schedules as set forth in Appendices AA and EE.

Effective July 1, 2026, the classified wage and Professional/Technical Salary schedules for the 2026-2027 contract year shall each reflect an increase of Three Point Three Five percent (3.35%) over the 2025-26 schedules as set forth in Appendices BB and EE. If the Oregon Legislature and Governor allocate at least Eleven Point Four Billion Dollars ($11.4B) to the State School Fund, the Salary Schedules for 2026-27 shall reflect an increase of Three Point Seven Five percent (3.75%) over the 2025-26 schedules.

The Step Zero rate for each range shall be 95% of the Step One rate.

6.1.1.1. Additionally, the District will conduct a salary schedule format and salary market study for the Consulting Nurse classification during the 2024-25 year, with implementation of any changes the parties agree to effective July 1, 2024.

6.1.2. The Position Title and Wage Range Chart attached to the wage schedule shall be incorporated in the Agreement as Appendix C.

6.1.3. PERS: The District shall pay the employee contribution to the Public Employee Retirement Fund for the employees covered by this Agreement. Such "picked-up" or paid employee contribution shall be credited to employee accounts pursuant to ORS 237.071 (2) in PERS and shall be considered to be employee contributions for the purpose of ORS 235.001 to 236.320.

6.1.4. Should the PERS Board and/or the Legislature enact rules or laws that would negatively impact the employee's retirement benefits, upon request by either party, the District and the Association will bargain pursuant to ORS 342.698.

6.2. Pay Period

6.2.1. Classified employees shall be paid on the last business day of each month.

6.2.1.1. Employees working two hundred thirty-six (236) days shall be paid on a twelve (12) month basis extending from July 1 to June 30. One-twelfth of the employee's projected annual wages will be due and payable on the last business day of each month.

6.2.1.2. Employees paid on a positive time keeping basis shall be compensated on a ten (10) month basis according to a payroll calendar developed by the District. The District agrees to notify and consider input, if offered by the Association, on the payroll calendar. The payroll calendar shall be developed which will result in as equal as possible checks for the ten (10) month period, payable on the last business day of each month.

Other employees working less than two hundred thirty-six (236) days shall be compensated on a twelve (12) month basis according to payroll calendars developed by the District, payable on the last business day of each month.

6.2.2. In the event of the employee's termination/resignation, the District shall compute the amount due to the employee. Any balance due the employee shall be paid to the employee or those designated to receive this sum.

6.2.3. During any fiscal year, if the District or the employee believe there has been either an underpayment or an overpayment in an employee's wages, and the District finds there has been an underpayment or overpayment, the District shall take the appropriate steps to correct the payment error by adjusting the paycheck amounts. Repayment by the District will be made in accordance with Oregon law. Employee will repay the overpayment by the end of the fiscal year or within six (6) paychecks, whichever is longer. The amount of repayment by either party will be limited to the overpayment or underpayment within the fiscal year of discovery or the immediately preceding fiscal year. Any errors that occurred outside of the current or immediately preceding fiscal year shall not be subject to repayment or collection. Except for those separating from the district, employees shall be notified of adjustments to pay for over/underpayment at least thirty (30) days prior to the paycheck to which the adjustment is made, unless the District articulates a reason notification cannot be provided.

6.3. Experience Credit

6.3.1. New Hires to District and Hires of Former Employees

A newly hired employee shall be allowed up to three (3) years of experience (Step 3) on the wage schedule based on actual years of experience in a position having comparable character of work, and like responsibilities and skills.

6.3.2. Internal Hires

If an existing employee is hired into a position in a classification at a higher wage range than most recently held, the placement shall be accomplished by placing the employee in the higher of the following:

6.3.2.1. the wage step the employee would be placed on under §6.3.1 above, or

6.3.2.2. the wage step on the wage range which provides an hourly rate increase equal to at least the amount of a one-step increase over the employee's prior wage rate.

6.3.3. Voluntary Demotion

An existing employee who voluntarily demotes to a lower paying classification shall be placed at the step corresponding to their actual years of experience in a position having comparable character of work and like responsibilities and skills.

6.3.4. The annual anniversary date for advancement on the current wage schedule for all employees is July 1. Employees in probationary status shall advance one step upon completion of their probationary period. On July 1 of each year all regular employees, if eligible, shall be granted one (1) experience step, with the exception of:

6.3.4.1. Those probationary employees who have not completed their probationary period in their assigned position; and

6.3.4.2. Those employees that have already received an experience step due to the completion of probation between March 1 and June 30.

6.4. Working out of Class

6.4.1. When an employee is temporarily assigned by the employee's supervisor to replace a person who earns a higher hourly rate, or when such an assignment is made based on, and in accordance with, established District protocols, the employee shall receive the higher rate of pay after five (5) working days.

For purposes of application of this paragraph, "higher rate of pay" means the pay for the job being replaced. In no event shall the person temporarily promoted receive more than that which they would receive in the event of a permanent promotion to the position.

6.4.2. If an employee is asked to regularly perform duties outside their job description which require additional licensing, certification or training, the Association and the District agree to meet to determine appropriate actions if such a meeting is requested by the employee or the Association.

6.5. Career Employee Recognition Program

6.5.1. The District agrees to recognize career employees on the hourly schedule who have at least ten (10) years of continuous employment with longevity step increases of three and one-half percent (3.5%) for every five (5) years of continuous employment. Longevity step increases shall be given on the employee's anniversary date when they reach ten, fifteen, twenty, twenty-five, etc., years of continuous service.

6.5.2. "Continuous employment" shall mean unbroken service from the last date of hire. Approved unpaid leaves of absence and breaks in service due to reduction in force will not count in the calculation of "continuous employment". Specifically, in cases where there has been a period of unpaid leave or layoff, the employee will receive credit for service before and after the break but not during the break in calculating eligibility for a longevity step.

6.6. National Board Certification

Nurses holding a National Certified School Nurse certification through the National Board for Certification of School Nurses shall receive an additional stipend of two thousand five-hundred dollars ($2,500) per year.

6.7. Extra Duty Compensation

Compensation for extra duty assignments granted to classified employees shall be as set out on Appendix F, which shall reflect the same compensation rates as those set out in the Bend Education Association/Bend-La Pine Schools collective bargaining agreement in effect. Bargaining unit employees providing services outside of their regular duties do so without accumulating time worked in such capacity toward the payment of overtime.

This provision is intended to waive the District's obligation to pay overtime or any rate of pay, under any state or federal law, other than that indicated in the Extra-Duty Schedule, or to provide minimum employment conditions (except as specified in this Agreement) and is intended to fulfill the requirements of all applicable law, including ORS 653.261 and OAR 839-020-0030.

Classified employees who provide extra-duty services do so entirely on a voluntary basis and both the District and the employee may terminate such services at anytime.

ARTICLE 7
FRINGE BENEFITS

7.1. The District shall offer family medical, dental and vision insurance so long as they are provided by Oregon Educators Benefit Board (OEBB). The benefits set forth in 7.1 and 7.2 are only available for each enrolled employee covered by this Agreement and working at least twenty (20) hours per week.

7.1.1. The District shall provide employee life insurance and an employee long-term disability plan as recommended by the insurance committee and approved by the Board. The life and long-term disability premium shall be paid by the employee, after taxes, and shall not be eligible for Section 125.

7.1.2. All employees in the bargaining unit, as of the signing date of this Agreement, will continue their eligibility for insurance benefits as provided in the previous Agreement.

7.2. Any changes in benefits are subject to mutual agreement of the Association and the Board.

7.3. Effective October 1, 2023, for the 2023-2024 contract year, the amount the District shall pay per employee towards insurance premiums shall be increased by fifty-five dollars ($55) per month as outlined below:

For less than 12-month employees – $1,381 a month and
For full year (12 month) employees – $1,441 a month

Effective October 1, 2024, for the 2024-2025 contract year, the amount the District shall pay per employee towards insurance premiums shall be increased by forty ~~s~~ dollars ($40.00) per month as outlined below:

For less than 12-month employees -- $1,421 a month and
For full year (12 month) employees -- $1,481 a month

Effective October 1, 2025, for the 2025-2026 contract year, the amount the District shall pay per

employee towards insurance premiums shall be increased by Fifty Five dollars ($55.00) per month as outlined below:

For less than 12-month employees – $1,476 a month and
For full year (12 month) employees – $1,536 a month

Effective October 1, 2026, for the 2026-2027 contract year, the amount the District shall pay per employee towards insurance premiums shall be increased by Sixty dollars ($60.00) per month as outlined below:

For less than 12-month employees -- $1,536 a month and
For full year (12 month) employees -- $1,596 a month

7.4. The premium costs above the prescribed District's contribution per month will be borne by the individual employee.

7.5. The District shall facilitate employee participation in a Section 125 Plan. The Association and the District will agree on the provider. The District shall pay any fees for the plan that administers the insurance premium out-of-pocket deductions. The employee shall pay any fees for the plan that administers deductions for childcare and/or reimbursable medical expenses.

7.6. Insurance Opt-Out

Classified employees who are eligible for a district insurance contribution may choose to “opt out” of all insurance coverage in accordance with the rules as set forth by the OEBB, which includes providing proof of other insurance. The employee’s decision will be effective until the next open enrollment, unless otherwise provided by law.

Classified employees who meet the requirements may choose to receive a monthly stipend in lieu of the contractual insurance cap and such payment shall be considered taxable income. Effective October 1, 2023, the stipend will be $250, and effective October 1, 2024, the stipend will be $275.

Should the Oregon legislature take action which would invalidate or change the District’s ability to offer insurance opt out, the District and Association will meet, discuss, and bargain this issue further.

7.7. Health Savings Account (HSA)

7.7.1 Subject to the rules and regulations of the OEBB and the Internal Revenue Service (IRS), if an eligible classified employee chooses an HSA qualifying OEBB High Deductible Health Plan, the District will deposit into the employee’s HSA account the lesser of:

7.7.1.1. the net balance of the employee’s Employer Contribution after deducting all premiums for health, dental and vision coverage (qualified premiums); or

7.7.1.2. the annual IRS maximum contribution for HSA accounts.

7.7.2. If an employee and their spouse/domestic partner are both employees of the district and each are eligible for an Employer Contribution and one of the spouses/partners chooses a high-deductible health plan and elects to participate in the HSA Plan and the other of the spouses/partners waives medical insurance, then the District will deposit into the first spouse’s/partner’s HSA account the lesser of:

7.7.2.1. the net balance of the first spouse’s/partner’s Employer Contribution after

qualified premium deductions, plus the net balance of the other spouse's/partner's Employer Contribution after qualified premium deductions; or

7.7.2.2. the annual IRS maximum contribution for HSA accounts.

The classified employee is responsible for establishing the HSA at the financial institution of their choice and supplying the District with the deposit information.

7.8 The Association will provide representation on the Employee Insurance Committee which will review available plans and make recommendations to the Board and Association prior to the annual renewal of benefit contracts.

ARTICLE 8
EDUCATION AND IMPROVEMENT

8.1. The District agrees to reimburse registration fees for classes, workshops, seminars, conferences, and training taken by an employee when recommended by the supervisor and approved by Human Resources. Renewal fees for certifications or licenses required by the district, excluding those required by state or federal law, shall be paid for by the District.

8.2. To address identified District needs, professional development opportunities that include college coursework may be offered. In situations where college tuition is involved, the courses must be part of an educational plan that is pre-approved by the supervisor and Human Resources. To train for specialty high needs situations, the District may offer a "train-our-own" program that involves an application and selection process prior to participation. Tuition for college credit courses shall be reimbursed at seventy five percent (75%) of the actual cost.

8.3. The District will grant pay at the rate equal to their regular pay for the days an employee spends at classes, workshops, in-service seminars, conferences, courses or training when required by the District.

8.4. Employees shall be reimbursed at the per diem rate for meals, lodging, and IRS approved mileage when attending out-of-district classes, workshops, seminars, conferences, courses or training approved by the District.

8.5. Employees may request a travel allowance (mileage, lodging and meals) in advance of the intended trip. All reimbursements to personnel shall be made within thirty (30) days of submittal.

8.6. The District shall pay the meal cost identified as part of the registration for workshops, seminars and conferences approved by the District when held within the District.

ARTICLE 9
HOLIDAYS

9.1. Holidays for bargaining unit employees shall be awarded based upon their scheduled work year as outlined in Article 16.6 and the following table:

Full year employees	Less than full year employees whose work year is 202 or more days	Less than 202 day work year employees
Independence Day Labor Day Veterans Day Thanksgiving Day Christmas Eve Christmas Day New Year's Day Martin Luther King Jr. Day Memorial Day Juneteenth	Labor Day Veterans Day Thanksgiving Day Day After Thanksgiving Christmas Eve Christmas Day New Year's Eve New Year's Day Martin Luther King Jr. Day Memorial Day	Labor Day Veterans Day Thanksgiving Day Martin Luther King Jr. Day Memorial Day

9.2. Employees shall be compensated for the holiday as though they have worked a regular schedule for the day.

9.3. When a holiday occurs on a Saturday or a Sunday, commensurate time off with pay shall be granted. If a holiday occurs on a Saturday, the previous Friday shall be taken as a holiday; if a holiday occurs on a Sunday, the following Monday will be taken as a holiday.

9.4. Employees desiring to take advantage of a four (4) day weekend, when a holiday occurs on a Thursday or Tuesday, may be excused from work on the Friday or Monday providing all conditions listed below are fulfilled.

9.4.1. Commensurate time is worked or the day off is counted as a non-contract day.

9.4.2. School is not in session on the Monday or Friday.

9.4.3. The immediate supervisor approves.

9.4.4. The commensurate time worked does not result in overtime.

9.5. Any employee having approval of their immediate supervisor to work a legal holiday as a form of compensatory time may do so. However, the holiday time worked will be compensated at straight time and not result in overtime.

9.6. Employees shall be paid one and one-half (1.5) their regular pay for all work performed on holidays designated by this Agreement. All work done on a designated holiday shall be voluntary, except for official District functions, or where an emergency exists under conditions where the District determines that holiday work is necessary.

9.7. If an employee's contract days are extended and the employee reports to work the day before and the day following a holiday, the holiday will be compensated according to 9.6 described above.

ARTICLE 10
LEAVES

10.1. Definitions

10.1.1. For the purposes of this article, immediate family member shall be defined the same as family as set forth in ORS 659A.150 et seq;

- A spouse or domestic partner;
- A child or the child's spouse or domestic partner;
- A parent or the parent's spouse or domestic partner;
- A sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner;
- A grandparent or the grandparent's spouse or domestic partner;
- A grandchild or the grandchild's spouse or domestic partner;
- Any individual related by blood or affinity whose close association with a classified employee is the equivalent of a family relationship.

10.1.2. Recreation: For the purpose of leaves, "recreation" means a pastime, diversion, exercise or other activity conducted for the purposes of relaxation, enjoyment, personal growth, or physical challenge.

10.2. Sick Leave

All classified employees shall be granted sick leave per month to be accumulated in hours based on the assigned hours of the position according to the length of their contract: twelve (12) days for twelve (12) months; eleven (11) days for ten and one-half (10.5) and eleven (11) months; ten (10) days for nine and one-half (9.5) and ten (10) months. The hours granted shall be adjusted to the balance of the fiscal year whenever the assigned hours for the position are changed. Unused sick leave (hours) accumulated by any classified employee under this Agreement shall be unlimited.

Annual sick leave shall be credited to the employee on the first day in July or the first day the employee reports to work. In the case of new personnel, sick leave shall be credited on the first day of active employment and shall consist of one (1) day for each month remaining in the fiscal year, but at no time shall exceed twelve (12) days per year. However, if an employee uses their full allocation of sick leave and voluntarily terminates employment prior to the end of the work year, all unearned sick leave shall be deducted from that employee's final check.

10.2.1. Sick leave may be used for the employee's illness and illness of the employee's immediate family. Protected sick time as set out in Subsection 10.10 below may be used for appointments not related to illness or injury with medical/dental/optometric/mental health providers. Sick leave may be used in increments of one-quarter (¼) hour. Sick leave may also be used for personal reasons for those employees who are less than 0.5 Full-Time Equivalent (FTE) and who do not currently accrue personal leave, but not for recreation or for extending non-contract time or a recess period. The amount of sick leave used as personal leave is defined under the formula in Article 10.7.

10.2.2. When an employee is absent due to illness or injury compensable under Workers' Compensation, the District's obligation to pay under the sick leave article is limited to the difference between the payment received from Workers' Compensation and the employee's regular salary. In such instances prorated charges will be made against accrued sick leave. Only the differential shall be treated as taxable income.

10.2.3. The District defines the order of paid leave use under the Family and Medical Leave Act as follows:

10.2.3.1. If the employee is absent due to illness or injury, the District will use the employee's leave accounts in the following order: (1) current school year allocated personal leave, (2) sick leave, (3) non-contract leave and, (4) accumulated personal leave (i.e. personal leave carried over in accordance with the terms and conditions of article 10.7).

Effective July 1, 2024, if the employee is absent due to illness or injury, the District will use the employee's leave accounts in the following order: (1) sick

leave, (2) current school year allocated personal leave, (3) non-contract leave, and (4) accumulated personal leave (i.e. personal leave carried over in accordance with the terms and conditions of Article 10.7).

10.2.3.2. The employee may request in writing a fifty/fifty (50/50) split on the use of non-contract and sick leave after all current year personal leave has been used. For example, if the employee has fifteen (15) non-contract days and fifteen (15) sick leave days available to cover a fifteen (15) day absence, the employee may elect to use seven and one-half (7.5) days of sick leave and seven and one-half (7.5) days of non-contract time.

This subsection 10.2.3.2. expires effective June 30, 2024.

10.2.4. After thirty (30) days of employment, employees may transfer an unlimited number of days of sick leave from other Oregon school districts for PERS accounting purposes and up to seventy-five (75) days of sick leave for sick leave use.

10.2.5. If an employee has worked for the District for two (2) or more years and if an employee uses all of their sick leave and other appropriate paid leaves accrued by the employee, and is absent for a FMLA/OFLA qualifying illness or injury and leave, the District will deduct the cost of a substitute for up to fifteen (15) workdays for the employee's illness or injury or injury of the employee's immediate family. The District shall not be obligated to continue sub-deduct leave past the conclusion of the FMLA/OFLA qualifying leave.

10.2.6. Employees who use all of their sick leave may use other paid leave or must apply for and may be granted an unpaid leave of absence by the District in accordance with Section 10.5.

10.3. Bereavement Leave: Classified personnel will be granted the following bereavement leave:

	Paid Bereavement Leave	Out of State Travel
Other Than Immediate Family	1	2
Immediate Family (excluding an employee's spouse, parent or child)	3	2
Employee's spouse, parent or child	5	2

up to five (5) days of paid bereavement leave, with full pay, for each death of a spouse, child or parent during the work year, three (3) days' bereavement leave, with full pay, for each death in the immediate family other than a spouse, child, or parent during the work year. At least one (1) day bereavement leave for others outside of the immediate family may be granted with District approval. Bereavement leave is not accumulative.

An additional two (2) days' travel time will be given for out-of-state travel. Additionally, if approved by the appropriate supervisor and the Human Resources Director or designee, accrued sick leave may be used by an employee following a death in the immediate family.

For eligible employees that elect to use sick leave or protected sick time for the purpose of bereavement leave under Oregon law, contractual bereavement leave and any statutory right to access paid sick leave for bereavement shall run concurrently.

10.4. Litigation Leaves

10.4.1. Leave with pay shall be granted to an employee who is required to appear as a witness in response to a subpoena if the subpoena is a result of employment with the District, who is required by the District to appear in court or before any governmental body, or who is required to perform the duties of a juror.

If the employee's appearance is a result of the employee's employment with the District and if the appearance occurs during time when the employee is not scheduled to work, the employee will be compensated for the actual time required for the appearance at the employee's regular rate of pay. Any fee or compensation paid to an employee for such duties shall be remitted to the District; however, payments to the employee for mileage, meals and/or lodging shall be retained by the employee.

10.4.2. An employee shall be released from duty to participate in litigation related to the employee's personal matters; however, such leave will be unpaid except to the extent the employee chooses to take other available paid leave.

10.5. Leave Without Pay

After five (5) years or more service with the District, an employee may apply to the Human Resources Director for leave without pay for a specific period of time not to exceed one (1) year. Such leaves may be granted by the District based on an approved leave plan which may include other employment. The District will send the employee a letter advising the employee of the ending date of the employee's leave. The letter will be sent no less than sixty (60) calendar days prior to the end of the employee's leave. The employee shall notify the District whether the employee intends to return to work for the District immediately following the end of the employee's leave. The employee's notice to the District shall be in writing and delivered to the District Human Resource Department no later than April 30th for an employee's school year leave or thirty (30) calendar days prior to the end of the employee's non-school year leave. In the event an unpaid leave is less than sixty (60) days in length, the notification timelines do not apply and it is the employee's responsibility to adhere to the approved block of unpaid leave.

If the employee fails to give the District notice as outlined above, or if the employee fails to return from an unpaid leave shorter than sixty (60) days in length, the employee and the Association agree that the employee has resigned from the District effective as of the last day of their leave. The employee shall have the option to self-pay insurance premiums during the leave to the extent permitted by the insurance company.

Upon return from an approved leave, an employee shall be entitled to the position or position title held prior to the leave and shall be paid on the applicable wage and benefit schedules. Employees returning from leave shall receive an experience step on the wage schedule, only if the employee has worked six (6) months or more on the previous step prior to the approved leave. If a probationary employee is granted an unpaid leave, the District may require the probationary employee to complete up to a full probationary period. Failure to return from leave at the end of the specified time may, result in forfeiture of employment rights.

Any employee's absence in excess of available approved paid leave shall be considered leave without pay and subject to loss of compensation, including District paid insurance benefits. In such cases the employee remains responsible for the employee-paid portion of the premium as well as any forfeited employer contribution; the employee will forfeit one-twentieth (1/20th) of the current District insurance contribution for each full, scheduled workday taken without pay, not to exceed the total amount of the contribution per month. Employees who are absent without approved leave are also subject to discipline. Time off taken as scheduled non-contract time is not considered an absence in excess of paid leave.

10.6. Parental Leave

In accordance with Oregon and Federal law, an employee may take up to twelve (12) consecutive weeks for parental leave, in the event of childbirth or placement of an adopted child under eighteen (18) years of age in the home. The employee may choose to use earned sick leave or non-contract days or the employee may choose to be on an unpaid leave or a combination of paid and unpaid time.

10.7. Oregon Paid Family & Medical Leave Insurance

10.7.1. Effective September 1, 2023, classified employees shall pay the employee contributions to Oregon Paid Family & Medical Leave Insurance, and the District shall pay the employer contributions.

10.7.2. A classified employee who receives a benefit under Paid Family & Medical Leave Insurance may elect to use accrued sick leave and personal leave to mitigate the difference between their benefits and their normal salary. Upon receiving written notice, the District shall deduct and apply the number of accrued sick and/or personal leave hours equal to one-third of a scheduled day for each day of PLO leave.

10.7.3. If the need for the leave is foreseeable, an eligible classified employee shall provide to the District written notice at least thirty (30) calendar days before commencing a period of paid family, medical or safe leave. Examples of foreseeable leave include, but are not limited to, an expected birth, planned adoption or foster placement of a child, or a scheduled medical treatment for a serious health condition of the eligible classified employee or a family member of the eligible classified employee. The classified employee's written notice may be provided by email or submitted in person and must include (a) the classified employee's first and last name, (b) the type of leave requested, (c) an explanation of the need for leave, and (d) the anticipated timing and duration of leave, including whether leave is to be taken continuously or intermittently. Failure to comply with these requirements may result in a reduction by the insurer from the first weekly benefit amount of twenty-five percent (25%) as provided by law.

10.7.4. If the need for leave is not foreseeable, an eligible classified employee may commence leave without providing thirty (30) calendar days advance notice. However, the eligible classified employee must give verbal notice to the District within twenty-four (24) hours of the commencement of the leave, and must provide written notice of the leave within three (3) days after commencement of the leave, unless this requirement is waived by the District for good cause. Leave circumstances which are not foreseeable include, but are not limited to, an unexpected serious health condition of the eligible classified employee or a family member or the eligible classified employee, a premature birth, an unexpected adoption, an unexpected foster placement by or with the eligible classified employee, or for safe leave.

10.8. Personal Leave

Employees shall earn and accrue personal leave hours dependent upon the number of days worked each year by the employee. An employee who works two hundred thirty-six (236) or more days per year shall accrue three (3) days of personal leave. Employees working less than two hundred thirty-six (236) days per year shall accrue two (2) days of personal leave. A day shall be calculated based on an employee's FTE. Personal leave time is calculated as follows: FTE equals the number of hours worked by an employee per day divided by eight (8). If work hours per day vary over the five (5) day workweek, then FTE equals the total numbers of hours divided by forty (40).

10.8.1. Personal leave hours will accrue on July 1 of each year or upon date of hire for new

employees. Personal leave can accumulate from year to year but only up to the total number of days allocated for each employee in a year. Employees who work two hundred thirty-six (236) or more days per year may bank up to three (3) days and employees working less than two hundred thirty-six (236) days per year may bank up to two (2) days of accumulated leave. Personal Leave balances in excess as of June 30, 2013 will be maintained until those hours drop below three (3) or two (2) days and then the new banking contract language takes effect for that employee.

10.8.2. Personal leave may be denied if qualified substitutes are not available or if granting the employee's request will result in the absence of more than five percent (5%) (or one person, whichever is greater) of the employees in a classification grouping (as listed in Appendix C) at a worksite. Accrued personal leave in excess of the maximum balance permitted under §10.8.1 on June 30 of each year shall be paid out.

10.8.3. Personal leave may be used in increments of one-quarter (¼) hour.

10.9. Catastrophic Leave Bank

The District will allow bargaining unit members to donate their earned/unused personal leave on an individual basis to provide emergency catastrophic medical leave for another bargaining unit member. When a need for donations is recognized, the district shall allow the Association to notify the membership of the need for voluntary donations of personal leave. Up to the amount of donated leave, the District will provide paid emergency catastrophic medical leave to assist with the prolonged needs of the bargaining unit member or an employee's immediate family member. The employee must have exhausted their sick leave, personal leave, and non-contract leave to qualify. If more leave is donated than required, donated leave will be accessed in the order the District receives notice of donation. Donated leave not accessed shall remain in a donated leave account. Decisions as to eligibility shall be at the discretion of the District and after consulting with the Chapter President.

10.10. Oregon Sick Time

As used in this Article, "contractual" sick leave refers to sick leave granted by ORS 332.507 or the parties' collective bargaining agreement, and "protected sick time" refers to sick leave protected under the Oregon Sick Time Law, ORS 653.601(6), et seq. Protected sick time and contractual sick leave shall run concurrently; protected sick time under the Oregon Sick Time Law is limited to the first forty (40) hours (as may be prorated for part-time staff) of contractual sick leave taken by an employee each calendar year, or a corresponding prorated amount of time where employment has begun after the beginning of the school year.

10.11. Extra Duty Leave

10.11.1. Classified employees assigned Extra Duty may take paid leave from regularly scheduled work time to perform their Extra Duty responsibilities at competitions and performances, and for travel to and/or from said events. Extra Duty Leave may not be used for: a) practices or team management activities; or b) attendance at coaching clinics, performance workshops, or professional development opportunities without prior approval by the Director of District Activities & Athletics.

10.11.2. Classified employees assigned Extra Duty must provide their supervisor reasonable advance notice of their Extra Duty assignment for each season, and review their competition/performance calendar with their supervisor as early as possible.

10.11.3. Extra Duty Leave must be entered into the District's attendance system for all leave taken during the classified employee's regularly scheduled work hours.

ARTICLE 11
EMPLOYEE EVALUATION/JUST CAUSE/PROBATION

11.1. The primary purpose of classified personnel evaluation is to bring about an improvement in the skills and production of the employees.

11.2. Each new employee hired into the bargaining unit shall serve a probationary period equivalent to the number of workdays in that employee's normal work year or one hundred eighty-five (185) workdays, whichever is shorter.

If an employee is promoted to another position prior to completing the probationary period, the employee shall serve only the remaining days under probationary status in the new position. The purpose of the probationary period shall be to:

11.2.1. Train the employee to meet the District required work standards.

11.2.2. Assist an employee whose work performance fails to meet District required work standards.

11.2.3. Terminate an employee whose work performance fails to meet District required work standards.

11.3. Within the probationary period, the employee shall be granted regular status, the period of probation shall be extended, or the employee may be terminated as provided under Oregon law.

11.3.1. In the event the district determines there are performance concerns with the employee, the probationary period may be extended for a period of up to forty (40) workdays. The performance concerns shall be reduced to writing and provided to the employee with written expectations for performance improvement.

11.3.2. If there are performance concerns with a probationary employee and a decision is made to extend probation for that employee, the employee will be notified not later than five (5) days before completion of the probationary period described in 11.2 above.

11.4. All regular employees will be evaluated at least biennially (once every two years). As part of the evaluation, the administrator/supervisor may recommend termination, continued employment or continued employment with transfer. If a regular employee does not meet the performance standards or position description duties, recommendations for improvements must be included in the written evaluation report. If an employee submits a written request to be reevaluated, the District will reevaluate the employee in the areas identified for improvement within three (3) months of the request.

11.4.1. Any change in, and/or revision of, the classified evaluation process will not be implemented without consultation with the Association.

11.5. If an employee applies for and is hired, or is involuntarily transferred, to a different position during the contract year, an evaluation will be completed prior to the position change if the employee has worked at least fifty percent (50%) of the work year in the initial position, or if the evaluation was already completed prior to application for the new position. When the employee has worked more than fifty percent (50%) of the year in a new position an evaluation will be completed for performance prior to the completion of the probationary period in the new position.

11.6. A Classified employee shall have the right to be dismissed, demoted or disciplined only for just cause as provided under Oregon law. Regular status employees retain the right to grieve termination, suspension, or demotion; probationary status employees may grieve termination, suspension, or

demotion to Level Four.

11.7. Anonymous complaints will not result in disciplinary action or form the basis of a record in the employee's personnel file or evaluation unless there is independent evidence or corroboration to sustain the complaint. If the complainant requests anonymity or if the District is required by law to withhold the name of the complainant, the administrator will make a reasonable effort to redact any information in the complaint that would allow the classified employee to identify the complainant before providing the written complaint to the classified employee and Association.

11.8. A Classified employee shall have the right to be represented, upon request, by the Association at any conference regarding involuntary transfer or investigatory meeting which the employee reasonably believes may result in disciplinary action, including written reprimand, suspension, demotion, and termination as provided under Oregon law.

11.9. The District and the Association will endeavor to keep any criticism of employees or administrators private and confidential.

ARTICLE 12
SENIORITY

12.1. Seniority shall be defined as the total length of service within the District and is measured from the first day of actual service in a regular position in the District unbroken by termination. Seniority is not determined by FTE Service in a position outside the bargaining unit, including temporary and substitute work, will not be counted in computing seniority. For the purpose of computing seniority, unpaid leaves shall not be considered as time worked. Ties in seniority shall be resolved by drawing lots. When employees have the same first day of actual service in a regular position, the Human Resource Director will draw lots for the employees at the time of Board approval and notify the employees and the Association of the seniority ranking of the employees. The employees and the Association may participate in the drawing of lots, but employees will not be released from work to do so.

12.2. Seniority shall terminate upon one (1) or more of the following:

12.2.1. Resignation or PERS Retirement.

12.2.2. Termination.

12.2.3. Failure to return from lay-off when recalled.

12.2.4. Failure to return from off-the-job illness or injury within twenty-four (24) months, or upon release of competent medical authority, whichever occurs first, unless the employee has been authorized other available periods of absence, either paid or unpaid.

12.2.5. Failure to return from on-the-job illness or injury upon release of competent medical authority, unless the employee has been authorized other available periods of absence, either paid or unpaid.

12.3. If an employee is reassigned to a District position outside the bargaining unit, the employee retains their existing bargaining unit seniority.

ARTICLE 13
LAYOFF/RECALL

13.1. Layoff

13.1.1. The District allocates classified hours and must determine how to utilize staff at each site, including positions, hours to be covered, and hours for each position.

13.1.2. The District will determine when layoffs are necessary and which program areas will be affected.

13.1.3. It is considered a "layoff" if it results in

13.1.3.1. The reduction to part-time (less than eight (8) hours per day or forty (40) hours per week) of a full-time position, or
13.1.3.2. The reduction of a part-time position of more than four (4) hours per day to less than 4 hours per day, or
13.1.3.3. The elimination of a position of more than four (4) hours per day.

13.1.4. Reduction in hours for an employee who works less than eight (8) hours per day or forty (40) hours per week is not considered a layoff unless the reduction is to below four (4) hours per day.

13.2. Layoffs Resulting from Reduction of Hours

13.2.1. When it is necessary to reduce the hours of employee(s) within a building or work location, or within a department, when a position is not assigned a fixed site or sites, the District shall attempt to make the reduction in an inverse order of seniority among all employees in that classification at that location (or department). Employees who are assigned on an itinerant basis or are assigned to multiple sites will be reviewed on a case-by-case basis.

13.2.2. No employee shall suffer loss of the District paid portion of the health insurance benefits as a result of such a reduction in hours to less than half-time. If an employee's hours are reduced to a level where the employee loses PERS eligibility, the employee will be paid a differential of plus 6% on their hourly wage so long as they remain ineligible for PERS as a result of the District's reduction of their hours.

13.2.3. As hours become available within that classification at that location, employees whose hours have previously been reduced may accept additional hours in order of seniority.

13.2.4. The right to an increase in hours is limited to hours that become available at the location or department where the reduction was made or hours in another assignment at that location or department previously held by the employee.

13.2.5. The District determines when additional time is needed and an employee may accept the additional hours if it is possible without creating a conflict with that employee's existing work schedule.

13.2.6. In the case of reduction of hours that do not constitute a "layoff", the employee does not have the right to bump an employee at another location, but may compete for any open position at other sites.

13.3. Layoff Procedures

13.3.1. When the District determines the need to reduce the work force through layoff, employees shall be selected for layoff beginning with the least senior employee in the classification(s) affected, without regard to location. The District may not reduce all employees in the classification by a like number of hours without first attempting to differentiate hours in order to provide maximum hours in accordance with seniority. An employee that is laid off shall be paid for all unused personal leave hours.

13.3.2. Employees who would otherwise be laid off may "bump" the least senior employee if that employee has less seniority in:

13.3.2.1. the same classification at another location.

13.3.2.2. Another classification within the same classification family provided the employee has previously been employed by the District in that classification or the employee has more seniority in a District classification within the same classification family.

13.3.2.3. A position in another classification in which the employee has previous District experience of:

13.3.2.4. at least two (2) total work years, as defined by the work year for that classification, or twenty-four (24) consecutive months, - or -

13.3.2.5. one total work year, as defined by the work year for that classification, or twelve (12) consecutive months, within the last five (5) years immediately prior to the date of proposed layoff.

13.3.2.6. The District may review an employee's training and skills for a specific position within a classification and is not required to place an employee in a position for which the employee lacks specialized training or skills necessary to perform the job duties and responsibilities.

13.3.3. An employee who is displaced from a position due to layoff and subsequently bumps a less senior employee from a position in another classification shall be placed on the appropriate pay range for the new position at the experience step that most closely approximates the employee's salary in their previous position, without granting a pay increase.

13.3.4. Employees to be laid off shall be given written notice at least thirty (30) calendar days in advance of the layoff.

13.3.5. Seniority: For purposes of this article seniority will be defined in accordance with Article 12.

13.3.5.1. An employee who had been a member of the bargaining unit before being reassigned to a District position outside the bargaining unit will retain their existing bargaining unit seniority.

13.3.5.2. If two (2) or more employees in a classification subject to layoff have equivalent seniority, tied seniority will be broken in the following order:

13.3.5.2.1. Total FTE during their years of service with the District.

13.3.5.2.2. If total FTE is equal, the employee with any substitute or temporary service within the District prior to the first actual date of service in a regular position shall be retained.

13.4. Recall

13.4.1. Employees laid off shall be placed on a numerical list in order of seniority for up to twenty-seven (27) months and shall be recalled according to seniority to the subsequent vacancies in the classification from which the employee was laid off, to vacancies in a lower paying classification in the same classification family (if minimum job qualifications are met), or to vacancies in position(s) in classifications previously held by the employee in the District. An employee who, in lieu of layoff, accepts a position in a classification at a lower wage range, or a position in the same classification or another classification in the same wage range at a reduced FTE, will remain on the recall list for up to twenty-seven (27) months.

13.4.2. An employee may decline recall, without loss of recall rights, to any position which provides less than eighty percent (80%) of the annualized wage, as of the effective date of the layoff, of the position from which the employee was laid off. However, an employee who accepts a position from recall shall be removed from the recall list and will have no further recall rights.

13.4.3. Employee shall remain on the recall list for a period of twenty-seven (27) months. If not recalled by the end of that period, they shall be considered terminated in good standing and shall have no further right to recall. A refusal of recall to a position which is comparable in pay and benefits to the position held prior to the lay-off shall constitute voluntary termination and such employees shall lose any further right to recall. A period of ten (10) workdays shall be allowed to return to work in the event the employee has taken temporary outside employment and must give notice to the employer.

13.4.4. The District shall not hire into vacant positions where there are qualified employees on the recall list and who have held a position in the same or a higher paying classification within the series.

13.4.5. An employee who has been recalled shall have sick leave accrued prior to lay off reinstated.

The District shall place employees who qualify for recall on a recall list. It shall be the employee's responsibility to maintain a correct and current address and means of contact for District records.

ARTICLE 14
VACANCY POSTING

14.1. The District shall post a vacant position at least five (5) working days prior to closing the position.

14.2. If the recruitment is for a new classified position or if the position description for the vacancy has changed beyond grammar and formatting, the Association leadership will be notified in writing before the position is posted. A new position description shall accompany the posting.

14.3. The posting should include as many of the specific criteria for the position as is feasible, (e.g. preferred qualifications) and a statement on the posting that in-district applicants are encouraged to update their resumes before applying.

14.4. The posting shall be placed on the District's website.

ARTICLE 15
ASSIGNMENT AND TRANSFER

15.1. The District shall determine whether a particular position is vacant. If the position is determined to be vacant, it shall be posted according to Article 14 – Vacancy Posting and the District's hiring procedures.

15.2. In filling vacancies or open positions, newly created or existing, the District shall transfer, employ or promote the applicant most qualified for the position based on skills (including both technical skills and people skills), training, education, and relevant experience (including consideration of past performance and in-district experience). If the above factors are equal as determined by the District, the following criteria will be used to determine the most qualified person:

15.2.1. Current employees shall be transferred or promoted rather than hiring outside applicants.

15.2.2. Former employees who are on the recall list shall be given priority consideration over outside applicants for positions not previously held by those former employees.

15.2.3. Seniority shall determine the transfer or promotion of two (2) equally qualified current employees.

While the District is in a recall status, current employees may request a transfer to an open position if the position is identical in title, hour assignment and contract length for the same classification and may be granted the transfer over employees on the recall list.

An employee may request a voluntary transfer to an identical vacant position at a different site by submitting their written request to the Human Resources Department prior to the closing of the position posting. These requests shall be considered before placing newly hired employees.

Within forty (40) workdays following a voluntary transfer, the employee may initiate a written request to return to the vacant position held prior to the voluntary transfer.

15.3. If an employee applies for a position and is not selected for an interview, upon request the employee will be told the reasons why the employee was not interviewed.

15.3.1. If an employee is interviewed but not selected for the position, the employee will be told why they were not qualified or why another candidate was better qualified and will be told how they might be able to improve their qualifications for future positions.

15.4. An employee may request, in writing, a screening interview through the Human Resources Office. The screening interview shall be for the purpose of assessing the employee's qualifications for positions within the District.

15.5. An employee and the Association shall be notified in writing prior to any involuntary change in assignment or transfer. The employee transferred shall be given as much notice as is reasonably possible, but such notice shall not be less than three (3) days and upon an employee request and executive leader of human resources or their designee's approval may be up to five (5) days. District business days as defined in Article 18.1.8. Upon request by the employee or the Association, the District shall provide the reasons for the involuntary transfer in writing. An employee may request a meeting with their immediate supervisor to discuss the reasons and the employee may present options to the supervisor, other than the employee's involuntary transfer, which might meet the

District's needs. Following the transfer, the employee may meet with the executive leader of human resources, their designee, or the individual who supervises the employee's immediate supervisor to discuss the involuntary transfer. A classified employee who is involuntarily transferred may, during the following twenty-seven (27) months; ask that notation of their involuntary transfer is included in information sent to the interviewers for any position applied for.

15.6. The provisions included in this Article relating to involuntary transfer are not intended to apply to short-term, temporary assignments.

ARTICLE 16
WORK SCHEDULE/CALL BACK/OVERTIME/COMP TIME

16.1. Workday

The workday for full-time employees shall be eight (8) hours, exclusive of a meal period. The District may implement and employees may request an alternate full-time schedule after consultation with the Association and those affected employee(s). The workday for less than full-time employees shall include their regularly assigned hours per day or per week exclusive of a meal period, if any. These assigned hours may include two (2) or more separate work periods.

16.2. Minimum Pay Work Schedule: Employees shall receive a minimum of two (2) hours' pay for reporting and performing scheduled duties as designated by the supervisor or designated representative.

16.3. Workweek: The workweek shall commence on Monday and conclude on the following Sunday. The employee's work schedule shall allow two (2) consecutive days off. Employees may voluntarily agree to work on Saturday and/or Sunday. In the event of an emergency, the District may require an employee to work on Saturday or Sunday, or both. This section is subject, however, to the provisions of ORS 653.268.

16.4. Flexible and Alternative Scheduling: Flexible or alternative work schedules requested by employees must be mutually agreeable between the employee and their supervisor. If an employee requests such a schedule and is denied, the employee may appeal the decision to their next level of supervision. Employees requesting to work alternative or flexible schedules may be exempt from the overtime provisions of this contract.

16.5. Rest Periods

16.5.1. Breaks and Meal Periods

16.5.1.1. Employees scheduled for four (4) hours, but less than six (6) hours, shall receive a fifteen (15) minute paid break.

16.5.1.2. Employees scheduled for six (6) hours get a fifteen (15) minute paid break and a minimum of a thirty (30) minute unpaid meal period.

16.5.1.3. Employees scheduled for more than six (6) hours shall receive two (2) fifteen (15) minute paid breaks and a minimum of one (1) thirty (30) minute unpaid meal period.

16.5.1.4. In computing entitlement to paid breaks, unpaid meal periods do not count as work time.

16.5.1.5. Supervisors shall schedule breaks as closely as possible, in the supervisor's

judgment, to two (2) hour work intervals.

16.5.1.6. Supervisors shall schedule meal periods as closely as possible, in the supervisor's judgment, to the middle of the employee's workday.

16.5.1.7. Meal and paid break periods will not be used for regular early departure or late arrival, nor will they be accumulative if not taken.

16.5.1.8. Bus drivers shall be paid a stipend in the amount of eight (8) hours at one-half the rate of pay for Step One of the Drivers range for U.S. Department of Transportation required rest periods. Rest period time is not considered work time and shall not be included for determining overtime.

16.5.2. Scheduling Exceptions

16.5.2.1. With the supervisor's approval, employees may work through a break period and be excused from work by a corresponding amount of minutes.

16.5.2.2. With the supervisor's approval, employees may work through break and/or meal period, work a regular schedule, and receive pay for the extra time.

16.5.2.3. In unusual circumstances, supervisors may require employees to work during break and/or meal periods, provided employees will be granted compensatory time off, for the time worked, or paid time and one-half for the break and/or mealtime actually worked.

16.5.3. A full-time employee required to work more than two (2) hours beyond the end of a regular shift will be provided an additional thirty (30) minute unpaid meal period upon request except in an emergency.

16.5.4. Employees whose job assignments require them to work non-continuously (excluding break time and lunch periods), will be compensated as follows:

16.5.4.1. Any break in work time of less than thirty (30) minutes will be paid as time worked.

16.5.4.2. Any break in work time of more than thirty (30) minutes will be paid as time worked if the employee is required to stand by or is otherwise restricted by the District as to the use of time.

16.5.4.3. Any other break in work time of more than thirty (30) minutes will not be paid as time worked.

16.6. Work Year

The standard work year for twelve (12) month employees begins on July 1 and consists of two hundred thirty-six (236) days, including workdays and paid holidays. In work years consisting of either two hundred sixty-one (261) or two hundred sixty-two (262) days, twelve (12) month employees will either be paid for the extra day(s) or receive additional non-contract time as determined by the District.

The work year for less than twelve-month employees includes workdays and paid holidays.

The work year for those employees nine (9) months, whose primary responsibilities relate directly to students, may be extended or reduced as required to meet the needs of the District, although the number of days will never be less than the number of student contact days.

If days are adjusted for the work year, employees will be compensated for the actual time worked at their regular rate of pay.

16.6.1. The District shall establish the work calendar for all non-twelve-month employees as follows:

16.6.1.1. The anticipated start day will be established and announced annually by the District with notice to the employees by July 1; and

16.6.1.2. The anticipated work calendar will be established and announced annually by the District with notice to the employees by August 1.

16.6.2. Non-contract days for twelve (12) month employees shall be scheduled with approval of the employee's immediate supervisor. Twelve (12) month employees shall remit to their supervisor their proposed request to use non-contract leave at least thirty (30) calendar days in advance of anticipated leave use. Shorter notice requests for non-contract leave shall be given all consideration by the immediate supervisor dependent upon workload and substitute availability.

16.6.3. Employees who work more than the specific work year, upon written request by their immediate supervisor and with approval of the Human Resources Director, shall receive compensation at their daily/hourly rate of pay. In those cases, the number of the employee's non-contract days will be reduced commensurate to the number of additional days worked.

16.6.4. If an employee does not complete their work year with the District, the employee's final check shall be prorated to account for actual days worked.

16.7. Call Back

A minimum of two (2) hours' pay shall be granted to an employee who is called back to work during an off-duty period. When the call back time causes the employee's workday to exceed eight (8) hours, or the workweek to exceed forty (40) hours, such overtime shall be compensated at time and one-half (1.5). "Call back" includes but is not limited to staff meetings and emergencies.

10.8. Overtime

For the purpose of computing overtime, each eligible employee shall be compensated for each hour of overtime worked as authorized in advance by the employee's immediate supervisor, at the rate of one and one-half (1.5) times the employee's regular rate of pay. All overtime is subject to the following circumstances:

16.8.1. Overtime shall accrue for all assigned work in excess of eight (8) hours in any workday or in excess of forty (40) hours in any workweek. Paid holiday time, in accordance with Article 9, will count as time worked under this section.

16.8.2. Overtime shall be computed to the nearest quarter (0.25) hour.

10.9. Compensatory Time

Compensatory time may be accrued in lieu of paid overtime based on agreement between the employee and the employee's supervisor.

16.9.1. Comp time may accrue when employees work beyond their contracted hours per day. Comp time is calculated at straight time except when the time is in excess of eight (8) hours in any workday or in excess of forty (40) hours per week. Such comp time is calculated at time and one-half commensurate with overtime regulations.

16.9.2. Use of comp time may be granted in increments of half (0.5) hour to full-day blocks of time.

16.9.3. Supervisors shall keep accurate records of accrual and use for all employees approved for comp time.

16.9.4. All accrued comp time must be used by the end of the employee's contract year or June 30, whichever is sooner.

16.9.5. Comp time shall not be carried forward to a new fiscal year. Comp time shall not be paid if the employee does not use it within the specified time unless the employee is unable to schedule the comp time due to the supervisor's requirements. When an employee is unable to schedule comp time based on the supervisor's requirements, the employee shall be paid for the accrued but unused comp time.

16.10. Inclement Weather

16.10.1. School Closure Days

16.10.1.1. Employees working two hundred and nineteen (219) days, or more are expected to report to work as close to their regular report time as possible dependent upon their ability to safely travel. If they are unable to report, they need to report their absence to their supervisor and on the absentee report form. If eligible, they may use personal leave or non-contract time to cover their absence.

16.10.1.2. Classified employees scheduled to work two hundred and seven (207) days to less than two hundred and nineteen (219) days may choose to report to work or work remotely; to be eligible to work remotely, there must be at least one classified school office support staff member on-site and the remote-working employee must remain available by phone. If the employee is unable to report to work or work remotely, they need to report their absence to their supervisor and on the absentee report form. If eligible, they may use personal leave or non-contract time to cover their absence.

16.10.1.3. Less than two hundred and seven (207) day employees shall not be required to report to work, nor shall they receive a wage deduction. Employees shall be required to work scheduled student contact make-up day(s) with no expectation of additional compensation.

16.10.2. Delayed Start to School

All classified employees are expected to report to work as close to their regular report time as safely as possible, except for bus drivers and bus monitors, who should report according to the terms of the delay. If the program or assignment they normally are responsible for has been changed due to the late start, their immediate administrative supervisor may request them to perform other duties to assist the school or department. No employee will receive a wage deduction and the hours will not be rescheduled at a later time. Employees that are unable to report to work on a delayed start day must report

their absence to their supervisor and on the absentee report form. If eligible, they may use personal leave to cover the absence.

ARTICLE 17
JOB RELATED CONDITIONS

17.1. Physicals/Drug Tests/Fingerprinting: Physical examinations, drug tests, and fingerprinting required by the State of Oregon or the District shall be paid for by the District. Physical examinations and drug tests will be conducted by a physician or testing agent approved by the District.

Employees required to take physicals/drug tests shall be compensated a minimum of one (1) hour at their regular rate of pay. Employees required to travel from La Pine to Bend to take physicals/drug tests will be compensated a minimum of two (2) hours at their regular rate of pay.

17.2. Uniforms

The District shall provide employees with protective clothing such as aprons and coveralls as deemed appropriate by the District, and with specialized uniforms the District may require.

17.3. Travel Reimbursement

17.3.1. Any employee, while performing their duties, required to travel in their private vehicle, shall be reimbursed for mileage at the rate approved by the Internal Revenue Service.

17.3.2. Any employee while performing their duties, required to travel out of the District and out of their regularly assigned work area, shall be paid for meals and/or lodging at a District established per diem rate.

17.4. Tools

Mechanics in the transportation department may be required to use personally owned tools in the performance of their duties. The district shall provide a one hundred dollar ($100) per month stipend for provision of personally owned tools. The District will maintain a limited supply of routinely used tools and provide certain higher cost specialty tools for use by the mechanic crew when necessary.

17.5. The Safe Schools Alliance shall include at least one (1) OSEA representative and classified employee. The alliance shall annually review and establish, if needed, procedures related to school safety and communication to classified employees which will provide for appropriate awareness by staff throughout the District of students who pose a threat to either disrupt the educational environment or to spread communicable disease. The alliance may make recommendations to the Board of Directors.

17.6. Classified employees may elect whether their child attends the school where the employee works or the school where the employee's child would normally be assigned based on the location of the employee's residence.

17.7. Inclusion Educational Assistant (EA) Conditions

17.7.1. “Specialized duties” means specific duties of toileting, feeding, providing medical support (including in transit to and from school), and working directly with students who engage in aggressive behaviors in the school environment, including school related trips or community outings during instructional time.

17.7.2. Special Education Safety and Training Committee (SATC)

17.7.2.1. The SATC shall consist of at least one Inclusion EA from each level K-5, MS, HS, and Post HS/Transition, to be appointed by the Association. The District may assign up to an equal number of certified and administration participants.

17.7.2.2. The SATC shall meet regularly, as determined by the SATC, during the school year to address safety and training related matters.

17.7.2.3. Minimum training standards shall be established by the SATC. All Inclusion EAs must:

17.7.2.3.1. meet minimal basic Special Education (SpEd) interaction and safety-related training standards (not exceeding eight (8) hours) before working with students. Training requirements for staff hired mid-year will be determined by the committee and may vary from what is offered annually in the fall.

17.7.2.3.2. receive specialized medical procedure-related training before performing duties that require specialized training.

17.7.2.4. SATC will identify safety equipment and the district will ensure such safety equipment is readily available to all staff who may be directed to perform specialized duties.

17.7.3. Technology

17.7.3.1. Inclusion EAs will be provided a District-issued device for the purpose of performing their job duties.

17.7.3.2. An Inclusion EA and their supervising teacher may jointly determine which systems (e.g., Synergy, Canvas, etc.) to which the EA needs access, and submit an IT request ticket.

17.7.4. Collaboration/Optional Training Time: Inclusion EAs may timesheet up to one hour per month for the purpose of preparation, planning, optional training, or IEP review. Certified supervisor will be available to answer questions, provide clarification, etc. This available collaboration/optional training time will be clearly communicated to all Inclusion EAs no less than on an annual basis.

17.7.5. Transfer Requests: Vacant Inclusion EA positions will be individually identified and available upon request; members interested in transfer will be provided a defined period of time in which to submit an application for inclusion on the transfer list. Any member requesting transfer to another position who is not selected for an interview, or who is interviewed but not granted a transfer, will be provided the reason upon request.

17.7.6. Reporting: Any Inclusion EA who believes that an assigned duty is unsafe or any EA who is injured while performing their assigned duties shall report this information to the building principal and/or supervisor. There will be no loss of pay or any other retaliation for asserting the right to report.

ARTICLE 18
GRIEVANCE PROCEDURES

18.1. Definitions

18.1.1. "Grievance" shall mean an alleged violation of the contract or an alleged inequitable application of policy brought by an employee, group of employees, or the Association, as follows:

18.1.1.1. "Contract Grievance" that there has been to that employee, group of employees, or the Association a violation of any provision(s) of the contract.

18.1.1.2. “Policy Grievance" that the employee, group of employees, or the Association has (have) been treated inequitably by reason of any act or condition which is contrary to established School Board policy or practice governing or affecting employees.

18.1.2. "Class Grievance" the Association may file a grievance on behalf of a class of employees, where all members of the class are similarly affected by the same alleged violation of the Agreement. In such situations, the Association shall act as the grievant.

18.1.3. "Grievant" is the person, persons, or the Association who has (have) the grievance and is (are) presenting the alleged violation or inequitable application. The Association shall designate in writing an individual within the District to act as local grievance contact representative in the filing and handling of grievances which are initiated by the Association itself.

18.1.4. "Party in Interest" is either the person or persons bringing the grievance or the person or persons against whom the grievance is made and/or the Association and/or the District.

18.1.5. "Representative" is an Association approved individual who may speak for and/or advise a party in interest or a District approved individual who may speak for and/or advise the District.

18.1.6. “Supervisor" is the one who has direct administrative or supervisory responsibilities, including evaluation, over the grievant in the area of the grievance.

18.1.7. "Binding Arbitration" is a decision by an arbitrator, which requires compliance by both parties in interest.

18.1.8. "Days": The term "days" when used in this Article, except where otherwise indicated, means scheduled district business days (this excludes Thanksgiving Break, Winter Break and Spring Break).

18.1.9. "Persons Officially Involved" means the Superintendent, the Superintendent's representative, the grievant, the grievant's representative, and all witnesses.

18.1.10. "Association": Organization representing the classified employee(s) as defined in Article 1. 1 - Recognition.

18.2. General Procedures

18.2.1. Grievances on Board Policy shall stop at Level Four. Board Policy decisions at Level Four will not be subject to binding arbitration.

18.2.2. These procedures should be processed as rapidly as practicable; the number of days indicated for settlement or appeal at each level should be considered a maximum. The time limits can be extended by written mutual consent of the parties involved at any level of the procedures.

18.2.3. All parties should attempt to complete the procedures by the end of the school year. The parties shall make a good faith effort to shorten the number of days provided at the various steps in order to finish by the end of the school year and avoid, if possible, carrying the process into the summer vacation period or the following school year.

18.2.4. The District recognizes the Association as the representative for classified employees below the rank of administrator/supervisor as defined in Article I of this Agreement. The Association has the authority to represent the grievance at all levels of the grievance procedure. The grievant should be present at the various levels of the grievance procedure, when practical. In accordance with Oregon law, the District shall give access to and/or provide copies at cost of all readily available documents as information necessary to process grievances other than documents that are otherwise exempt from disclosure under the Oregon public record statutes.

18.2.5. All parties in interest have a right to representatives at each level of these grievance procedures.

18.2.6. There shall be no restraint, interference, discrimination, or reprisal exerted by either party on any employee choosing to use these procedures for resolution of grievance or choosing not to utilize these procedures to file a grievance. There shall be no retributive action by the Board, the Association, or any employee of the District against any person officially involved in the grievance procedure, as that term is defined in Section I of the Grievance Procedure.

18.2.7. Failure at any level of this procedure by the grievant to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level, unless the grievance deadline has been extended in writing by mutual agreement. Failure by the District at any level of this procedure to communicate the decision in writing on a grievance within the specified time limits shall advance the grievance to the next level.

18.2.8. All documents, communications and records of a grievance will be filed in the District Office separately from the personnel files.

18.2.9. The grievance must be submitted in writing using an Official Grievance Form (unless mutually agreed to otherwise). The form shall be available on the staff portal.

18.2.10. If any member of the Association's Grievance Committee is a party in interest to any grievance, that member shall not serve as the Association's grievance representative in the processing of such grievance.

18.2.11. Expenses for the arbitrator's services and the proceedings shall be borne equally by the parties involved. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record.

18.2.12. The grievance procedure will not be used while a grievant is under the jurisdiction of the courts or has resorted to the judicial Process.

18.2.13. Written grievances initiated by a grievant pursuant to Section III, Level Two, will either (a) contain the signature of the grievant or one of a group of grievant (if a grievance is initiated by a group of members as defined in the grievance procedure) when initially submitted in writing, or (b) if such signature cannot be obtained by the time deadline for initial filing of

a written grievance, such signature will be provided as soon as possible thereafter upon request of the District.

18.3. Levels of Grievance

Level One - Informal Grievance

The grievant will first discuss the grievance with the grievant's administrator or immediate supervisor, either individually or through the grievance representative, or accompanied by a representative, with the objective of resolving the matter informally.

Level Two - Formal Grievance

If the grievant is not satisfied with the informal disposition of the grievance, or if disposition is not made, the grievant may file a written grievance with the immediate supervisor within ten (10) days following the date of the Level One meeting. In any case, a grievance must be presented in writing in accordance with step two of this procedure no later than twenty (20) days after the occurrence of the facts giving rise to the grievance or within twenty (20) days of the grievant or the Association's first knowledge of those facts. The written grievance shall contain:

18.3.1. A clear and concise statement of the pertinent facts surrounding the nature of the grievance;

18.3.2. The date upon which the incident giving rise to the grievance occurred, or when the grievant or the Association first became aware there had been an alleged violation of an article(s)/section(s) of contract/policy;

18.3.3. The specific article(s)/section(s) of the contract/policy allegedly violated;

18.3.4. How the district's actions/inactions allegedly violated the specific contract/policy language;

18.3.5. The informal disposition of the grievance and the reasons why the grievant considers the informal disposition unacceptable;

18.3.6. The specific remedy requested;

18.3.7. The name of the grievant(s); and

18.3.8. The name of the association representative.

Within ten (10) days of receipt of the written grievance, the immediate supervisor shall communicate their decision in writing to the grievant.

Within ten (10) days of the receipt of the decision rendered by the immediate supervisor, the grievant, if not satisfied with the decision of the immediate supervisor, may appeal in writing to the Superintendent.

Level Three

Within ten (10) days of receipt of the appeal from Level Two, the Superintendent or the Superintendent's designated representative, must contact the Association and schedule a mutually agreeable time for a hearing on the appeal. The Superintendent or the Superintendent's representative must provide the parties in interest written notice of the time and place at least five (5) days prior to the hearing.

Attendance at the hearing shall be limited to persons officially involved and parties in interest. Parties in interest shall have the right to have witnesses appear on their behalf at the hearing.

Within ten (10) days of the hearing, the Superintendent or the Superintendent's representative shall communicate to the parties in interest a written decision which shall include supporting reasons therefore.

If the grievant is not satisfied with the decision of the Superintendent or the Superintendent's representative, the grievant may file a written appeal with the Board of Directors within ten (10) days from the receipt of the Superintendent's decision. The appeal shall state the grievant's reasons for appealing the decision of the Superintendent and request appeal to Level Four, a Board hearing.

Level Four

Within ten (10) days of the receipt of the appeal, the Board shall contact the Association and schedule a mutually agreeable time for a hearing. The Board shall hear arguments of the Superintendent and the grievant. At the request of the grievant the hearing before the Board shall be a public hearing; otherwise it shall be a closed hearing.

Within ten (10) days following the hearing, the Board shall render a decision in writing to all official parties. If the grievant is not satisfied with the Board's decision, the Association may appeal a contract grievance to Level Five by giving written notification with ten (10) days of the date of the receipt of the Board's decision. Policy grievances are not appealable to Level Five.

Level Five

Within ten (10) days of the notification, the Association shall request a list of seven (7) arbitrators from the Oregon Employment Relations Board (ERB). The list shall be limited to arbitrators who maintain offices in Oregon. The arbitrator shall be selected by a strike-off procedure. If, after receipt of the list of arbitrators but before the strike-off procedure is begun, the parties agree, the parties may select an arbitrator by mutual agreement. The parties shall arrange for arbitration of the case at a mutually agreeable time and place. The parties will be bound by the rules of the American Arbitration Association for the conduct of the hearing. The arbitrator's decision shall be final and binding as long as it does not alter the terms of this Agreement.

Elimination of, addition to or changes of Board policy, procedures and regulations are not subject to arbitration.

ARTICLE 19
PERSONNEL FILES

19.1. The personnel files of classified employees of the District are maintained in the District Office under adequate security at all times. Each employee's file shall be open for inspection by (1) the employee and by others authorized in writing by the employee and by (2) the superintendent and their designated representatives as governed by School Board policy.

19.2. The personnel files shall include, but not necessarily be limited to, the following items:

19.2.1. Complete application form.

19.2.2. Initial work notice.

19.2.3. Certification from training institutions and evidence of in-service activity when provided by the employee.

19.2.4. Performance evaluation as required by District policies/procedures.

19.2.5. Copies of commendations, suggestions relative to job performance and complaints. All copies of complaints, warnings, or information of a critical nature must bear the signature of the employee indicating that the employee has been shown the material. In the event that the employee refuses to sign, the file must contain a statement from their supervisor or a school official indicating that the employee refused to sign the material.

19.2.6. Any replies, comments and explanations that the employee wishes to append to data over their signature.

19.3. In the event that letters of warning, reprimand or complaint are included in the employee's personnel file, the employee may request the removal of those materials after three (3) years if there has been no further reference to any similar circumstance. Requests for removal of such material shall be made to the executive leader of human resources with the option of appeal to the Superintendent. The Superintendent's decision shall be final with no opportunity for any further appeal. If at the end of three years there has been no subsequent reference to any similar circumstance which generated the warning, reprimand or complaint, then, at the request of the employee, a letter shall be entered into the employee's personnel file, acknowledging that fact.

19.4. This file shall be the official personnel file.

ARTICLE 20
CLASSIFICATION AND REVIEW

The District recognizes that fair and equitable compensation are necessary in order to attract and retain high quality employees. As such, it is in the District's interest to ensure that the District's classification and position descriptions are updated on a regular basis, and that compensation is periodically reviewed. In addition, it is in the Board and District's interest to ensure a fiscally responsible pay schedule be maintained to help avoid future budgetary challenges due to paying higher wages than comparability factors reflect as necessary.

20.1. The District's review of its classification structure, Classification Descriptions, Position Descriptions, and compensation shall be ongoing. Additionally, the District will conduct a market study of compensation, and will also review and update classification and position descriptions, at least once every six (6) years.

20.1.1. The Human Resources Department will be tasked with tracking and scheduling the classification and position descriptions to be reviewed. Complete reviews will include consultation with current administrators and/or supervisors, as well as with Association leadership and a sampling of unit members in the classification being evaluated.

20.1.2. District-initiated Position Description changes not associated with a vacancy will be provided to the Association upon Human Resources finalization.

20.2. In addition to the rotating reviews of classifications and position descriptions and market compensation, the Association, an Administrator, or Supervisor, may request a review and market study on behalf of an employee or group of employees in a classification or classification family. This can occur when significant job duties have changed within the classification(s) or following multiple failed Human Resources-validated recruitments. In these instances, it will be the Association, Administrator, and/or Supervisor's responsibility to provide the Human Resources Department with

a detailed summary of those changes or recruitment efforts for consideration. It is in the District's interest to capture those modifications or recruitment dynamics and evaluate if changes in compensation should be considered.

20.3. Criteria for Classification and Compensation studies are identified by the District in order to ensure fair compensation and retention within the District. The criteria may include, but not be limited to:

- Data from comparably sized school districts in Oregon,
- Data from other regional school districts in Central Oregon,
- Data from other regional employers, including public and private industry employers,
- Comparability between classifications in the bargaining unit to take into account job responsibilities and duties.

20.4. Placement On New Wage Range Following Reclassification or Market Study

20.4.1. When a classification's pay range is increased as the result of a Market Adjustment wage study, employees in the classification will be placed at the same experience step on the new wage range that they held on the former wage range.

20.4.2. When a position is reclassified into a classification with a higher pay range than the classification from which it is being moved, employee in the position shall be placed at the same experience step on the new classification's wage range that they held on the former classification wage range.

20.4.3. If a position is reclassified into a classification with a lower wage range, the employee in that position will remain at the existing step and wage range until the hourly rate of their placement on the new wage range exceeds their existing wage rate.

20.5. Changes in pay resulting from the 6-year rotating market study shall be effective July 1 following the fiscal year in which the study was scheduled to take place. All other changes in pay based on requested reclassification and/or market studies shall be effective the first pay period after the date the study is completed by Human Resources. Final approval of any changes shall be made and approved by the Superintendent or designee.

ARTICLE 21
CONSULTING REGISTERED NURSES

21.1. New Hire Process

21.1.1 The District will establish a pool of nurses interested in and approved to assist in the new hire process, which will include specific orientation duties. A nurse assigned specific orientation duties with a newly hired nurse shall receive a stipend of twenty-five dollars ($25) for each half-day of orientation.

21.1.2 A newly hired nurse shall receive orientation time totaling no less than five (5) days in the first year of their hire, unless they have been previously employed as a nurse by the District or otherwise have demonstrated familiarity with the systems BLS employs. Effort will be made to provide orientation in as continuous a block as feasible, and at the assigned school where appropriate in the District's judgment. As early as feasible, the employee will be provided access to and training on district systems.

21.2. Feeding Team

21.2.1 The District will establish a team of nurses interested in and eligible to participate on the district feeding team. Team responsibilities include consultation, assessment,

development and documentation of feeding plans, and collaboration. A nurse assigned to the feeding team shall receive a stipend of twenty-five dollars ($25) for each half-day that they perform tasks outlined under this section.

21.3. Substitution

When a substitute is not available for a nurse's absence and the district elects to assign some or all of the duties to another nurse, redistribution of caseload and responsibilities will be considered by the supervisor. If case load redistribution is not practicable within the workload for this position, another nurse will be compensated at the hourly rate for additional responsibilities assigned during the absence. The employee and supervisor may confer on the additional caseload, assignment, and responsibilities.

ARTICLE 22
NONDISCRIMINATION

The Association and the District agree that they shall not discriminate against any employee covered by this Agreement because of age, race, color, religion, sex, marital status, national origin, disability, or membership or non-membership in the Association. The District shall not engage in discrimination that infringes on employees' civil rights as defined by local, state, and/or federal law, including ORS 659.850.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Oregon School Employees Association Chapter 6 has caused this Agreement to be signed by its President, and the Board of Directors has caused this Agreement to be signed by its Chair.

OREGON SCHOOL EMPLOYEES
ASSOCIATION CHAPTER 6
BEND, OREGON

Jennifer Groth, President — Date 9-17-25

BOARD OF DIRECTORS
BEND-LA PINE SCHOOLS
DESCHUTES COUNTY, BEND, OREGON

Marcus LeGrand, Chair — Date 9/19/25

Brian Hanson, Field Rep — Date 9/17/2025

APPENDIX A

BEND LAPINE PUBLIC SCHOOLS
Deschutes County, Oregon
CLASSIFIED WAGE SCHEDULE
2026-2027

Wage Schedule reflects 3.35% COLA Increase over 2025-26 Schedule

	0	1	2	3	4	5	6	7	8	9	10	15	20	25	30*	
A	14.34	15.10	15.48	15.87	16.26	16.62	17.09	17.46	17.95	18.39	18.86	20.25	21.13	21.87	22.64	A
B	15.08	15.87	16.25	16.62	17.09	17.46	17.95	18.39	18.86	19.32	19.75	21.13	22.11	22.89	23.69	B
C	16.45	17.32	17.79	18.19	18.66	19.07	19.64	20.08	20.58	21.14	21.57	23.04	23.99	24.83	25.69	C
D	17.25	18.15	18.70	19.13	19.60	20.12	20.62	21.10	21.64	22.20	22.64	24.00	24.91	25.78	26.69	D
E	17.47	18.39	18.86	19.32	19.78	20.31	20.82	21.34	21.84	22.39	22.86	24.20	25.13	26.02	26.93	E
F	18.39	19.36	19.85	20.34	20.85	21.39	21.93	22.45	23.05	23.58	24.07	25.41	26.34	27.27	28.23	F
G	18.74	19.73	20.25	20.74	21.25	21.74	22.34	22.89	23.44	24.07	24.54	25.89	26.79	27.72	28.69	G
H	19.92	20.97	21.49	22.05	22.58	23.14	23.72	24.31	24.91	25.55	25.99	27.38	28.31	29.30	30.32	H
I	20.69	21.77	22.36	22.92	23.48	24.09	24.68	25.31	25.95	26.60	27.04	28.41	29.33	30.34	31.41	I
J	22.32	23.48	24.10	24.71	25.33	25.95	26.60	27.21	27.94	28.60	29.12	30.48	31.41	32.50	33.64	J
K	22.85	24.06	24.66	25.30	25.89	26.51	27.17	27.88	28.54	29.28	29.74	31.10	32.04	33.16	34.32	K
L	23.88	25.13	25.77	26.42	27.10	27.76	28.45	29.19	29.93	30.65	31.10	32.45	33.40	34.56	35.77	L
M	25.18	26.49	27.14	27.85	28.51	29.24	29.99	30.73	31.51	32.29	32.78	34.11	35.05	36.28	37.55	M
N	26.36	27.75	28.43	29.16	29.87	30.65	31.41	32.17	32.97	33.83	34.31	35.66	36.57	37.86	39.18	N
O	28.47	29.96	30.68	31.45	32.22	33.04	33.86	34.71	35.58	36.48	36.93	38.30	39.21	40.59	42.01	O
P	30.18	31.76	32.57	33.34	34.12	34.95	35.73	36.54	37.32	38.12	38.92	40.50	42.09	43.57	45.09	P
Q	32.54	34.24	35.11	35.94	36.81	37.66	38.52	39.36	40.23	41.07	41.94	43.66	45.38	46.96	48.61	Q
R	36.07	37.96	38.92	39.86	40.81	41.77	42.70	43.66	44.59	45.56	46.49	48.41	50.30	52.05	53.88	R
S	39.58	41.66	42.68	43.72	44.78	45.83	46.86	47.89	48.92	50.00	51.04	53.09	55.20	57.13	59.13	S
T	43.55	45.83	46.96	48.08	49.25	50.40	51.55	52.69	53.82	55.01	56.13	58.49	60.73	62.86	65.06	T
U	47.92	50.40	51.67	52.89	54.17	55.43	56.72	57.97	59.22	60.51	61.73	64.44	66.82	69.16	71.58	U

A column at 35, 40, 45 etc years reflecting a 3.5% increase will be added when we have staff reaching those longevity steps

BEND LAPINE PUBLIC SCHOOLS
Deschutes County, Oregon
CLASSIFIED WAGE SCHEDULE
2025-2026

Wage Schedule reflects 3.35% COLA Increase over 2024-25 Schedule

	0	1	2	3	4	5	6	7	8	9	10	15	20	25	30*	
A	13.88	14.61	14.98	15.35	15.74	16.08	16.54	16.89	17.36	17.79	18.25	19.59	20.45	21.16	21.90	A
B	14.59	15.35	15.72	16.08	16.54	16.89	17.36	17.79	18.25	18.69	19.11	20.45	21.39	22.15	22.92	B
C	15.92	16.75	17.21	17.60	18.06	18.45	19.00	19.43	19.92	20.45	20.87	22.30	23.21	24.02	24.86	C
D	16.69	17.56	18.09	18.51	18.96	19.46	19.95	20.42	20.93	21.48	21.91	23.22	24.11	24.95	25.82	D
E	16.91	17.79	18.25	18.69	19.14	19.65	20.15	20.65	21.13	21.66	22.12	23.42	24.32	25.18	26.06	E
F	17.79	18.74	19.21	19.68	20.18	20.69	21.22	21.72	22.31	22.82	23.29	24.59	25.49	26.39	27.31	F
G	18.14	19.09	19.59	20.06	20.56	21.03	21.62	22.15	22.68	23.29	23.75	25.05	25.92	26.82	27.76	G
H	19.28	20.29	20.79	21.33	21.85	22.39	22.95	23.52	24.11	24.72	25.15	26.49	27.39	28.35	29.34	H
I	20.02	21.06	21.63	22.18	22.72	23.31	23.88	24.49	25.10	25.73	26.16	27.49	28.37	29.36	30.39	I
J	21.59	22.72	23.32	23.91	24.50	25.10	25.73	26.33	27.03	27.68	28.17	29.49	30.39	31.45	32.55	J
K	22.11	23.28	23.86	24.48	25.05	25.65	26.29	26.98	27.62	28.33	28.77	30.09	31.00	32.09	33.21	K
L	23.11	24.32	24.93	25.56	26.22	26.86	27.53	28.25	28.96	29.66	30.09	31.40	32.32	33.44	34.61	L
M	24.36	25.63	26.26	26.95	27.59	28.29	29.02	29.73	30.49	31.25	31.72	33.00	33.92	35.10	36.33	M
N	25.50	26.85	27.50	28.22	28.90	29.66	30.39	31.13	31.90	32.73	33.20	34.50	35.39	36.63	37.91	N
O	27.55	28.99	29.69	30.43	31.17	31.97	32.76	33.59	34.43	35.30	35.73	37.06	37.94	39.27	40.65	O
P	29.20	30.73	31.52	32.26	33.02	33.82	34.57	35.36	36.11	36.89	37.66	39.19	40.73	42.16	43.63	P
Q	31.49	33.13	33.97	34.77	35.61	36.44	37.27	38.09	38.93	39.74	40.58	42.24	43.91	45.44	47.03	Q
R	34.90	36.73	37.66	38.57	39.48	40.41	41.31	42.24	43.14	44.08	44.98	46.84	48.67	50.37	52.13	R
S	38.30	40.31	41.30	42.30	43.33	44.34	45.34	46.34	47.34	48.38	49.38	51.37	53.41	55.28	57.21	S
T	42.14	44.34	45.44	46.53	47.65	48.77	49.88	50.98	52.08	53.22	54.31	56.59	58.76	60.82	62.95	T
U	46.37	48.77	50.00	51.17	52.41	53.64	54.88	56.09	57.30	58.55	59.73	62.35	64.66	66.92	69.26	U

A column at 35, 40, 45 etc years reflecting a 3.5% increase will be added when we have staff reaching those longevity steps

APPENDIX B

Deschutes County, Oregon
CLASSIFIED WAGE SCHEDULE
2024-2025

Wage Schedule reflects 4.25% COLA Increase over 2023-24 Schedule

	0	1	2	3	4	5	6	7	8	9	10	15	20	25	30*	
A	13.43	14.14	14.49	14.85	15.23	15.56	16.00	16.35	16.80	17.22	17.66	18.96	19.79	20.48	21.19	A
B	14.12	14.85	15.21	15.56	16.00	16.35	16.80	17.22	17.66	18.09	18.49	19.79	20.70	21.43	22.18	B
C	15.40	16.21	16.65	17.03	17.47	17.85	18.39	18.80	19.27	19.79	20.20	21.58	22.46	23.24	24.06	C
D	16.15	17.00	17.51	17.91	18.35	18.83	19.30	19.76	20.26	20.78	21.20	22.47	23.32	24.14	24.98	D
E	16.36	17.22	17.66	18.09	18.52	19.01	19.50	19.98	20.45	20.96	21.40	22.66	23.53	24.36	25.21	E
F	17.22	18.13	18.58	19.04	19.52	20.02	20.53	21.02	21.58	22.08	22.54	23.79	24.66	25.53	26.43	F
G	17.55	18.47	18.96	19.41	19.90	20.35	20.92	21.43	21.94	22.54	22.98	24.24	25.08	25.95	26.86	G
H	18.65	19.63	20.12	20.64	21.14	21.67	22.20	22.76	23.32	23.92	24.33	25.63	26.50	27.43	28.39	H
I	19.37	20.38	20.93	21.46	21.98	22.55	23.10	23.70	24.29	24.90	25.31	26.60	27.46	28.41	29.40	I
J	20.89	21.98	22.56	23.13	23.71	24.29	24.90	25.48	26.16	26.78	27.26	28.53	29.40	30.43	31.49	J
K	21.39	22.52	23.09	23.68	24.24	24.82	25.44	26.10	26.72	27.41	27.84	29.11	30.00	31.05	32.13	K
L	22.36	23.53	24.13	24.73	25.37	25.99	26.64	27.33	28.02	28.70	29.11	30.38	31.27	32.36	33.49	L
M	23.57	24.80	25.41	26.07	26.70	27.37	28.08	28.77	29.50	30.23	30.69	31.93	32.82	33.96	35.15	M
N	24.68	25.98	26.61	27.30	27.97	28.70	29.40	30.12	30.87	31.67	32.13	33.38	34.24	35.44	36.68	N
O	26.65	28.05	28.73	29.44	30.16	30.94	31.70	32.50	33.31	34.16	34.57	35.86	36.71	38.00	39.33	O
P	28.26	29.73	30.49	31.21	31.95	32.72	33.45	34.21	34.94	35.69	36.44	37.91	39.41	40.79	42.22	P
Q	30.47	32.06	32.87	33.65	34.46	35.26	36.06	36.85	37.67	38.45	39.27	40.87	42.49	43.97	45.51	Q
R	33.77	35.54	36.44	37.32	38.21	39.10	39.97	40.87	41.74	42.65	43.52	45.32	47.09	48.73	50.44	R
S	37.06	39.01	39.96	40.93	41.92	42.90	43.87	44.84	45.80	46.81	47.78	49.70	51.68	53.49	55.36	S
T	40.78	42.90	43.97	45.02	46.11	47.19	48.26	49.33	50.39	51.50	52.55	54.76	56.86	58.85	60.91	T
U	44.86	47.19	48.38	49.52	50.71	51.90	53.10	54.27	55.44	56.65	57.79	60.33	62.56	64.75	67.01	U

A column at 35, 40, 45 etc years reflecting a 3.5% increase will be added when we have staff reaching those longevity steps

Deschutes County, Oregon
CLASSIFIED WAGE SCHEDULE
2023-2024

Wage Schedule reflects 6.3% COLA Increase over 2022-23 Schedule

	0	1	2	3	4	5	6	7	8	9	10	15	20	25	30*	
A	12.88	13.56	13.90	14.25	14.61	14.92	15.35	15.68	16.12	16.51	16.94	18.18	18.98	19.64	20.33	A
B	13.55	14.25	14.59	14.92	15.35	15.68	16.12	16.51	16.94	17.35	17.73	18.98	19.85	20.56	21.28	B
C	14.78	15.55	15.97	16.34	16.76	17.12	17.64	18.04	18.48	18.98	19.37	20.70	21.54	22.29	23.07	C
D	15.49	16.30	16.79	17.18	17.60	18.07	18.52	18.95	19.43	19.93	20.33	21.55	22.37	23.15	23.97	D
E	15.69	16.51	16.94	17.35	17.76	18.24	18.70	19.17	19.62	20.11	20.53	21.74	22.57	23.37	24.18	E
F	16.51	17.39	17.83	18.26	18.73	19.21	19.70	20.16	20.70	21.18	21.62	22.82	23.66	24.49	25.35	F
G	16.83	17.72	18.18	18.62	19.09	19.52	20.07	20.56	21.05	21.62	22.04	23.25	24.06	24.89	25.76	G
H	17.89	18.83	19.30	19.80	20.28	20.78	21.30	21.83	22.37	22.94	23.34	24.59	25.42	26.31	27.23	H
I	18.58	19.55	20.08	20.58	21.09	21.63	22.16	22.73	23.30	23.88	24.28	25.51	26.34	27.25	28.20	I
J	20.04	21.09	21.64	22.19	22.74	23.30	23.88	24.44	25.09	25.69	26.15	27.37	28.20	29.19	30.21	J
K	20.52	21.60	22.15	22.72	23.25	23.80	24.40	25.04	25.63	26.30	26.71	27.93	28.77	29.78	30.82	K
L	21.45	22.57	23.14	23.72	24.33	24.93	25.55	26.22	26.88	27.53	27.93	29.15	29.99	31.04	32.13	L
M	22.61	23.79	24.37	25.01	25.61	26.26	26.93	27.59	28.30	29.00	29.44	30.63	31.48	32.58	33.72	M
N	23.67	24.92	25.53	26.19	26.83	27.53	28.20	28.89	29.61	30.38	30.82	32.02	32.84	34.00	35.19	N
O	25.57	26.91	27.56	28.24	28.93	29.68	30.40	31.17	31.96	32.76	33.16	34.39	35.22	36.45	37.72	O
P	27.10	28.52	29.25	29.94	30.64	31.39	32.09	32.82	33.52	34.24	34.95	36.37	37.80	39.13	40.50	P
Q	29.23	30.75	31.53	32.27	33.06	33.82	34.59	35.35	36.13	36.89	37.67	39.21	40.76	42.17	43.65	Q
R	32.39	34.09	34.95	35.80	36.65	37.51	38.34	39.21	40.04	40.92	41.75	43.47	45.17	46.75	48.38	R
S	35.55	37.42	38.33	39.26	40.21	41.15	42.08	43.01	43.94	44.90	45.83	47.67	49.57	51.31	53.10	S
T	39.11	41.15	42.17	43.18	44.23	45.26	46.30	47.32	48.34	49.40	50.41	52.53	54.54	56.45	58.42	T
U	43.04	45.26	46.40	47.50	48.65	49.78	50.93	52.06	53.18	54.34	55.43	57.87	60.01	62.11	64.28	U

A column at 35, 40, 45 etc years reflecting a 3.5% increase will be added when we have staff reaching those longevity steps

APPENDIX C
ALPHA LISTING OF CLASSIFICATIONS - SHOWING WAGE PLACEMENT
(effective July 1, 2023)

BUSINESS OFFICE
Accounting Technician – A/P - K
Accounting Technician – School – M
District Buyer – Prof/Tech
Staff Accountant I - P
Staff Accountant - Auditor – Prof/Tech
Business Systems Architect – Prof/Tech

CUSTODIAL
Custodial Crew I – J
Custodial Asst (II) – EL/MS – K
Custodial Asst (II) – HS – L
Head Custodian (CIII) – EL/Small Campus – N
Head Custodian (CIII) – MS – O
Head Custodian (CIII) – HS – P

DISTRIBUTION CENTER
Assistant Distribution Manager - N
District Delivery Person – K
Distribution Service Manager – O

EDUCATIONAL ASSISTANT
Educational Assistant 1 – I
Educational Assistant 2 - K
Educational Assistant 3 - M
Campus Safety and Security Monitor – K
Child Develop – I
Youth Transition Specialist - L

FAN / ADVOCATE
Intake/Assessment Manager – M
Project HELP Coordinator –M
(Homeless Liaison)

MAINTENANCE
Building Maint. Const. Crew – O
Building Maint. Manager – S
Building Maint. Foreman – Q
Building Services Boiler Tech. – S
Building Services Controls Tech. – S
Building Services Elect/HVAC Foreman - T
Building Services Journeyman Electrician– S
Building Services Locksmith – P
Building Services Apprentice Elect – P
Building Services Manager – U
Building Services Journeyman Plumber – S
Building Services Plumb/HVAC Foreman – T
Maintenance Support II - P
Outside Services Crew I – M
Outside Services Crew II – O
Outside Services Foreman – Q
Outside Services Manager – S
Outside Services Welder/Machinist – P
Outside Services Shop Foreman – Q

MEDIA
Media Mgr. - K
Media/Tech Assistant – K

NUTRITION
Kitchen Manager I - O
Nutrition Services I - Server – I
Nutrition Services II – Technician – J
Nutrition Services III – Specialist – M
Nutrition Services IV – Assistant - O
Secretary II – NS - K
Staff Accountant – NS - N
Operation Manager II – Q (Kitchen)

OFFICE MANAGER
Office Mgr. I (Small School) – M
Office Mgr. II - N

PRINTING
Digital Copier/Press Tech – K
Graphic Designer – Prof/Tech

SECRETARIAL
Secretary I – I
Secretary II – Athletics/Activities – L
Secretary II – Attendance – MS – K
Secretary II – Attendance – HS – L
Secretary II – Counseling – L
Secretary II – Data/Curriculum – L
Secretary II – Reception – K
Secretary II – School Office - K

SPECIAL PROGRAMS
Accounting Specialist – P
Application Tech – N
School Health Assistant – M
Consulting Registered Nurse – Prof/Tech
Records Clerk – L
Student Services Secretary II – L
Speech/Language Path Asst – N

SUPPORT SERVICES
Energy & Sustainability Specialist - P
Facilities Support II - P

TEACHING & LEARNING
Accounting Specialist - P
Assessment Tech – N
Client Services Tech I – P
School to Career Program Manager – K
Family Liaison – M
Family Liaison II - Q
Interpreter/Translator – Q
Data Strategist – Prof/Tech

TECHNOLOGY
IT Architect – Prof/Tech
IT Operations Manager - O
IT Client Services Technician I – P
IT Analyst - Prof/Tech
IT Client Services Tech II – Prof/Tech
IT Project Manager – Prof/Tech

TRANSPORTATION
Bus Driver-Trainer – Q
Bus Driver – P
Bus Driver – Special Programs – P
Relief Bus Driver – P
Dispatcher – P
Bus Monitor - I
Fleet Service Manager – R
Office Manager – N
Transportation Specialist - Q
Repair Technician– P
Entry Level Repair Tech – M
Lead Trainer/Coordinator – R
Type 10 Driver - K
Type A Driver - M

APPENDIX D
CLASSIFICATION SCHEDULE

CLASSIFICATION FAMILY	CLASSIFICATION
Business Functions	Accounting Technician – Acct Pay
	Accounting Technician – School
	District Buyer
	Staff Accountant I
	Staff Accountant – Auditor
	Business Systems Architect
Custodial Services	Custodian Crew (I)
	Custodian Assistant (II) EL/MS
	Custodian Assistant (II) HS
	Head Custodian (III) EL/Small Campus
	Head Custodian (III) MS
	Head Custodian (III) HS
Distribution Center	Assistant Distribution Manager
	District Deliver Person
	Distribution Service Manager
Educational Assistant	Educational Assistant 1
	Educational Assistant 2
	Educational Assistant 3
	Campus Safety & Security Monitor
	Child Development
	Youth Transition Specialist (II)
FAN	Intake/Assessment Manager
	Project Help Coordinator (Homeless Liaison)
Maintenance	Building Maint. Const. Crew
	Building Maint. Manager
	Building Maint. Foreman
	Building Services Boiler Tech.
	Building Services Controls Tech.
	Building Services Elect/HVAC Foreman
	Building Services Journeyman Electrician
	Building Services Locksmith
	Building Services Apprentice Electrician
	Building Services Manager
	Building Services Journeyman Plumber

	Building Services Plumb/HVAC Foreman Maintenance Support II Outside Services Crew I Outside Services Crew II Outside Services Foreman Outside Services Manager Outside Services Mechanic Outside Services Welder/Machinist Outside Services Shop Foreman
Media Center	Media Manager Media/Tech Assistant
Nutrition Services	Kitchen Manager I Nutrition Services I – Server Nutrition Services II – Technician Nutrition Services III – Specialist Nutrition Services IV - Assistant Operations Mgr II (Kitchen) Secretary II - NS Staff Accountant - NS
Office Manager	Office Manager I (Small School) Office Manager II
Printing Services	Digital Copier/Press Tech Graphic Designer
Secretarial	Secretary I Sec II – Athletic/Activities Sec II – Attendance – MS Sec II – Attendance – HS Sec II – Counseling Sec II – Data/Curriculum Sec II – Reception Sec II – School Office
Special Programs	Accounting Specialist Application Technician School Health Assistant Consulting Registered Nurse Records Clerk Student Services Secretary II Speech/Language Path Asst.

Support Services	Energy & Sustainability Specialist Facilities Support II
Teaching & Learning	Accounting Specialist Assessment Technician Client Services Technician School to Career Program Manager Family Liaison I Family Liaison II Interpreter/Translator Data Strategist
Technology Support	IT Architect IT Operations Manager IT Client Services Technician I IT Client Services Technician II IT Analyst IT Project Manager
Transportation	Bus Driver Bus Driver – Relief Bus Driver – Special Programs Bus Driver – Trainer Dispatcher Bus Monitor Fleet Service Manager Transportation Specialist Repair Technician I – Entry Level Repair Technician II Lead Trainer/Coordinator Driver – Type 10 Driver – Type A

Appendix E

Professional/Technical Salary Schedule 2026-27

Effective 2026-27

Wage Schedule reflects 3.35% increase over 2025-26 Schedule

	Days	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Executive Chef, Graphic Designer, Internal Auditor/Accountant, IT Analyst, IT Client Services Tech II, Wellness Specialist	236	AA	$74,237	$76,096	$77,998	$79,948	$81,946	$83,996	$86,095	$88,246	$90,453	$92,714
Business Systems Architect IT Architect, IT Project Manager	236	AB	$84,229	$86,335	$88,493	$90,705	$92,972	$95,297	$97,679	$100,121	$102,623	$105,191
District Buyer, Behavioral Threat Assessment Mgr., Lead Internal Auditor/Accountant, Medicaid Billing Accounting Program Mgr.	236	ABA	$89,375	$91,610	$93,900	$96,248	$98,654	$101,120	$103,648	$106,240	$108,895	$111,618
IT Engineer I	236	AC	$99,826	$102,322	$104,879	$107,502	$110,189	$112,943	$115,767	$118,662	$121,629	$124,669
IT Engineer II	236	ACA	$104,923	$107,545	$110,234	$112,990	$115,814	$118,710	$121,677	$124,719	$127,837	$131,034
Consulting Registered Nurse	190	AD	$58,936	$62,806	$66,677	$70,548	$74,418	$78,289	$82,160	$86,031	$89,907	$93,778

Professional/Technical Salary Schedule 2025-26

Effective 2025-26

Wage Schedule reflects 3.35% increase over 2024-25 Schedule

	Days	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Executive Chef, Graphic Designer, Internal Auditor/Accountant, IT Analyst, IT Client Services Tech II, Wellness Specialist	236	AA	$71,831	$73,629	$75,470	$77,356	$79,290	$81,273	$83,304	$85,386	$87,521	$89,709
Business Systems Architect IT Architect, IT Project Manager	236	AB	$81,499	$83,537	$85,624	$87,765	$89,958	$92,208	$94,512	$96,876	$99,296	$101,781
District Buyer, Behavioral Threat Assessment Mgr., Lead Internal Auditor/Accountant, Medicaid Billing Accounting Program Mgr.	236	ABA	$86,478	$88,640	$90,857	$93,129	$95,456	$97,843	$100,289	$102,796	$105,365	$108,000
IT Engineer I	236	AC	$96,590	$99,005	$101,480	$104,017	$106,618	$109,282	$112,014	$114,816	$117,686	$120,628
IT Engineer II	236	ACA	$101,522	$104,059	$106,661	$109,328	$112,060	$114,862	$117,733	$120,677	$123,693	$126,787
Consulting Registered Nurse	190	AD	$57,025	$60,771	$64,516	$68,261	$72,006	$75,751	$79,497	$83,242	$86,993	$90,738

Professional/Technical Salary Schedule 2024-25

Effective 2024-25

Wage Schedule reflects 4.25% increase over 2023-24 Schedule

	Days	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Wellness Specialist; Internal Auditor/Accountant, Print Spec/Graphic Design; Exec. Chef; Comm. & Engagement Spec.; IT Analyst, IT Client Services Tech II	236	AA	$69,503	$71,242	$73,023	$74,849	$76,720	$78,639	$80,604	$82,618	$84,684	$86,801
IT Architect, IT Project Manager, Printing Svcs Coord.	236	AB	$78,857	$80,829	$82,849	$84,920	$87,043	$89,219	$91,449	$93,736	$96,078	$98,482
Lead Internal Auditor/Accountant, Procurement & Cont. Mgr.	236	ABA	$83,675	$85,767	$87,912	$90,110	$92,362	$94,671	$97,038	$99,464	$101,950	$104,499
IT Engineer	236	AC	$93,459	$95,796	$98,190	$100,646	$103,162	$105,740	$108,383	$111,094	$113,872	$116,718
Consulting Registered Nurse	190	AD	$55,177	$58,801	$62,425	$66,048	$69,672	$73,296	$76,920	$80,544	$84,173	$87,797

Professional/Technical Salary Schedule 2023-24

Effective 2023-24

Wage Schedule reflects 6.3% increase over 2022-23 Schedule

	Days	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Wellness Specialist; Internal Auditor/Accountant, Print Spec/Graphic Design; Exec. Chef; Comm. & Engagement Spec.; IT Analyst,	236	AA	$66,669	$68,338	$70,046	$71,797	$73,592	$75,433	$77,318	$79,250	$81,232	$83,262
IT Architect, IT Project Manager, Printing Svcs Coord.	236	AB	$75,642	$77,534	$79,471	$81,458	$83,494	$85,582	$87,721	$89,914	$92,161	$94,467
Lead Internal Auditor/Accountant, Procurement & Cont. Mgr.	236	ABA	$80,264	$82,271	$84,328	$86,436	$88,597	$90,812	$93,082	$95,409	$97,794	$100,239
IT Engineer	236	AC	$89,649	$91,890	$94,187	$96,543	$98,956	$101,429	$103,965	$106,565	$109,229	$111,960
Consulting Registered Nurse	190	AD	$52,927	$56,404	$59,880	$63,356	$66,832	$70,308	$73,784	$77,260	$80,741	$84,218

Appendix F

EXTRA DUTY SALARY SCHEDULE 2026-27

Reflects 3.25% Cola Increase from 2025-26 Schedule*

Scale	0	1	2	3	4	5	6	7	8	9	10
AA	$6,256	$6,529	$6,854	$7,151	$7,448	$7,744	$8,042	$8,339	$8,643	$8,933	$9,232
A	$5,591	$5,854	$6,123	$6,383	$6,651	$6,918	$7,181	$7,447	$7,717	$7,981	$8,243
B	$4,918	$5,154	$5,385	$5,619	$5,853	$6,083	$6,316	$6,554	$6,788	$7,025	$7,255
C	$4,025	$4,215	$4,405	$4,596	$4,789	$4,981	$5,170	$5,362	$5,555	$5,749	$5,936
D	$3,129	$3,276	$3,427	$3,580	$3,722	$3,875	$4,025	$4,174	$4,313	$4,470	$4,617
E	$2,682	$2,813	$2,948	$3,067	$3,198	$3,326	$3,454	$3,587	$3,716	$3,845	$3,974
F	$1,569	$1,640	$1,715	$1,788	$1,866	$1,943	$2,011	$2,084	$2,162	$2,231	$2,309

EXTRA DUTY SALARY SCHEDULE 2025-26

Reflects 3.15% Cola Increase from 2024-25 Schedule*

Scale	0	1	2	3	4	5	6	7	8	9	10
AA	$6,059	$6,323	$6,639	$6,925	$7,213	$7,500	$7,789	$8,077	$8,371	$8,652	$8,941
A	$5,415	$5,670	$5,930	$6,182	$6,442	$6,701	$6,955	$7,212	$7,474	$7,730	$7,984
B	$4,763	$4,991	$5,215	$5,442	$5,669	$5,892	$6,117	$6,348	$6,575	$6,804	$7,027
C	$3,898	$4,083	$4,266	$4,451	$4,639	$4,824	$5,007	$5,194	$5,380	$5,568	$5,750
D	$3,031	$3,173	$3,319	$3,467	$3,605	$3,753	$3,898	$4,042	$4,178	$4,329	$4,472
E	$2,597	$2,724	$2,855	$2,971	$3,098	$3,221	$3,345	$3,474	$3,599	$3,724	$3,849
F	$1,519	$1,589	$1,661	$1,732	$1,807	$1,881	$1,947	$2,019	$2,094	$2,161	$2,236

EXTRA DUTY SALARY SCHEDULE 2024-25

Reflects 4.15% Cola Increase from 2023-24 Schedule*

Scale	0	1	2	3	4	5	6	7	8	9	10
AA	$5,874	$6,130	$6,436	$6,714	$6,993	$7,271	$7,551	$7,830	$8,115	$8,388	$8,668
A	$5,250	$5,497	$5,749	$5,993	$6,245	$6,496	$6,743	$6,992	$7,246	$7,494	$7,740
B	$4,618	$4,839	$5,056	$5,276	$5,496	$5,712	$5,930	$6,154	$6,374	$6,596	$6,812
C	$3,779	$3,958	$4,136	$4,315	$4,497	$4,677	$4,854	$5,035	$5,216	$5,398	$5,574
D	$2,938	$3,076	$3,218	$3,361	$3,495	$3,638	$3,779	$3,919	$4,050	$4,197	$4,335
E	$2,518	$2,641	$2,768	$2,880	$3,003	$3,123	$3,243	$3,368	$3,489	$3,610	$3,731
F	$1,473	$1,540	$1,610	$1,679	$1,752	$1,824	$1,888	$1,957	$2,030	$2,095	$2,168

** Extra Duty Salary Schedule bargained by BEA for 2023/24 and 2024/25*

EXTRA DUTY SALARY SCHEDULE 2023-24

Reflects 6.2% Cola Increase from 2022-23 Schedule*

Scale	0	1	2	3	4	5	6	7	8	9	10
AA	$5,640	$5,886	$6,180	$6,446	$6,714	$6,981	$7,250	$7,518	$7,792	$8,054	$8,323
A	$5,041	$5,278	$5,520	$5,754	$5,996	$6,237	$6,474	$6,713	$6,957	$7,195	$7,432
B	$4,434	$4,646	$4,855	$5,066	$5,277	$5,484	$5,694	$5,909	$6,120	$6,333	$6,541
C	$3,628	$3,800	$3,971	$4,143	$4,318	$4,491	$4,661	$4,834	$5,008	$5,183	$5,352
D	$2,821	$2,953	$3,090	$3,227	$3,356	$3,493	$3,628	$3,763	$3,889	$4,030	$4,162
E	$2,418	$2,536	$2,658	$2,765	$2,883	$2,999	$3,114	$3,234	$3,350	$3,466	$3,582
F	$1,414	$1,479	$1,546	$1,612	$1,682	$1,751	$1,813	$1,879	$1,949	$2,012	$2,082