

ARTICLE 24

EXTRA DUTY/ACTIVITY PAY

A. Schedule

1. The schedule shall consist of up to eight (8) levels with four (4) steps per level, as shown in Appendix B. Positions are grouped by category in accordance with Appendix B-1. Year-long positions are identified with a + on the matrix.
2. The district reserves the right to fill or not fill any Extra Duty Contract (EDC) positions based on student needs. Other factors including and not limited to schedule changes, time during the day devoted to that activity, budget constraints may also be considered.
 - a. The District will seek input from WWEA before making decisions on expanding or reducing EDC positions.
 - b. Year-long EDC position decisions will be communicated to impacted staff and WWEA no later than June 30 of the prior school year.
 - c. EDC positions based on the projected student participants will be communicated in a timely manner. If an EDC position is reduced because of student enrollment or budgetary issues during a season, the District will pay the position at a prorated contract based on the percentage of the overall days worked.
3. Instructional Coordinators have an EDC because they have additional responsibilities in the areas of evening events, facilitating meetings after the contract day, etc.
4. Department Chairs have an EDC because they have additional responsibilities in their department and their role on the building leadership team.
5. Teachers on Special Assignment (TOSAs) do not receive an EDC as their positions are crafted to work within the bounds of the contract day and follow contract language.

B. Compensation

1. Compensation for extra duty shall be determined by the extra duty salary schedule in Appendix B. All numbers reflect a percentage of the current base salary.
2. Assistants paid at 70% of head coach/advisor, but on individual's own experience level.

C. Payment

1. Payment shall be based on time, duration, and responsibility. Payment for similar responsibilities shall be consistent throughout the District.
2. Each contracted extra-duty person shall have the right to choose to be paid in twelve (12) equal monthly payments if responsibilities are year-long, or in one lump sum following the end of the extended responsibility, or in three (3) equal payments during the term of extended responsibilities.

D. Criteria for Placement

1. Persons new to the District shall be placed in the appropriate column for years of comparable experience in coaching that sport or activity at the same level (e.g. High School Head Coach vs High School Assistant Coach) of the assigned extra duty contract.
2. Persons previously serving in the District in the same extra duty capacity will be placed in the appropriate column for years of experience.
3. Because extra duty contracts encompass many different types of positions, it is not possible to have one methodology to inform all members of extra duty contract opportunities. However, the district and individual building administrators will strive for open communication methods that may include posting positions on the district website, sending out in building email communication, and other communication methods to help members know about extra duty opportunities.
4. The District may use non-bargaining unit personnel to fill these positions, after giving consideration to the qualifications of bargaining unit member applicants.
5. If the time commitment, students supervised, or overall duties of an EDC changes, the impacted member/position holder may apply to have their placement on the Extra Duty Categories matrix (Appendix B-1) changed based on the agreed upon scoring guide. The application will be submitted following the process outlined in Appendix B-2.
 - a. All changes to the processes outlined in Appendix B-2 must be by mutual agreement of the Association and District.
6. A bargaining unit member who engages in a role with the district for which there is currently no extra duty contract, and for which the member believes the level of duty warrants adding the position to the extra duty salary matrix for the district, may apply for an Extra Duty contract using the WLWV SD Extra Duty Addition Review Process (Appendix B-2). Once an extra duty contract is approved, it will be assigned to the EDC matrix based on the process laid out in Appendix B-2.
7. Criteria for Paid Club Advisor – Any paid club advisor must meet three (3) or more of the following with approval by the Principal or Athletic/Activities Director for a year-long EDC:
 - a. Out of district competitions
 - b. National/State Affiliation
 - c. At least 2 out of school day large events (4 or more hours)
 - d. At least 2 meetings per month during the school year outside of the contract day.

E. Extended Season

1. Coaches or advisors listed in Appendix B who are involved in Oregon School Activities Association (OSAA) or other recognized state or national competition beyond the regular scheduled district level competition shall receive the following extended compensation:
 - a. All coaches and/or advisors of teams or groups involved in state or national competition shall receive a weekly salary of ten percent (10%) of their extra-duty salary for each week of involvement in the state competition. If the involvement results in time increments less than one (1) week, daily compensation shall be equal to two percent (2%) of their extra-duty salary, not to exceed ten percent (10%) for a calendar week.

- b. This section excludes optional tournaments or competitions outside of the regular season.
2. The head coach and/or advisor in consultation with the District athletic director will determine the number of assistant coaches and advisors to be compensated for their involvement, subject to approval of the Superintendent or designee.

F. Primary Music Educators

1. Pay for primary music educators who have approval to take students to perform at the OMEA District II Solo and Ensemble Festival and for educators participating in the District Vocal and Instrumental Festivals will be paid at the approved curriculum rate.
2. Primary music educators who serve one building will not be reimbursed for the two expected programs per school year held outside of the regular school hours.
3. Primary music educators who serve more than one building and are expected to prepare two programs per school year in each building will be paid for the second set of programs at the educator's hourly rate.

G. Activity Pay

1. Educators who perform non-teaching activity assignments shall be compensated for such service at the rate of \$27.00 per hour.
2. Activity assignments are any non-teaching assignments requested by the administration that occur outside the normal workday. Such assignments include, but are not limited to, chaperone duties (dance, bus, fun night, etc.) and athletic event duties (timers, scorers, ticket sellers, crowd supervisors, starters, judges, public address, etc.).
3. Participation in these assignments shall be strictly voluntary.
4. The District may use non-bargaining unit personnel to perform these assignments.
5. Activity pay does not accrue when activities are an extension of professional or instructional responsibilities.

APPENDIX B

West Linn - Wilsonville Extra Duty

Salary Schedule 2024 - 2027

Category	Step 1	Step 2	Step 3	Step 4
A	16.0 %	16.5 %	17.0 %	17.5 %
B	14.0 %	14.5 %	15.0 %	15.5 %
C	12.0 %	12.5 %	13.0 %	13.5 %
D	9.0 %	9.5 %	10.0 %	10.5 %
E	7.5 %	8.0 %	8.5 %	9.0 %
F	6.0 %	6.5 %	7.0 %	7.5 %
G	4.5 %	5.0 %	5.5 %	6.0 %
H	2.5 %	3.0 %	3.5 %	4.0 %

Note: Percentages refer to a percent of the current base salary as shown in Appendix A-1, Appendix A-2, and Appendix A-3.

APPENDIX B-1

Extra Duty Categories

Category <u>A</u> Head HS Baseball Head HS Basketball Head HS Competitive Cheer Head HS Football Head HS Softball Head HS Wrestling	Category <u>B</u> Head HS Dance Head HS Lacrosse Head HS Robotics $\pm$ Head HS Soccer Head HS Track Head HS Volleyball	Category <u>C</u> HS Band $\pm$ HS Choir $\pm$ Head HS Cross Country Head HS Game Day Cheer Head HS Golf Instructional Coordinator $\pm$ MS Musical Director (District) HS Orchestra $\pm$ HS Speech/Debate Head HS Swimming Head HS Tennis
Category <u>D</u> <u>HS</u> ASB Advisor $\pm$ HS Department Chair $\pm$ HS Director of Musical HS Director of Play HS Events Manager HS Mock Trial $\pm$ HS Model UN $\pm$ HS Thespians $\pm$	Category <u>E</u> MS Band $\pm$ HS Broadcast Network $\pm$ MS Choir $\pm$ HS DECA $\pm$ HS HOSA $\pm$ MS Orchestra $\pm$ HS Pep Band HS Skills USA $\pm$ Head MS Track	Category <u>F</u> Head MS Cross Country MS Jazz Band $\pm$ HS Link Crew $\pm$ HS School Newspaper $\pm$ HS Unified Basketball HS Unified Soccer HS Yearbook $\pm$
Category <u>G</u> HS Class Advisor (9-12) $\pm$ HS Drama Program Director $\pm$ HS Kids Making Miracles $\pm$ HS May Day/Spring Festival Coordinator HS Mecha $\pm$ HS National Art Honor Society $\pm$ HS National Honor Society $\pm$ HS National Tech Honor Society $\pm$ MS Outdoor School Coordinator	Category <u>H</u> HS After School Academy Club $\pm$ HS Art Club $\pm$ HS Art Director $\pm$ MS Art Director $\pm$ HS/MS Science Fair/ISEF Advisor MS Unified Basketball MS Unified Soccer Other Paid Club Advisor*	

APPENDIX B-2

WLWV SD Extra Duty Existing Position or Addition Review Process

A. Extra Duty Position or Addition Review Process

1. This process is for the employee who believes their extra duty position job requirements have changed and require a formal review. This process is also for employees who engage in a role with the district for which there is currently no extra duty contract and they believe the level of duty warrants adding the position to the extra duty salary matrix for the district. This process is also for Administration to bring forward the need for additional extra duty contract positions or re-evaluation of current positions.
2. Complete the Extra Duty Review or Addition application providing an explanation of significant changes in the duties, time requirements, and levels of responsibilities required for the position or for the creation of a new extra duty position. Applications for individual extra duty position review or addition must be received by Human Resources by 5:00 pm on the first day back after Winter Break of the current school year but may be submitted at any time prior to this date. The Extra Duty Review Team (EDRT) team will meet prior to March 1st to consider all requests received by the deadline.
 - a. For potential new extra duty positions, the EDRT would determine if the application meets the qualifications to become an extra duty contracted position. If it is determined to be a new extra duty contract position; a job description will be created to score the position for placement on the extra duty salary matrix.
 - b. If the EDRT determines that significant changes have been made to the applicant's extra duty job duties, then the EDRT may recommend Human Resources to work with the administrator/supervisor to review the request in comparison with the existing extra duty position description.
3. Human Resources will forward the materials to the EDRT.
4. Human Resources and the administrator/supervisor will determine if changes need to be made to the job description, and Human Resources will determine whether the job description needs to be forwarded to the committee to score the updated job description. As a result of rescoring a position may be recommended by the EDRT team for an adjusted placement on the applicable extra duty pay schedule.
5. Human Resources, or designee, will notify the employee(s) of the position review or addition decision by June 1. Any stipend adjustments will be made in the following school year (i.e., a decision made by April 1, 2027; the stipend adjustment will be effective July 1, 2027).
6. In the event the review or addition is denied, rationale will be provided and the applicant may bring the request forward again twenty-four (24) months from the previous application date. Application may be evaluated sooner if there is joint approval from the employee and the supervisor.

B. Extra Duty Review Team (EDRT)

1. The panel will be composed of three (3) licensed members selected by the Association, and three (3) administrators/supervisors and/or HR staff chosen by the district. Training in evaluating extra duty position review requests will be provided to the committee by Human Resources, in consultation with WWEA.
2. The committee analyzes all extra duty review submissions and relevant information to determine if position responsibilities are aligned with the job description. In the process of scoring the position description, the panel will attempt to reach consensus; however, if consensus cannot be achieved, a majority decision will be rendered.
3. If majority decision cannot be reached by the EDRT, the proposed change or addition is not implemented and is deferred to the EDRT to consider the following school year. Any new or additional information can be submitted to the EDRT for reconsideration of the extra duty position review or addition.
4. No actions of the EDRT supersede the language in Article 24 of the WWEA-WLWV Collective Bargaining Agreement.

C. Criteria for Extra Duty Position Review

Review of an employee's extra duty position is warranted when the levels of responsibility and/or time requirements associated with their extra duty position have changed significantly. The following evaluation criteria are used to determine whether a change is necessary:

1. Student Contact Time

This relates to the amount of time spent directly interfacing with students both during the competitive season/performance period, and during the non-competitive season/performance period, as required for a viable program within the extra duty assignment. In addition, this criterion considers the average number of students being supervised during the extra duty contract period.

2. Administrative Duties

This comprises the logistical & clerical responsibilities required for a viable program, outside of student contact time. These include processes involving registration, clearance, transportation arrangement, scheduling, budgeting and required clerical tasks.

3. Equipment/Facilities Management

This criterion looks at the level of responsibility and time involved in the management of equipment and facilities that are related to an extra duty assignment. Equipment management includes inventory, repairs, check-in/out processes, moving equipment, procurement, and maintenance. Facilities management may incorporate responsibilities such as setting up space for events, managing physical space, etc.

4. Managing Adults Supporting the Program

This relates to the responsibilities of managing paid district staff and/or adult volunteers. This criterion also includes the number of individuals managed in each of these categories (required for a viable program). Adult volunteers refer to adults who are managed on a volunteer basis to support the program. These responsibilities may include recruiting, delegating tasks, holding leadership and planning meetings, and organizing professional learning.

5. Community Engagement

This involves community engagement tasks like working with youth organizations, running youth clinics or camps, interfacing with professional media organizations, communicating with families, and participating in or supervising community service events.

6. Specialized Student Communication/Advocacy

This covers duties which may be required for specialized communication with students, particularly around communicating program cuts and providing explicit support for student advancement (e.g., setting up auditions with professional organizations, meeting with scouts, etc.)

7. Specialized Training Requirements

The extra duty position requires formal training in student safety measures beyond First Aid/CPR (e.g., concussion training, heat activity training, steroids training, etc.), or other annual formal training (e.g., judges training, coaching best practices, FRC training, etc.)

D. Factors Not Used in Considering an Extra Duty Review Request

1. Activities performed outside of the “required minimum” as stated in the extra duty job description.
2. Personal proficiencies and aptitude (i.e. record of past performance).
3. Factors and/or work performed during the “normal” workday (staff).
4. Variations between school programs.

E. Appeals

Applicants may appeal the decision through a written request for review to the superintendent or designee. The purpose of an appeal is only to re-examine information already given during the review process.

1. Upon receipt of the decision, the applicant has fifteen (15) workdays to submit a written appeal to the superintendent or designee.
 - a. Upon receipt of the appeal, the superintendent or designee who has not been involved in the review process for this position will contact the applicant(s) within ten (10) workdays to schedule the appeal hearing. The applicant(s) may request their supervisor’s attendance and/or the presence of an Association representative.

Written notification will be used to outline the employees' responsibilities, timelines, and data required to process the appeal.

- b. The superintendent or designee may request information from EDRT or others to support their decision making.
 - c. Employee returns the completed documents to Human Resources at least 24 hours prior to the scheduled hearing, which are then forwarded to the superintendent or designee for review prior to the hearing.
2. The superintendent or designee will make a decision within ten (10) workdays after the hearing.
3. If the appeal is granted, Human Resources, or designee, will notify the employee(s) of any stipend adjustments that will be made in the following school year (i.e., a decision made by April 1, 2027; stipend adjustment will be effective July 1, 2027).
4. If the appeal is denied, a rationale will be provided. The applicant(s) may submit a review of this position twenty-four (24) months from the previous application date.