Classified Management Agreement





Agreement between
Hillsboro School District
and
Hillsboro Classified United
Local 4671, AFT-OREGON, AFT, AFL-CIO

July 1, 2024 – June 30, 2027

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ARTICLE 1 RECOGNITION

Preamble

A. This Agreement is made and entered into between Hillsboro School District (hereinafter "District") and the Hillsboro Classified United, Local 4671 (hereinafter "Union"), AFT-Oregon, AFT, AFL-CIO. In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants made between the parties, the following are executed as a Collective Bargaining Agreement between the parties.

B. The Board of Education recognizes Hillsboro Classified United, Local 4671, AFT-Oregon, AFT, AFL-CIO, as the sole and exclusive bargaining representative, as certified by the Oregon Employment Relations Board, on wages, hours and conditions of employment for all of the regularly employed classified employees in the District. Such recognition excludes those employees in confidential and supervisory positions as defined by ORS 243.650, and substitutes, as defined in Article 2.

ARTICLE 2 DEFINITIONS

The following definitions shall apply, except in those instances in which a specific alternate definition is established through another provision of this agreement.

Compensatory Time
Compensatory time is time off in lieu of overtime pay earned at the rate of one and one-half hours per one hour worked in excess of forty hours in a workweek. Compensatory time is governed by Article 10, Section D (2) of this agreement.

District Business Days
Those days that the District Administrative Office is open for business.

District Work Year
The District work year begins on July 1 and runs through the following June 30. Within that District work year, individual employees are assigned their own work calendar depending on District and building needs.

Due Process
Due process means recognizing the employee's right to be informed of the allegations against them and an opportunity to respond prior to discipline potentially being implemented.

Family Member
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 is the equivalent of a family relationship. “Child” shall be defined as a biological, adopted, foster or stepchild, the child of an employee’s same-gender domestic partner, or a child with whom the employee is or was in a relationship in place of a parent.

Flex Time
An adjustment to an employee’s schedule where hours during the normal work schedule can be adjusted such that the total number of hours worked in the week remain as originally scheduled. Time may only be flexed with written approval of the Supervisor.

Floater Employee
An employee hired by the District for a set number of hours per day and who is assigned variable locations of work, or assigned to a specific location, depending upon needs.

Immediate Supervisor
Immediate Supervisors perform the following duties, including but not limited to completing staff evaluations, addressing staff concerns, and ensuring meal and rest breaks are appropriately scheduled. Licensed and Classified staff are not Immediate Supervisors.

Just Cause
Just cause is a burden of proof or standard that an employer must meet to justify discipline or termination.

Labor Management Committee
A group of District and Union leadership that meets regularly to discuss matters of mutual interest or concern.

Less than Twelve-month Classified Employee
An employee whose contracted days include ten (10) months or eleven (11) months per year. Optional summer work does not extend the length of an employee's contract.

Letter of Direction
A written directive from a supervisor to an employee addressing areas of concerns in job responsibilities and reiterating workplace expectations. This directive shall be clearly marked: Letter of Direction. This is considered to be disciplinary.

Letter of Reprimand
A written communication identifying a rule that has been violated by the employee, along with directives from a supervisor reiterating workplace expectations. This communication shall be clearly marked: Letter of Reprimand. This is considered to be disciplinary.

Meeting Summary
A written summary of a meeting between a supervisor and employee that may include constructive and corrective feedback. This is not considered to be disciplinary and will not be placed in the employee's personnel file.

Program of Assistance for Improvement
A formal process documenting areas of deficiency, expectation, and support for employees who do not meet the performance standards in one or more domains on their evaluation. Programs of Assistance for Improvement shall be considered to be corrective and non-disciplinary.

School Days
Those days when students are scheduled to be in attendance.

Substitute Employee
A substitute is a non-bargaining unit employee working sixty (60) consecutive workdays or less in the same position and location.

Workdays
An employee's workdays are those days that they are assigned to perform work for the District.

Workweek
The established workweek will be defined as Sunday, 12:00 am to Saturday 11:59 p.m.

ARTICLE 3 MANAGEMENT RIGHTS

The District retains and reserves unto itself all powers, rights and authorities, duties and responsibilities conferred upon and invested in by laws and the Constitution of the State of Oregon. Such powers, rights, authority, duties and responsibilities shall include but are not limited to:

1. The executive management and administrative control of the school system and its properties and facilities

2. Determining qualifications and conditions of employment, dismissal, demotion and promotion of all employees subject only to the provisions of law and the specific provisions of this Agreement

The exercise of the foregoing powers, rights, authorities, duties and responsibilities and the adoption of policies, rules, regulations and practices shall be limited by the specific terms of this Agreement.

ARTICLE 4 UNION RIGHTS

A. Facilities and Equipment

1. The Union or its representatives shall be allowed the use of the facilities of the District for meetings outside of normal working hours. The Union shall request and schedule the use of the facilities through the District's Building Use procedure. District policy shall govern any charges.

2. The Union and its representatives shall have the right to use District facilities and equipment, including telephones, copy machines, computers, fax machines, and all types of audio-visual equipment at reasonable times when such equipment is not in use. The Union agrees to pay costs of all materials and supplies related to such use, and for any repairs and long-distance charges necessary because of such use. The Union shall abide by the District's acceptable use policy when using the District e-mail system.

B. Bulletin Boards

The Union and its representatives shall have a designated Union bulletin board at each District worksite.

C. Mail Facilities/Boxes

The Union shall have the privilege of using the inter-school mail facilities and school mailboxes for classified communications. The Union may use the District email system for the distribution of routine Union communications but may not use the system for any political purpose or activity or in any manner contrary to law. Such mail/email must be clearly identified as Union mail. The Union will indemnify, defend and hold the District harmless against any claims made against or any suit instituted against the District on account of this provision, providing the District has notified the Union in a timely manner of any potential claim or suit.

D. School Board Meetings

1. The Union will be provided time on the agenda of each regular School Board meeting for brief comments. If the Union has a formal presentation, it may request a reasonable amount of time as determined by the Board. The Union shall notify the Superintendent's office of the proposed length of the Union's presentation, the subject matter thereof and any specific action to be required from the Board or administration at the meeting.

2. The Union shall be provided two (2) copies of Board agendas and minutes before and after each meeting.

E. Release Time

1. In accordance with Oregon law, designated representatives of the Union shall be granted a reasonable amount of release time for the following exempt activities:

a. Investigate and process grievances and other workplace-related complaints on behalf of the exclusive representative;

b. Attend investigatory meetings and due process hearings involving represented employees;

c. Participate in or prepare for arbitration proceedings, administrative hearings and proceedings before the Employment Relations Board;

d. Act as the designated representative of the exclusive representative for employees within the bargaining unit for purposes of collective bargaining;

e. Attend labor-management meetings held by a committee composed of employers, employees and representatives of the labor organization to discuss employment relations matters;

f. Provide information regarding a collective bargaining agreement to newly hired employees at employee orientations or at any other meetings that may be arranged for new employees;

g. Testify in a legal proceeding in which the public employee has been subpoenaed as a witness; and

h. Perform any other duties agreed upon by a public employer and an exclusive representative in a collective bargaining agreement or any other agreement.

2. Union release time will be regularly reviewed during Labor Management meetings. If the District deems the use of exempt release time to exceed a reasonable standard, the District and the Union will work to come to a mutually agreed upon solution.

3. For the purpose of calculating benefits and overtime, time spent on exempt Union release activities, set forth in Section E1, shall be considered hours worked for up to two hours in a given individual's workday.

4. Release time will be granted to employees working evening hours to attend Union meetings, provided they make arrangements in advance of the meeting to reschedule their missed work time within the same week, as mutually agreed with their Supervisor.

5. Union representatives who mutually agree to meet with District representatives during their normal work hours will not suffer a loss of pay.

6. The Union president and/or designee(s) shall be granted partial or full-time leave(s) up to a total of 8 hours per day for the purpose of serving as a representative of the Union; provided, however, that if the Union proposes the same employee serve as the representative who had served the previous three years, such service shall be dependent upon a discussion and the mutual agreement of the parties. Recognizing that this is a full-time position, the District shall pay such employees and provide benefits commensurate with a full-time position (8 hours/day) during the period of their release. The Union will reimburse the district for the cost of salary payroll costs and fringe benefits the equivalent of 8 hours/day. Upon return from such leave, the employee shall return to the number of hours commensurate with their regular position and proceed on the salary schedule as if they had been employed with the District each year of the

leave. Barring any unforeseen and unusual challenges for the District, the employee(s) shall be returned to their original worksite(s). Should an officer take full time release for a period of four (4) or more consecutive years, the District will work with the officer to meet current qualifications of the position prior to reinstatement.

7. Designated representatives of the Union shall be granted short term leaves from a pool of up to five hundred (500) hours per school year, without loss of pay for any purpose of the Union's discretion.

   a. Use of release time for such purposes shall not interfere with District operations. The Union will reimburse the District an amount equivalent to the cost of a substitute for each Union member granted such leave, unless no substitute is necessary.

   b. The Union may request additional days of leave contingent upon District approval.

   c. Upon submitting a written notice to the district reopening negotiations for a successor agreement, but no earlier than July 1st in the year preceding contract expiration, the Union shall be granted an additional pool of one thousand (1000) hours for the purpose of activities related to bargaining. Any unused hours shall expire upon ratification of a successor agreement.

F. Staff Announcements

The Union shall have the right to make announcements at employee staff meetings. Each site will make available a schedule of regular staff meetings to the extent they occur.

1. The Union president or designee will have five (5) minutes to introduce the Union during the all-staff kickoff.

G. Access

The Union shall have access to all bargaining unit work areas in order to exercise the Union's representation responsibilities, including administering the Agreement. Union representatives shall make known their presence to the appropriate Supervisor at the worksite. Employee conferences, should they become necessary, shall be scheduled during the employee's break or lunch time or before or after the work shifts so as not to interfere with work assignments or disrupt normal District functions.

A non-employee AFT-Oregon 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.

H. Information

1. Upon request, the District shall make available to the Union any and all available information, which is necessary to negotiations or relevant for the proper enforcement of

the terms of this Agreement. Upon receiving the request, the District will acknowledge receipt in writing and provide an expected timeline for the completion of the request. The District will seek to provide the information in the most economical manner possible. The District may seek reimbursement for reasonable costs associated with supplying requested information.

2. The District will provide the Union with an editable digital spreadsheet containing the following information for each employee in the bargaining unit.

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

   b. Home or personal mailing address, and cellular, home and work telephone numbers, work and non-work email addresses.

   c. Employment information, including the employee's job title, hourly rate or salary, worksite location, classification, benefit level, seniority date, Union membership status, hours and assignment status (regular or temporary) for the current year.

      The District shall provide the above information within ten (10) calendar days from the date of hire for newly hired employees and approximately every thirty (30) calendar days for employees in the bargaining unit who are not newly hired.

   d. By September 1st of each year, the District will provide a list of all Classified Supervisors and/or Confidential employees, together with their positions.

I. Labor-Management Committee

1. A Labor-Management Committee shall be established for the term of this Agreement. The Committee is established from a desire to develop better day to day communication practices and to maintain a mutually beneficial relationship through the use of ongoing communications.

2. The committee's purpose is for information and to review, explore and discuss concerns and interests of the parties during the term of the contract. Subjects of interest, as examples, may include such items as orientation programs, staffing, safety, and other District-wide concerns.

3. The committee, by mutual agreement, may make recommendations to the parties on those issues of concern and interest, which may have been a subject of discussion. To permit frank and open discussion, the committee shall have no authority to change, delete or modify any of the terms of the Agreement or to adjust grievances arising under the contract.

4. The committee shall be composed of up to four (4) persons from each party. It shall meet at least on a monthly basis. Committee discussions, except for any recommendations, shall not be publicized. By mutual agreement, the parties may publish a summary of Committee discussions and/or actions.

J. Site-Based Subcommittees

Site-based subcommittees are ad hoc committees that may be implemented with the agreement of both parties based on the needs of any current department. Any issues regarding collective bargaining shall be referred to the District/Union Labor Management Committee.

K. Contract Posting

The District shall make a copy of the current contract available to all employees by posting on the District website.

L. New Employee Orientations

At the beginning of each contract year, the District and the Union will mutually agree upon the process and coordination for Union New Employee Orientations. Such orientations shall be monthly unless otherwise agreed to by both parties and shall be conducted as part of employees' workdays as much as possible.

In accordance with Oregon law, if the district conducts an in-person employee orientation, the District shall provide the Union with no less than thirty (30) minutes, and up to one hundred twenty minutes (120), to make a presentation to all bargaining unit employees without undue interference. The Union shall also be permitted to set up a table at the orientation to meet directly with employees before, after, and during breaks at the orientation. No employee shall suffer a loss in compensation, seniority, leave accrual, or any other benefits, as a result of participating in or attending the Union's presentation.

When a bargaining unit employee is hired after the employee orientation or when the District does not conduct an in-person orientation, the Union shall be permitted to meet with newly hired bargaining unit employees for at least thirty (30) minutes during work hours without loss in compensation, seniority, leave accrual, or any other benefits for the newly hired employee or for designated representatives attending the meeting. Unless otherwise agreed, meetings with newly hired employees shall take place at the newly hired employee's regular work location, within thirty (30) calendar days from the date of hire. Such meetings shall not interfere with operations of the District.

ARTICLE 5 EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. Hazing/Harassment/Bullying/Intimidation/Menacing/Cyberbullying

1. Employees have the responsibility to promptly report violations of District policy GBNA through the established procedure set forth in GBNA-AR.

2. A bargaining unit member filing a complaint under District policy GBNA may request a pre-investigatory meeting with the District and a Union Representative.

3. Direct complaints of discriminatory harassment related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division or the U.S. Department of Labor, Equal Employment Opportunities Commission.

B. Release of Information

1. Administrators and Immediate Supervisors shall have the responsibility to determine which employees, if any, should be provided with access to information, including the following:

   a. No-contact orders or restraining orders.

   b. Student disciplinary situations.

   c. Behavior by students or an activity that is criminal, that involves a weapon or that is violent or threatening in nature.

   d. Specific threats of violence against a worksite, a particular space at a worksite, or a school bus.

   e. Criminal activity deemed relevant to an employee's position.

2. Administrators and Immediate Supervisors shall provide employees with the following information as soon as it is available:

   a. In accordance with Oregon Law, all employees working directly with students shall have access to relevant information from their BSPs, IEPs, and 504 plans, as well as pertinent information from any Health Management Protocol (HMP).

   b. Threats of violence against a specific employee, whether verbal or written.

Any such information shared with employees shall be confidential and shall not be shared with other persons except as authorized by the Administrator or Immediate Supervisor.

C. No employee shall be required to use their personal vehicle to transport students.

D. Workplace Injuries

The District will make information regarding the filing of workplace illness or injury available to bargaining unit members and shall be available to answer member questions upon request.

E. Political Activities/Employee Expression

Employees may exercise their right to participate fully in affairs of public interest on a local, county, state and national level in-person or via social or digital media under the following conditions:

1. Exercise of this right will be carried out within State and Federal law.

2. This right does not include threats, hazing, harassment, intimidation, menacing, or bullying including cyberbullying. This right further does not include expressions of hate, racism, intolerance or that otherwise are contrary to the District's established policies regarding equity and diversity whether intended or unintended by the employee.

3. Employees' viewpoints on issues are clearly presented as personal and are not to be interpreted as representing the District.

4. Such participation will not be carried on during the performance of District duties, including when traveling at the District's expense (whether on or off duty).

5. Employees will not utilize district facilities, equipment, resources/services or supplies in connection with their political activities, nor will they use any time during work hours for such political activities.

F. Access to Technology

1. The District shall provide adequate technology to employees to fulfill their job duties. Technology provided may include but is not limited to:

    a. For Campus Security: a fully operational tablet or mobile device, or cell phone stipend.

    b. At every worksite: a shared computer dedicated for all classified staff use, that is fully operational and has printing access.

2. All classified employees will work with their Immediate Supervisor to ensure they have the following when needed to fulfill their job duties:

    a. A sufficient amount of time during their scheduled work hours, not including rest and meal breaks, to check email or other digital resources.

    b. Within available resources, technology necessary to fulfill their job duties

ARTICLE 6 INITIAL HIRE PERIOD AND SENIORITY

A. Initial Hire Period

Newly hired employees, including temporary employees hired into a regular position without a break in service, shall serve a nine-month initial hire period. This initial hire period shall be separate and distinct from any probationary period set forth in Oregon law. This period is nine (9) months of active employment within the job the employee was hired into. The Supervisor will provide feedback to employees regarding their performance during the initial hire period. On a case-by-case basis, to allow an employee adequate time to improve performance, the initial hire period may be extended by three months with a written explanation to the Union. Employees who have previously completed an initial hire period and return to the same position in the District within one calendar (1) year, shall not be subject to an additional initial hire period.

1. Employees in their initial hire period may only be hired for other District positions with approval by the District and notification sent to the union.

2. The dismissal of employees in their initial hire period may not be grieved.

3. Employees in their initial hire period who are eligible for vacation may use accrued vacation after three (3) months of employment with the District.

B. Seniority

1. The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous employment in a bargaining unit position with the Hillsboro School District.

2. The seniority rights of an employee shall be lost for the following reasons:

   a. Resignation;

   b. Termination; or

   c. Retirement.

3. Seniority rights shall not be lost for the following reasons, without limitation:

   a. Time spent on authorized leaves; or

   b. Time spent in layoff status as hereinafter provided.

ARTICLE 7 JOB DESCRIPTIONS

A. The District will maintain job descriptions for each position filled by bargaining unit members. Job descriptions will include responsibilities, pay schedule/grade, qualifications, and essential position status.

B. Job descriptions shall be available on the District website. Employees will be asked to acknowledge review of their job description annually. Upon request to their Supervisor, employees will be given a copy of the district job description applicable to their job classification.

C. The Union will be provided a copy of all District job descriptions and be notified of any changes in District job descriptions. Any permanent modifications to essential duties shall be discussed with the Union prior to implementation.

D. The Union may request a review of any job description through the process of Labor Management.

ARTICLE 8 EMPLOYMENT STATUS, POSITION VACANCIES AND ANNOUNCEMENTS

A. New Positions

In the event that a new position is created, the District will establish a tentative placement on the salary schedule and shall notify the Union of this placement, together with a copy of the job description. If the Union wishes to bargain over this placement, the Union will contact the District within fifteen (15) District business days. The District will then enter into bargaining with the Union limited to the purpose of determining a salary placement for that particular position. Any agreement reached shall be retroactive to the date the new position was first filled.

B. Notice of Vacancies

The District shall provide the Union with written notification of any existing bargaining unit positions of more than three (3) hours, which have become vacant. A position announcement will be posted on the District website for a minimum of three (3) workdays.

Employees may sign up to receive automatic job posting alert emails to be sent daily or weekly, subject to system limitations.

C. Filling of Vacancies

1. When two or more applicants are equally qualified as determined by the District, the job will be given to a current District employee over an external applicant or between two or more current employees, the most senior. In the event a current employee is not selected for the position, the designated hiring Supervisor shall provide a written explanation at the request of the employee or the Union.

   Qualifications are determined on many criteria, including, but not limited to the interview, job posting, job description, resume, training, work experience, and evaluations.

2. Within ten (10) working days of a posted position being filled, the District shall provide the Union with the names of all applicants who applied for the open position and if they were interviewed, the name of the successful applicant, their internal or external status, and the salary placement.

3. At the conclusion of the process, all applicants will be notified that the position has been filled. In the event that a current District employee is not selected to fill a vacancy and wishes to know the reasons, the employee may request a meeting with the designated hiring Supervisor to discuss the reasons for not being selected or upon written request, a written statement of reasons will be provided to the employee. The hiring Supervisor shall be identified on the job posting.

4. Additional and Temporary Hours

   a. Additional hours, including Limited Student Support time and temporary time, may, at the discretion of the District, be filled by any existing employee who is qualified and available.

b. If hours are added at a building after the initial staffing allocation has been completed, the District will consider seniority in determining how the hours are to be assigned.

c. Employees who take this additional time will not be required to resign their permanent positions if the additional hours do not interfere with their current position.

5. When a vacancy becomes open that a temporary employee in the same position could fill, the District will first post that position in accordance with Section B. In the event that the current temporary employee is the sole internal applicant for that position, the District may fill that vacancy with the current temporary employee in that position without further completing a formal hiring process.

D. Voluntary Transfers

1. Employees wishing to be considered for lateral transfer within their current position to another school or worksite within the District for the following year may file with the Human Resources Department a written statement indicating their interest by February 1. The District shall consider transfer requests and notify members by June 1. If potential transfer positions become available after June 1, unfilled transfer requests may be considered up to August 15. Transfer requests then expire August 15. Temporary employees are not eligible for voluntary transfer. Positions that become vacant after August 15 must be posted and are not eligible for voluntary transfer.

2. Other lateral transfers may be requested by the employee due to extenuating circumstances. The District has sole discretion as to whether to grant such lateral transfer requests.

3. A voluntary transfer shall not be granted if it would result in a reduction of hours for another bargaining unit member.

E. District-Initiated Lateral Transfer

An employee shall be notified in writing in advance of any District-initiated lateral transfer. For purposes of this Article, a lateral transfer is defined as a change to a different building or worksite within the District within the employee's current position. Such notification shall be made ten (10) days prior to the beginning date of the new assignment, unless ten (10) days' notice is not feasible given the specific circumstances of the situation. The notice shall include the reasons for the lateral transfer, beginning date, location, assignment and job description. A copy of the notice shall be provided to the Union. Upon the request of the impacted employee, a meeting shall be held to discuss the rationale for the lateral transfer.

F. Resignations

Employees shall provide the District with two weeks advance notice of resignation unless extraordinary circumstances beyond the control of the employee occasion an earlier resignation. The employee will be offered an exit survey from the District upon resignation, which shall include an option for the responses to be shared with the Union. Survey responses shall be

provided to the Union within ten (10) District business days. The employee may also request an interview with Human Resources and/or a Union representative.

G. Temporary Positions

1. The District may designate positions as temporary, in accordance with the provisions of this Section.

   a. An employee with a temporary appointment shall have no continuing employment rights after the temporary appointment is completed unless specifically mentioned elsewhere in this agreement.

   b. Temporary employees will not be given a seniority date in the temporary position; however, when a temporary employee is hired into a regular position where there is no break in employment, time spent as a temporary employee shall be credited toward seniority.

   c. Current employees who apply for and are assigned a temporary position will be required to sign a document acknowledging that they will resign the current position and are not guaranteed a regular position at the conclusion of the temporary position.

2. Positions exceeding three (3) hours per day may be designated as temporary under any of the following conditions:

   a. Replacing an employee on leave for the full duration of the leave period, up to one year;

   b. The funding for the position is limited to a specific duration such as a grant;

   c. To address a need of temporary or unknown duration, not to exceed one (1) year.

3. The District may designate a position of three (3) hours or less as temporary. Employees who are assigned temporary positions of three (3) hours or less shall have no right to such positions following their completion unless the employee has been assigned the same temporary position for more than two (2) consecutive years, without a break in service in that position. Once the employee has been assigned the same temporary position for a third consecutive year, that employee shall have a right to be continued in that same temporary assignment in subsequent years to the extent that it continues to exist at their specific work site and can be scheduled in a manner that accommodates their regular position. Until that time, the discontinuation of such a temporary position shall not be considered a reduction in force.

4. Upon request, the District shall provide the Union with the reason for the temporary nature of a position.

H. Notification of Assignment

The District shall notify employees by the last student contact day of their assignment for the following school year.

ARTICLE 9 REST AND MEAL BREAKS

A. Each employee shall receive fifteen (15) minute break period(s), and thirty-minute meal breaks in accordance with the following table:

Shift Length	Number of Rest Breaks	Number of Meal Breaks
2 hours or less	0	0
2 hours 1 minute - 5 hours	1	0
5 hours 1 minute - 6 hours	1	1
6 hours 1 minute - 10 hours	2	1
10 hours 1 minute - 13 hours 59 minutes	3	1
14 hours*	3	1 uninterrupted 1 working
14 hours 1 minute - 18 hours*	4	1 uninterrupted 1 working

*Uninterrupted meal breaks are unpaid; working meal breaks are paid

Breaks shall be as close to the halfway point of the work period as is possible, in collaboration with the immediate supervisor or designee.

B. Immediate Supervisors shall confer with the employee to determine the best schedule for each employee with regard to rest breaks and meal breaks.

C. Employees will consult with their Immediate Supervisor in the event they are unable to take scheduled rest breaks and/or meal breaks.

D. In accordance with Oregon law, when an unforeseeable equipment failure, act of nature, or other exceptional and unanticipated circumstance that only rarely and temporarily prevents the employee from being relieved of all duties for 30 continuous minutes during their meal period, the District must pay the employee for the entire 30-minute meal period.

1. In the exceptional and unanticipated circumstance that the District does not provide a meal period to an employee, the District shall instead provide the employee adequate paid periods in which to rest, consume a meal, and use the restroom.

2. Interrupted or missed meal breaks shall be recorded on an exception timesheet either physically or electronically.

E. Employees required by the Immediate Supervisor or designee, due to circumstances beyond their control, or due to lack of coverage, to be on duty during their meal break periods shall have their meal break shifted by not more than 60 minutes from its original start time or be compensated at their hourly rate upon submission of an exception timesheet.

F. In accordance with ORS 653.077 and OAR 839-020-0051, employees shall be provided additional unpaid rest breaks for expression of milk if employees are unable to utilize their scheduled rest and meal breaks. Employees will be provided with a location that is not a restroom.

ARTICLE 10 COMPENSATION

A. Salary Schedules

1. Bargaining unit members shall be paid in accordance with the salary schedules set forth in Appendix A of this Agreement. For 2024-25, the salary schedules shall be increased by 3.5%. For 2025-26, the salary schedules shall be increased by 4.75%. For 2026-27, the salary schedules shall be increased by 5.0%.

2. Employees who were not eligible for a step increase, due to being at the top of the salary schedule, will receive a retention bonus of $500 at the completion of the 2024-25, 2025-26 and 2026-27 contract years.

B. Promotion

1. For the purpose of this Article, "promotion" shall mean assignment of an employee to a position of a higher salary classification than the position previously held by the employee. An employee who is promoted shall be placed on the salary schedule at a salary level closest to but not less than their previous salary and shall then receive one (1) additional step.

2. An employee who is promoted to a higher classification, but within the first six (6) months is unable to demonstrate a satisfactory level of performance in that position, shall upon mutual agreement of the employee and the District, be entitled to return to a position comparable to the one held prior to the employee's promotion. In such case where the employee returns to a position on the former salary range, the employee will be placed on the step the employee would have realized had the promotion not occurred.

C. Experience Step

1. Employees not on the highest step of their respective salary schedule shall advance to the next step on July 1st of each year.

2. In order to receive an experience step, the employee must not have been on the top of their salary range and must have a first day of service prior to the preceding February 5.

D. Overtime

1. Overtime shall be compensated at time and one-half (1½) of the employee's hourly rate and will be paid after forty (40) hours of work in one (1) week, which will be defined as Sunday 12:00 a.m. to Saturday 11:59 p.m. For purposes of this Article, "hours worked" shall be defined as those hours the employee is actually at work. Vacation hours will be counted as "hours worked" only in the event that the employer required overtime in the same week. Overtime must be authorized by the Supervisor in advance of being worked.

2. In lieu of pay, compensatory time off at the overtime rate may be offered to the employee. However, no more than eighty (80) hours of compensatory time may be accrued. If more than 80 hours accrues, that time shall be paid at the overtime rate by the end of the next calendar month. The scheduling of the compensatory time off will be jointly planned by the employee and the Immediate Supervisor. Upon termination of

employment, an employee shall be paid for unused compensatory time earned at the final regular rate received by the employee. The Immediate Supervisor must keep a written record of compensatory time earned and used, and entries in that record must be signed by both the Immediate Supervisor and the employee.

3. If an employee is already in a status compensated at the rate of time and one-half (1½), and they then enter a second status compensated at the rate of time and one-half (1½) including but not limited to Call Back or working in an Emergency Closure, the employee shall be compensated at the rate of double time.

E. After-Hours Work

1. Voluntary On-Call – The District may ask for volunteers to be available on-call to deal with after-hours emergency situations. Participation in an on-call system shall be strictly voluntary. Employees who volunteer to be on a rotating on-call list shall earn eight (8) hours of compensatory time, or an equivalent amount of pay at the discretion of the Immediate Supervisor, for every seven (7) days they are the designated on-call person. Employees who receive calls while on the on-call list are expected to respond to the emergency situation unless they are not qualified to perform the work.

2. Call Back – In emergency situations, an employee called back to work shall be compensated at the applicable overtime rate for a minimum of two (2) hours.

3. Call-Back (remote/telephone) – An employee who is contacted after regular work hours and performs work by telephone or remotely shall be compensated in fifteen (15) minute increments, with a minimum of 15 minutes paid, at the applicable overtime rate.

4. An employee who is required to return to work for scheduled evening activities, such as back-to-school programs, parent conferences, etc., shall be compensated for a minimum of two (2) hours.

F. Temporary Work in a Higher Position

An employee temporarily assigned the full duties and responsibilities of a higher salary level position for more than two (2) days shall be paid five percent (5%) above the employee's hourly rate or the first step of the higher classification, whichever is the greatest, retroactive to the first day of the temporary assignment.

G. Differential

1. Swing Shift: Employees who work the swing shift shall receive an additional 40 cents per hour for all work performed during that shift. A swing shift is one that begins after 1:00 p.m. and ends after 6:00 p.m.

2. Night Shift: Employees who begin their regular shift after 11:00 p.m. or earlier than 6 a.m. and work a majority of their hours between these hours shall receive an additional 80 cents per hour over the regular hourly rate for their position beginning in 2024-25, $1.00 per hour in 2025-26, and $1.20 per hour thereafter.

H. Salary Placement

1. Prior to July 1, 2025, new employees will be placed on the appropriate range of the salary schedule and given one step credit for each two (2) years or major fraction thereof for related work experience to a maximum of eight (8) years or four (4) steps. The amount of past experience that is recognized will depend on the recency of such prior experience and its applicability to the position. If any new employee is placed at step five (5) or above, the District shall inform the Union and be available to discuss the reason for such placement.

2. Beginning July 1, 2025, new employees will be placed on the appropriate range of the salary schedule and given one additional step credit for each year or major fraction thereof for related work experience as determined by the District. The amount of past experience that is recognized will depend on the recency of such prior experience and its applicability to the position.

3. Upon ratification of the contract, the District shall conduct a comprehensive pay equity study of all bargaining unit employees who are not on the top step of the salary schedule as of July 1, 2025.

    a. Any bargaining unit employee who is not currently at the appropriate step on the salary schedule, given their previous related work experience as determined by the District and years of service in the District, will be placed at the corresponding step according to new placement criteria effective July 1, 2025.

    b. Wage increases will be effective on the first day of service in the 2025-26 contract year.

    c. This section shall not be subject to the grievance procedure.

I. Payroll Checks

1. Employees shall be paid in twelve (12) equal monthly payments. Employees working less than twelve (12) months shall receive the July and August checks as of the day following the last student day and the June check by June 30.

2. Employees who are hired after the first payroll cutoff date of the first month of their scheduled work year shall receive their annual salary prorated over the remaining pay period(s) of the twelve (12) month period.

3. Payday shall be by the 20th day of the month.

J. PERS

The employee's contribution required by PERS shall be made by the employee through a payroll deduction.

K. Workers' Compensation

All employees covered under this Agreement are eligible for State Workers' Compensation

benefits. For absences due to a compensable injury, an employee shall retain the Workers' Compensation check which they receive from the State for time lost. Upon request of an employee, the District will make supplemental payments from the employee's accumulated sick leave for the period of compensable time lost in an amount equal to the difference between the compensation check and the employee's regular check during the period of payment under the Workers' Compensation Act. The employee's accumulated sick leave shall be reduced in proportion (dollars paid by the District divided by the employee's rate of pay equals hours of sick leave subtracted).

L. Cell Phone Stipend

Classified employees who are identified by the District as requiring mobile contact via their personal cell phone during their assigned will receive a monthly cell phone stipend of $45.

Classified employees who are identified as eligible for the cell phone stipend but choose not to utilize a personal cell phone, will be provided with an alternative means of contact by the District, and not receive the stipend.

M. Bilingual Stipend

Staff who are bilingual in languages designated by the District that are representative of numerically significant portions of our diverse student population may qualify for the annual prorated stipend of $1,200. Successful completion of a language proficiency assessment is required. Staff who receive the stipend will be expected to use bilingual skills on a regular basis to communicate with students, families, staff and community members.

N. Essential Worker Stipend

Employees who are identified as Essential Workers shall receive an annual stipend of $150 to be paid in full in their November paycheck. Employees shall only receive one such stipend per District work year.

ARTICLE 11 PAYROLL DEDUCTIONS

A. Voluntary Deductions

Upon written appropriate request from an employee, the District shall deduct from the salary of the employee and make appropriate remittance for the following approved deductions.

1. A financial institution as long as it is part of the electronic funds transfer system, with a maximum of two and in accordance with practices set forth by the payroll department.

2. District approved Tax Sheltered Annuity (TSA).

3. Insurance premiums for group insurance programs above the amount of District contributions.

B. Direct Deposit

Employees may choose to have payroll checks directly deposited with their financial institutions as long as it is part of the electronic funds transfer system.

C. Dues

1. Any employee who is a member of the Union, or who has applied for membership, may sign and deliver to the Union, a Voluntary Authorization to Deduct Dues form, which will authorize the deduction of membership dues to the Union. Such authorization will continue from year to year unless revoked in writing during the revocation period between May 1st and May 31st. Revocations must be in writing and sent to the Union by the United States Postal Service and must be postmarked between May 1st and May 31st.

2. The amount to be deducted shall be certified by the Union to the District. The Union will notify the District at least thirty (30) days in advance of the effective date of any changes in the amount of dues and fees to be deducted under the provisions above.

3. With respect to all sums deducted by the District pursuant to said authorizations, the District agrees to remit such sums within five (5) working days from the payday in which the deduction was made. The amounts to be deducted shall be certified to the District by the Union.

D. Voluntary Contributions to AFT - Oregon Political Action Fund

1. The District, upon written authorization from the employee, will deduct voluntary contributions to the AFT - Oregon Political Action Fund from the employee's regular paycheck.

2. The amount to be deducted shall be that amount designated by the employee in their voluntary written authorization. Such deduction shall continue from year to year unless revoked or changed in writing from the Union to the District Payroll Office.

3. The sum of all monies to be deducted shall be remitted to the Union together with a list of employees from whom the voluntary contributions are deducted and the amount deducted from each. Such funds shall be forwarded to the Union within five (5) working days from the payday from which the deduction was made.

ARTICLE 12 INSURANCE

A. The District contribution for 2024-25 will be $1,375. The District contribution for 2025-26 will be $1,450. The District contribution for 2026-27 will be $1,500. Any changes to District employee benefit rates will be reflected in the September paycheck.

B. Tier 1

For employees hired prior to July 1, 2007, the District will contribute the monthly contribution as follows:

4.0 to 5.75 hour employees, 50 percent of the District contribution

6.0 to 8.0 hour employees, 100 percent of the District contribution

Tier 2

For employees hired on or after July 1, 2007, the District will contribute the monthly contribution as follows:

4.0 to 5.75 hour employees, 50 percent of the District contribution

6.0 to 6.75 hour employees, 75 percent of the District contribution

7.0 to 8.0 hour employees, 100 percent of the District contribution

C. Employees who are legally married or who are in a recognized domestic partnership and who are both members of the classified bargaining unit may combine their insurance contributions.

D. Employees working less than six (6) hours may purchase dependent insurance coverage in conformance with the terms and conditions of the insurance carriers.

E. The District will pay for an Employee Assistance Plan for employees working at least twenty (20) hours per week.

F. A joint insurance committee shall be formed to include District and Union representatives for the purpose of discussing changes to insurance plans, as well as changes to the structure of the insurance programs offered to bargaining unit members, such as the creation of a group Health Reimbursement Arrangement (HRA) program.

G. The District will pay the premium for $30,000 life insurance and accidental death and dismemberment insurance coverage for the employees who work four (4) hours or more per day. Employees have the option to purchase additional dependent life coverage with a payroll deduction. The District will also provide a Section 125 Plan for members.

H. Insurance benefits as described above will be determined each year based upon the employee's regular hours of employment during the month of September. Thereafter, any change in entitlement to insurance benefits will be effective on the first day of the following month.

I. For employees hired, or who have a change of status, on or before the 5th of any month, insurance benefits shall be effective on the first day of the following month. For employees hired, or who have a change of status, after the 5th of any month, insurance benefits shall be effective on the first day of the month following the first full month of employment.

J. If employment is terminated on or before the 5th of the month, insurance benefits shall cease on the last day of that month. If employment is terminated after the 5th of the month, insurance benefits shall cease on the last day of the following month.

K. The District will pay the monthly premium of disability insurance for employees working four (4) or more hours per day. The coverage will include a sixty (60) day waiting period and two-thirds (2/3) of the employee's monthly salary will be paid as described under the provision of the insurance contract, until the employee returns to work or reaches the age of sixty-five (65).

L. The parties agree that a Union-directed insurance pool shall be created utilizing the unspent funds allocated to members who "opt out" of District insurance coverage and any remaining funds based on a tiered rate.

1. An employee who may "opt out" of District coverage under the rules adopted by the OEBB may do so by indicating in writing to the District the employee's election not to obtain major medical insurance coverage through the District. Notice of this election shall be on a form jointly prepared by the Union and the District. The deadline for making this election shall be the end of open enrollment.

Daily Contract Hours	Monthly District Contribution to Insurance Pool (hired before July 1, 2007)	Monthly District Contribution to Insurance Pool (hired after July 1, 2007)
4.0 - 5.75	$150	$150
6.0 - 6.75	$250	$200
7.0 - 8.0	$250	$250

2. The Union will direct the allocation of funds from the insurance pool to employees participating in District medical insurance coverage. The District will provide adjustments to employees' insurance costs according to the allocation prepared by the Union. The Union will provide notification to the District of its intended allocation by June 15.

3. The District will contribute to the insurance pool for employees that "waive" medical insurance benefits under the same distribution described in this section.

M. Any remaining insurance pool funds will be set aside in an account jointly administered by the District and the Union. Funds from this account may be used, at the discretion of the Union, to reduce insurance costs in future years.

N. Employees who opt out of District insurance major medical coverage will receive the following monthly amount based on their daily contract hours, payable as income or to be deposited in a Section 125 account (Flexible Spending Arrangement):

Daily Contract Hours	Monthly Opt-out Amount paid to Employees hired before July 1, 2007	Monthly Opt-out Amount paid to Employees hired after July 1, 2007
4.0 to 5.75	$150	$150
6.0 to 6.75	$250	$200
7.0 to 8.0	$250	$250

ARTICLE 13 HOLIDAYS

A. Holidays for twelve (12) month employees shall be:

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Juneteenth

B. Less than 12-month employees shall receive the following holidays:

Labor Day
Veteran's Day
Thanksgiving Day
Martin Luther King's Birthday
President's Day
Memorial Day
Juneteenth*

*Less than 12-month employees who are still on contract

C. Holiday pay shall be available to an employee who works or is on a District paid leave on their last scheduled workday before and their first scheduled workday after the holiday.

D. Less-than-12-month employees shall not qualify for holidays other than those on the list in Section B above by virtue of working extended hours or contract days.

E. Holidays defined above falling on a Saturday shall be observed on the preceding Friday, and holidays falling on a Sunday shall be observed on the following Monday. In the event an employee works a different work week than Monday through Friday and the holiday falls on the employee's day off, the employee shall be granted an additional day.

F. Employees required to work paid holidays shall be paid at the rate of double time for the hours worked with a minimum of two (2) hours paid.

G. Employees shall be compensated for the holiday as though they have worked a regular schedule for that day. Holiday pay shall be available to regular full-time and part-time employees.

ARTICLE 14 VACATION

All regular twelve month classified employees shall be entitled to earn vacation days under the following conditions:

A. Accrual: Vacation shall be earned month by month (1/12 of the annual allotment) but shall be credited in advance on July 1 of each year. Upon an employee separating from the District, any vacation used beyond the pro-rated amount earned at the time of separation will be deducted from the employee's final check.

Eligible employees shall accrue vacation based upon the following schedule:

Years of Employment	Days of Vacation
Years 1 - 3	10 days
Years 4 - 6	13 days
Years 7 - 10	15 days
Years 11 - 14	19 days
Years 15 - 19	20 days
20 years and thereafter	22 days

B. An employee who is scheduled to work less than twelve (12) months per year and who transitions to a twelve (12) month position may count all time employed by the District since the initial date of hire for the purpose of calculating the years of service.

C. Maximum Accrual: No employee shall be allowed to accrue more than double their annual accrual of vacation, except when the inability to use accrued vacation is dictated by District requirements or when the District approves an employee's plan for a specific, exceptional use of a greater amount of vacation days in the subsequent year.

Specifically, if an employee has accrued double their annual accrual of vacation, such employee will have no additional vacation credited to their account.

D. New 12-Month Employees: New 12-month employees shall not use vacation during the first three (3) months of employment with the District.

E. Termination of Employment: Upon termination of employment for any reason, an employee who has completed their initial hire period shall be paid for all accrued but unused vacation.

F. Vacation requests shall be submitted through the employee absence system and reviewed for approval by the employee's Immediate Supervisor. The District shall not impose dates that employees are prohibited from submitting vacation requests Employees who wish to appeal a decision about scheduling of vacation may do so to the appropriate District-level Administrator.

G. If an employee's vacation request is denied by the District and cannot be rescheduled by the employee and District by the subsequent June 30, the denied vacation hours shall be returned to the employee's vacation bank up to the maximum accrual, and any denied vacation hours in excess of the maximum accrual shall be paid out in that employee's July payroll.

H. Eligible employees (per D above) who have available accrued vacation time shall be allowed to use one such vacation day at any time during the year at will. Approval of vacation for such a day shall be automatic, but, when possible, the employee will provide advanced notice to their Immediate Supervisor.

ARTICLE 15 LEAVES

For the purpose of this article, family members are defined in Article 2: Definitions unless stated otherwise.

A. Sick Leave

Sick Leave Allowance Shall Include:

1. One (1) day per month of employment with a minimum of ten (10) days for a full school year and up to a maximum of twelve (12) days for full calendar year employees.

   Less than 12-month employees working more than two hundred (200) contract days shall receive eleven (11) days of sick leave.

2. Employees may accumulate unlimited sick leave.

3. As provided in ORS 238.350, retiring employees shall be compensated through the Public Employees Retirement System for accumulated unused sick leave in the form of increased retirement benefits upon service or disability retirement.

4. Sick leave use is subtracted from an employee's accumulated sick leave based on the number of hours of missed work.

5. Sick leave shall be used for the illness or injury of the employee, including medical appointments, or for any reason set forth in the Oregon Sick Time Law, including mental health and wellness, stress reduction, and family illness.

6. The District will allow an employee to transfer in their unused sick leave accumulated from another school district in Oregon (per ORS 332.507).

7. With prior approval of the supervisor, an employee may be allowed, but not required, to perform specified duties for a designated amount of time remotely while on sick leave and the time spent engaged in such duties shall not be charged against their sick leave balance. Such allowance shall be mutually agreed upon between the supervisor and employee and is intended to cover only short-term situations. Agreements for remote work shall be considered on a day-to-day basis and are reserved for situations in which a substitute either is not available or cannot perform the duties in question and there would be a negative impact resulting from the duties not being performed on that day.

B. Personal Leave

Paid leave for personal reasons of up to two (2) days per year shall be approved for each employee. Employees who are not eligible for vacation shall also be permitted to convert one (1) day of unused sick leave into an additional personal leave day per school year.

1. All personal leave requests will be processed through the employee absence reporting system and reviewed by the Immediate Supervisor and Human Resources Director for a final decision. When circumstances permit, requests must be submitted in the absence

reporting system at least two (2) days prior to the date of the requested leave. If denied, the reason for denial shall be provided to the employee in writing.

2. Personal leave can be used in half-shift or full-shift increments.

3. If denied a personal leave request and a mutually agreed upon date cannot be identified for the employee to use their personal leave day, the employee will be paid the value of that day in their June paycheck. Employees shall be allowed to carry forward one of their unused personal leave days to the subsequent school year but in no instance shall be allowed to accumulate more than a total of three (3) days of personal leave in any given year.

C. Jury Duty/Legal Leave

1. An employee subpoenaed shall be granted leave with pay for service on a jury provided the employee submits any jury fee (minus the mileage reimbursement) received to the District, along with a copy of the subpoena. On days when the employee is excused from jury duty, the employee shall report to work provided two (2) hours or more of the workday remains at the time the employee is excused.

2. An employee subpoenaed to appear as a court witness shall be excused from work without loss of pay, provided that the employee submits any witness fee (minus the mileage reimbursement) to the District along with a copy of the subpoena.

3. In cases where an employee is party to the action or appearing on behalf of an action against the District, their absence will be leave without pay.

4. An employee required to appear in court as a party with the District shall be released without loss of pay.

D. Military Leave

The District shall grant Military Leave as required by state and federal statutes.

E. Bereavement Leave

Bereavement leave with full pay shall be allowed up to five (5) days for each death of a family member during any normal work year within 90 days of the death (except in extenuating circumstances on a case-by-case basis).

1. Bereavement leave with full pay shall also be allowed up to five (5) days for pregnancy loss.

2. An additional five (5) days of unpaid (or paid with the use of accumulated sick leave) bereavement leave shall be available as provided for in Oregon law.

F. Emergency Leave

General policies to be applied in the granting of Emergency Leave are as follows:

1. Emergency Leave not to exceed three (3) total days per work year shall be allowed for an emergency or catastrophe. Requests for such leave will be reviewed and, if appropriate, recommended for approval by the Immediate Supervisor with final approval made by the Human Resources Officer or designee.

2. This leave benefit shall be considered leave-with-pay, separate from and in addition to sick leave and other leaves. Emergency Leave for family illness will not be granted for employees who have available sick leave.

3. An employee requesting leave due to illness of members of their family where in the employee's absence the family member would be unable to receive appropriate care if the employee reported to work.

4. In case of sickness or injury of a family member where death is a distinct possibility, Emergency Leave may be granted for a maximum of three (3) days.

5. For a catastrophe on the employee's personal or real property, such as fire or flood damage to home, Emergency Leave will be granted.

6. In case of a child born to a spouse or partner, or dependent child living in the employee's home, Emergency Leave will be granted.

7. Crises are to be considered on presentation of sufficient evidence to establish an emergency necessitating the absence of the employee from their work. Subject to the approval of the Human Resources Officer or designee, paid days in excess of three (3) may be provided in these situations.

G. Leave Resulting from Physical Assault

An employee absent from work due to injury that is the result of a physical assault by a student while acting in their capacity as an employee for the District, will receive compensation for up to three (3) days of pay at the employee's regular hourly rate. In order to qualify for such compensation, the employee must have an accepted Worker's Compensation claim associated with that injury.

H. Parental Leave

A leave of absence for childbirth, adoption, or placement of a foster child in the home will be allowed in accordance with Oregon law.

1. At least thirty (30) days prior to the expiration of the leave an employee who desires to extend the leave may submit a request for an unpaid leave of absence providing:

   a. The individual has completed their initial hire period with the District prior to the initial leave; and

   b. If the additional leave is approved, the employee will be placed in a position of comparable duties and responsibilities and shall retain the same level of benefits the employee had prior to the leave.

2. An employee on a parental leave of absence shall retain all benefits accrued in the District prior to the leave upon their return from that leave and continue to be listed with the Public Employees Retirement System.

I. Disability Leave

1. An employee or their designee may request unpaid leave, not to exceed twelve (12) months when the employee exhausts their contractual and/or statutory sick leave and is still unable to report to duty due to illness or injury. Prior to return, the employee shall prove to the Human Resources Officer or designee their ability to return to work with doctor's verification. Failure to return shall be considered a resignation.

2. Upon return, the employee shall be placed in an equivalent position. If the disability extends beyond one year, the employee shall be given the opportunity to reapply for employment and if rehired, the employee shall be credited with any benefits, which they had accumulated prior to such leave. The employee shall proceed on the salary schedule as if the employee had been employed with the District.

3. An employee on temporary disability leave may continue insurance coverage for the period of the leave subject to the COBRA provisions.

J. Long-Term Leave Without Pay

1. Any employee shall be allowed twelve (12) months leave without pay with the approval of the Human Resources Officer or designee if the employee has worked for the District for three (3) consecutive years.

2. If denied, the reason for denial shall be provided to the employee in writing.

3. Staff on leave must notify the District Human Resources Department sixty (60) days before the end of the leave of their intent to return.

4. The employee, upon return, will be placed in the same, or as close as possible to the same position as their left in accordance with the Agreement in force at the time of their return.

5. The time on leave, if more than half of the normal work year for the employee, shall not be counted as an increment step. However, upon reinstatement, the employee is entitled to any of the benefits of the contract then in force and there shall be no loss of benefits previously accrued.

K. Short-Term Leave without Pay Requests

Requests for short-term leave without pay (less than five (5) days) will be processed through the employee absence reporting system and reviewed by the Immediate Supervisor and Human Resources Director for a final decision. The leave request will be considered based on the purpose of the leave, the impact on continuity of instruction and services, whether the employee has regularly scheduled breaks during the school year, and employee leave history. All requests must include the specific reason for the leave and must be submitted in the absence reporting

system at least one (1) week prior to the date of the requested leave. If denied, the reason for denial shall be provided to the employee in writing.

L. Other Leaves

1. Employees shall be granted any additional leaves or benefits covered under either state or federal law that extend beyond the terms and conditions of this Agreement.

2. Other unpaid leaves may be granted by the District upon request.

M. Sick Leave Donation

Sick Leave Donation Application Process

1. Employees who wish to request sick leave donation must contact the Union to initiate the application process.

2. The requirements for consideration are as follows:

   a. An employee has used all available paid leave days and paid vacation days and;

   b. Is not able to return to work for medical reasons due to a serious illness or injury that prevents the employee from performing the duties of his or her job for an extended period of time (ten (10) days or more) or;

   c. A condition that qualifies for short-term disability or long-term disability (but the qualification period has yet to run) and therefore, needs donated hours of sick leave, the employee may submit a donation request for sick leave

   d. Employees receiving Workers Compensation, Paid Leave Oregon or Short/Long Term Disability will not be eligible for donated leave.

3. The following procedures will be used to approve or deny requests.

   a. The employee will notify the Union Executive Council of the need for donated hours of sick leave. This process will not begin until initiated by the employee.

   b. The Union will review the request and will decide whether to approve the request, deny the request, or approve a modified request. The Union will notify the District of any approved requests.

4. The Union will solicit hours of sick leave from the bargaining unit members

5. Payroll will process the donated sick leave after the District has received notice from the Union.

N. Guidelines for Leave Donations

In consideration of extenuating circumstances surrounding the needs of a specific individual, donation of sick leave hours from bargaining unit employees will be approved with the following understanding, conditions, and limitations:

All contributions of sick leave are irrevocable unless refunded in accordance with Section H.

1. All contributions to an individual employee are voluntary and must be made in writing. The District shall be defended and held harmless from any claim arising from honoring the donation request in this matter.

2. Each bargaining unit employee may volunteer to donate up to five (5) sick leave days at their current contract hourly level:

   a. Must sign a waiver indicating that they are forfeiting those sick leave hours.

   b. Through sick leave donation, shall not deplete their sick leave balance below ten (10) sick leave days.

3. Bargaining unit employees from any District location or worksite may contribute to the individual recipient.

4. The District is not responsible for any personal tax liability that may be incurred by the donating employee or receiving employee should any liability arise.

5. The maximum number of sick leave days that may be received by any one (1) bargaining unit employee is thirty (30) per contract year, (or the number needed to get the employee to short or long-term disability or any other paid leave status, whichever is less).

6. The maximum number of hours that may be donated by the bargaining unit in a given year will not exceed 800 hours.

7. Collectively, if the bargaining unit employees donate more than the total number of hours said employee requires, the hours will be utilized in the order in which they were donated. Donated sick leave not utilized by the recipient shall be returned to the donating employee. In the event hours are returned to an employee, that employee is eligible to donate those hours to other recipients.

O. Paid Family Leave

Employees shall be entitled to paid family leave in accordance with Paid Leave Oregon. Employees shall be entitled to use their accrued sick leave, vacation, or personal days to ensure they receive up to 100% of their usual compensation while taking qualifying leave.

1. Should the state or insurance company have processing or other delays to payment, employees may use sick leave, vacation, or personal days in whole to receive 100% of their usual compensation.

2. If an employee receives delayed payment(s) from the state or insurance company after using accrued leave, they may remit such payment(s) to the District to restore a commensurate portion of their used leave.

P. Mandated Individual Absences During Public Health Emergencies

1. When the District or appropriate public health official directs an individual employee to be absent from work to prevent the spread of a communicable disease that employee shall:

   a. Not have such absence be charged against their employee's sick leave for period of up to ten (10) days; and
   b. Suffer no loss in pay or benefits for a period of up to ten (10) workdays, provided that such mandated absence is declared solely for the purpose of preventing the spread of a communicable disease to others.

2. Employees may have the ability during mandated absences to work their shift(s) remotely as approved by their Immediate Supervisor.

ARTICLE 16 RECLASSIFICATIONS

A. A Job Classification Committee shall be established, composed of three (3) members appointed by the Union and three (3) members appointed by the District. In the event that an employee believes that their duties, level of required skill and/or responsibility have changed significantly, so that the employee is actually performing the duties of a higher classification, the employee may apply to the job classification committee for a reclassification of their position to that higher classification on the existing salary schedule.

A reclassification request shall first be sent to all members of the reclassification committee to determine if it meets the definition of a reclassification based on predetermined requirements set forth by the committee. If the committee determines that the request presents a valid case for reclassification, the committee shall review requests made by the employee(s) that their job assignments be reclassified. The Committee shall develop and maintain procedures to be followed by employees requesting a job reclassification review of their assignment. Voting results will be shared with all committee members. A majority vote of the Committee shall be required in order to change a classification. In the event of a tie, applicants shall be offered the opportunity to meet with the Committee in person to advocate for their reclassification request. Following this meeting, the Committee shall conduct a final vote.

If necessary, the Committee shall meet on a quarterly basis to review requests submitted during that quarter. The Committee may request the employee appear. The decision of the Committee shall be final, and the employee shall be notified in writing of the decision within ten (10) calendar days.

If it is determined that a change in classification is justified, the District will either reclassify the position or restructure the work assignment to comply with the existing classification. The effective date for any salary change shall be the first of the month following the decision of the Committee or an earlier date, if agreed to by the Committee.

B. If the reclassification is granted, the employee shall be placed on the salary schedule at a salary level closest to but not less than their previous salary and shall then receive one (1) additional step.

ARTICLE 17 REDUCTION OF HOURS AND LAYOFF

A. Reduction of Hours

1. A reduction of hours shall be defined as a permanent reduction of a bargaining unit member's non-temporary assigned hours of work that results in either of the following:

    a. A reduction in the level of benefits for that bargaining unit member; or

    b. A reduction of more than thirty (30) minutes of a bargaining unit member's total daily assigned work time in any one contract year, except for Bus Drivers, Transportation Assistants and Nutrition Services during the first forty-five (45) calendar days of the school year.

2. In the event there is a reduction of hours as defined, such reduction will be done in inverse order of seniority within the affected position and school/Department unless:

    a. Hours cannot be reduced from a less senior employee without impacting services to students or building/Department needs; or

    b. A less senior employee has unique skills or job responsibilities which are required for the position, and which cannot be learned by a more senior employee in the position within a reasonable amount of time (generally ten (10) days).

3. A bargaining unit member who experiences a District initiated reduction of hours as defined by this Article may elect one of the following:

    a. Accept the reduction in hours and remain in the current assignment;

    b. Transfer to an open position, as determined by the District, at another work site in order to maintain their hours; or

    c. Bump a less senior bargaining unit member occupying the same position at another work site. If there is no less senior employee within the same position, the employee experiencing a reduction in hours may bump into another position within the same classification.

    d. If the employee chooses to remain in the employee's current position following a reduction in hours resulting in a reduced level of benefits, the level of District contribution for the employee's benefit package shall not be changed until the end of the third calendar month following the month in which the reduction in hours takes place. Employees will be notified of benefit options in the event of a loss of hours.

    e. If hours are subsequently restored to a department or school within twelve (12) months of an employee choosing to remain in the employee's current position, the District will attempt to reinstate the hours to the affected employee(s) before hiring additional staff in the position within the department or school.

B. Layoff

1. A layoff shall be defined as the elimination of a position resulting in the loss of employment by a bargaining unit member for non-disciplinary reasons.

2. In the event layoff becomes necessary, the District will notify the Union in writing, in advance, and the parties will meet to discuss ways of avoiding layoffs. Such notification will be given at least thirty (30) calendar days before the start of the next school year when the reduction is to be in the next school year and at least fourteen (14) days when it is to be in the current school year.

3. When layoffs remain necessary following the discussion above, the District will consider employees' requests to take voluntary layoff until the necessary reduction is met. If voluntary layoffs are not accepted or do not meet the necessary reduction in the workforce, additional layoffs shall be made. The District shall notify the Union of any employees electing to take a voluntary layoff.

4. Layoffs shall not affect permanent bargaining unit employees until the District has laid off temporary employees first, then probationary employees holding positions in the affected classifications.

5. Layoff will be in the inverse order of seniority District wide, within the affected position (as shown on the bumping chart attached to this Agreement). However, a less senior employee may be retained, and the next senior employee laid off, provided the least senior employee possesses skills and/or abilities the more senior employee does not possess and which are relevant to the position and which cannot be learned by a more senior employee in the classification group within a reasonable amount of time (generally ten (10) days).

6. The District shall notify the Union in writing of any processes, which result in a less senior employee being retained over a more senior employee.

7. An employee who is laid off shall be entitled to "bump" the least senior employee in any other position in which that employee has worked, or in a lower position in the same classification the employee works or has worked, with the equivalent number of hours or fewer, provided the employee's experience and qualifications meet the requirements of the position. An employee who wishes to exercise the employee's bumping rights must notify the District within five (5) workdays of notification of the employee's layoff status.

8. Employees designated for layoff shall be given at least fourteen (14) calendar days of written notice of layoff. A copy of such notice will simultaneously be sent to the Union. This notice does not apply to an emergency of less than two (2) weeks in duration.

C. Recall

If the District determines to fill a vacancy in a position for which there is an individual on the recall list, the following procedure will be followed:

1. Employees will be recalled in the inverse order of layoff to a position held prior to layoff. An employee who is offered return from layoff to a lower position than the one previously

held shall have the right to reject such assignment and will not forfeit any rights to recall as stated in this Article of the Agreement. If the employee accepts recall to a lower position, they shall remain eligible for recall to the position held at the time of layoff for the duration of the original recall period (twenty-seven (27) months).

2. The District will notify the employee to be recalled by certified, return-receipt mail at the employee's last known address, as well as via personal e-mail if provided. A copy of the notice will be sent to the Union.

3. Recall rights will terminate twenty-seven (27) months following the effective date of the layoff. It is assumed the offer of a position is rejected

   a. If the laid off employee or the employee's agent does not respond within fourteen (14) calendar days of the job offer being sent.

   b. If the employee cannot be reached at the address of record as maintained in the District's Human Resources office.

4. In the event the employee is unavailable, it is the employee's responsibility to notify, in writing, the District and the Union of the employee's designated agent and contact information.

5. Employees recalled to a position consistent with the terms and conditions of this Article shall have all the benefits earned prior to layoff and seniority restored at the time work is resumed with the District.

D. Data Sharing

The employer will provide the Union the following information relating to staffing, reductions and/or lay-offs, on an annual basis:

1. Copies of staffing sheets, including pre and post reduction of hours and/or lay off.

2. List of all voluntary and involuntary transfers including hours and locations.

ARTICLE 18 EVALUATIONS

A. The District shall conduct performance evaluations of employees every other year. Performance evaluations shall be completed by June 1 of the school year in which the evaluation occurs. The employee's job description, and any goals or direction as established by the Supervisor and related to specific job duties, shall be the basis for the performance evaluation.

Nothing in this section shall prevent a supervisor from addressing employee performance concerns during a year the employee was not scheduled for a formal evaluation.

B. The Supervisor or appropriate Administrator shall privately review the evaluation with the employee and provide the employee with a copy. The employee shall sign the evaluation acknowledging receipt. If the employee has objections to the evaluation, they may file a written objection, and have it placed in their personnel file and attached to the relevant evaluation.

C. An employee may request to be evaluated in a year that they were not scheduled to be evaluated. Such a request shall be fulfilled within ninety (90) days.

D. Performance evaluations, including Plans of Assistance for Improvement, are not considered disciplinary.

ARTICLE 19 SAFETY AND HEALTH

A. The District will comply with all workplace and safety requirements of state and federal law and regulations, including those required by the Occupational Health and Safety Administration (OSHA).

1. Employees with concerns about health or safety should present those concerns to their Immediate Supervisor.

2. Supervisors shall consult with the site safety committee or appropriate District personnel to discuss and identify solutions to employee safety concerns, which include, but are not limited to additional staff training, additional staff support or resources, and the identification of a safe place to appropriately support students who have been identified to receive specific intervention supports.

3. If an employee reasonably believes that a specific student situation has resulted, or may result, in serious physical harm to the employee, they will notify their Immediate Supervisor or designee. Their Immediate Supervisor, or designee, will work with them to hold a meeting within two workdays to discuss a plan to ensure work safety. This meeting shall be held during paid time or extended contract and may include:

   a. Union representation if requested by the employee;

   b. A review of the issues with a specific student situation that has resulted, or may result, in serious physical harm;

   c. Development of a plan of action;

   d. A follow-up communication to the impacted employee and other employees working with the student as deemed necessary by the Immediate Supervisor.

B. Heat and Air Quality

The District shall develop comprehensive plans to address air quality and heat-related concerns at each work site in accordance with Oregon law. These plans shall be made available to the Union by May 1st each year.

The District shall provide annual access to Oregon OSHA's wildfire smoke training course in both English and Spanish via the District online training platform.

C. Safety Glasses

Per Occupational Safety and Health Administration (OSHA) guidelines, any employee working with hazardous equipment, chemicals, or biohazards will be provided with Occupational Safety and Health Administration (OSHA) approved non-breakable safety glasses.

D. Physical Examinations

1. The District will designate a clinic where employees required to have physical examinations may have such an exam completed. The District shall cover the cost of the exam and employees shall be able to use up to one (1) hour and thirty (30) minutes of

paid work time to complete their physical. Additional paid time will be provided upon approval of the Immediate Supervisor.

2. The District will reimburse an employee for any costs incurred for any additional examination arising from work-related exposure to or contact with diseases or hazards, which may affect the employee's ability to work.

E. First Aid/CPR Cards

1. Employees who are required to have First Aid/CPR cards will have all costs incurred paid by the District.

2. As much as is practical, First Aid/CPR training shall be offered during an employee's regularly scheduled work hours. In the event that the First Aid/CPR class extends beyond the employee's normal workday, the employee shall be compensated at their regular hourly rate, unless the time qualifies the employee to be paid overtime. In that case, the terms and conditions of overtime become applicable, and the employee is paid accordingly.

F. Additional Training

Employees shall be permitted to request additional health and safety training pertaining to their job duties. If professional improvement funding is required, refer to Article 21.

G. Employees wanting to pursue a smoking cessation program may utilize the Employee Assistance Program or their insurance benefits.

H. Property Loss

Upon request, the District shall provide a locked cupboard, cabinet, drawer, or locker for employees' personal effects. If personal property damage occurs while performing work duties, staff may be reimbursed on a case-by-case basis per District policy.

I. Special Clothing and Equipment

1. The District will provide laundered coveralls in proper sizes for employee use at the following workstations: Transportation/shop personnel, and District Maintenance.

2. If dress code requires specific shirts, the District will provide up to four (4) shirts for each employee per year. If specialized work clothing or equipment is required, it will be provided by the District.

3. The District will provide appropriate gear for all employees who work outside in inclement weather or during air quality events as part of their regular assignment.

4. Employees shall direct requests for safety equipment or Personal Protective Equipment (PPE) related to their assignment to their Immediate Supervisor. The Immediate Supervisor shall promptly evaluate the situation and approve or deny the request.

a. If approved, requested equipment will be provided as soon as possible. If it is not available immediately, an approximate timeline for provision will be provided in writing.

b. If denied, the Immediate Supervisor, will do so in writing, and employees may appeal to the District Risk Manager or appropriate District-level Administrator.

J. In accordance with Oregon Law, all employees working directly with students shall be consulted when education plans for students are being developed, reviewed or revised. Employees will also be invited to and compensated for attending relevant portions of meetings regarding Behavior Support Plans (BSPs), Individualized Education Plans (IEP), and 504 plans as required by Oregon Law when taking into account the subject matter of the meeting, desire of the parent(s) or guardian(s) and other relevant factors. All employees working directly with students shall have access to relevant information from their BSPs, IEPs, and 504 plans, as well as pertinent information from any Health Management Protocol (HMP).

K. Student and Staff Incident Reporting

1. All employees shall receive annual training on the Staff and Student Incident Reporting system for reporting injuries.

2. Employees trained in the District's ODE Approved Training Program for Preventing Restraint and Seclusion shall receive annual training on the Incident Reporting system for student restraint/seclusion.

3. Employees will only fill out their own reports for incidents they were involved in.

4. Employees shall be provided with time during the workday to complete required incident reports or student restraint and seclusion reports or will be compensated for time beyond the workday to complete such reports if needed.

5. The District shall work collaboratively with the Union through the process of Labor Management to create and maintain a short form to track staff injuries not requiring medical care.

6. Upon request the District shall provide a report to the Union including the number of incident reports filed, the location(s) of each incident and a basic description of the incident, and how many of these incidents were reported to OSHA. The provided report will follow the requirements of FERPA and HIPAA.

L. Injury Due to Student Behavior

When a bargaining unit employee is directly impacted by a student's behavior, that staff member may request a meeting with their Immediate Supervisor to discuss the situation. The employee may have Union representation with them at the meeting.

Refer to Article 15: Leaves for information on leave options that may apply.

M. Employees who are assigned health care/nursing tasks shall receive advance training and periodic monitoring in accordance with the requirements of the Oregon State Board of Nursing and any other related governing bodies.

1. Employees who are assigned health care/nursing tasks shall receive advance training at least 24 hours prior to executing such tasks in accordance with the requirements of the Oregon State Board of Nursing and any other related governing bodies. Such training shall be documented in writing.

2. Employees who have previously received training in specific medical tasks may request, and shall receive, a refresher course before being assigned to perform such tasks.

3. Employees asked to perform health care or nursing tasks for which they have not been trained may decline to perform such tasks until properly trained.

N. An after-hours safety plan will be developed and implemented in each building by the Principal or Supervisor, with the input of employee(s) on swing or night shift. After-hours safety plans shall be reviewed annually and shared with the necessary parties identified by the District.

O. Public Safety

All newly hired Campus Security and Security Patrol Monitors will be trained by the Manager of Security Services or designee. All required training shall be provided by the District or paid for by the District if completed through an outside entity. Required training shall be conducted during paid contract time or compensated via extended contract.

ARTICLE 20 TRANSPORTATION

A. Transportation

1. All assigned hours will be paid at the driver's hourly rate.

2. The District will provide, without cost to the driver, the added costs of licensing, re-licensing and training to meet the requirements for Commercial Driver's License and Oregon Department of Education Bus Driving Certification.

3. General Education Route

   Is a route that drives students to and from school and may include students needing additional support.

4. Special Accommodations Route:

   Is a route that drives primarily students requiring a variety of student specific special accommodations.

   These routes require additional training including Transporting Students with Disabilities, ODE approved training programs for preventing and accurately implementing restraint and seclusion, Q-Straint, and other training specific to the needs of the students.

5. Mid-Day Routes

   Mid-day routes are generally between the last AM drop-off routes and the first PM return routes.

6. Shuttle Routes

   Transfer of students during school hours – school to school, worksite, or any District-approved facility.

7. Activity Routes

   Transportation of students, school to home, following after-school activities.

8. Annual Route Assignments

   a. By the close of each academic year, drivers and assistants will be surveyed as to their preferences for the following fall route assignments. These preferences will be considered together with seniority and operational needs in assigning routes.

   b. When two or more employees express interest in the same route, the employee(s) not selected may request a written explanation from their immediate Supervisor of the factors affecting the decision.

9. New and Open Routes

a. The Transportation Department shall indicate those routes that are available after the first day of fall in-service by posting and maintaining an open route list in a consistent location and regularly updating the posting as routes become available. An open route is defined as a route to which no regular route driver or driver in training has been assigned, and/or a route which requires a transportation assistant but does not have one assigned. Employees may express interest to the Transportation Supervisors regarding such routes.

b. When two or more employees express interest in a new or open route, the route will be given to the most senior employee unless the Transportation Department determines that other operational factors outweigh seniority. The employee(s) not selected may request a written explanation from their immediate Supervisor of the factors affecting the decision.

10. Students Requiring Special Accommodations

Per Article 19 Safety and Health, Transportation Staff shall have access to IEPs, 504 Plans, Behavior Intervention Plans, and Health Management Plans for all students requiring special accommodations on the bus who are assigned to bus routes.

B. Trips

1. The District shall be committed to utilizing the Transportation Department for activity/ athletic trips. However, the District may utilize charter buses for up to twelve (12) trips between July 1st and June 30th annually.

2. The District will provide documentation to the union with the number of all charter buses utilized and the reason for each charter bus.

3. Additionally, charter buses may be used for all trips that are privately funded. Privately funded trips are defined as those trips for which the District does not provide funding.

4. In the event that requests are made for transportation outside the parameters of the above agreed upon language, the parties agree to engage in discussion prior to approving those trips.

C. Assigning Trips

1. Each week field trip requests will be processed.

2. Pick lists will be established at the beginning of the year by seniority order and will rotate thereafter.

3. Drivers must sign up for all lists they wish to be included on and are qualified for.

4. Pending driver availability, drivers will initially be assigned from pick lists based upon the categories of the trips, including:

a. General Trips

b. Chains required (winter driver training and chains certification)

c. Overnight Trip

d. Weekend Trips

5. Trips will be assigned beginning with the first driver on the pick list.

6. All assigned trip notifications will be sent to the driver via their HSD email. Drivers must accept or refuse the assigned trip by the end of the next workday.

7. Once a trip has been assigned and accepted, the driver cannot refuse the assigned trip within twenty-four (24) hours of the trip departure time.

   a. If trip parameters change, even within 24 hours of departure time, a driver shall be entitled to keep the trip or return it without penalty (i.e. falling to the bottom of the pick lists).

8. If a driver accepts or refuses a trip, they are moved to the bottom of that pick list.

9. If dispatch is unable to fill a trip from the pick lists in the trip tracker system, due to refusals within twenty-four (24) hours of the trips scheduled departure time, a supervisor may give the trip to any qualified available driver.

10. Trips that arrive in Transportation within twenty-four (24) hours of departure time, are not subject to the trip assignment parameters and may be assigned by an Immediate Supervisor or designee to any available driver.

11. If a driver refuses more than fifteen (15) trips in a school year, they may be removed from all trip pick lists for the remainder of the school year.

12. In a last-minute situation only, after all efforts to find an available driver have failed, Supervisors may ask twelve-month staff to drive a field trip.

13. It is the expectation of the District that while on field trips, the employee takes all rest and food breaks within a reasonable distance from where the students are engaged in their activity, so that the driver may return to the students' location within minutes, if needed.

14. All trips shall be assigned in accordance with the above language and the driving hour limitations described in OAR 581-053 0031.

15. <u>Last-minute Trip Bus Cancellation on Non-School Day</u>

    In the event that a driver arrives for a trip on a non-school day (weekend, non-contract day), and the trip is canceled, the driver shall be paid for no less than two (2) hours.

ARTICLE 21 PROFESSIONAL IMPROVEMENT

A. The District will provide in-service programs to train employees on new equipment, processes and procedures related to their current job duties.

B. The District shall establish a Professional Improvement Fund in the amount of sixty thousand ($60,000) for each year of the contract for the purpose of assisting employees seeking to upgrade and gain new skills. Use of such funds shall be for the cost of enrollment in workshops, seminars, conferences or college courses related to work performed by members of the bargaining unit, or to qualify for advancement into positions represented by the bargaining unit, and/or for the cost of a substitute when necessary to cover the employee's assignment.

Requests for funds shall be submitted through the employee's Supervisor with final approval to be jointly decided by the Union President or designee and District Human Resources Director or designee prior to taking the course. If a disagreement exists between those two parties, the District Superintendent shall make a final decision.

To receive reimbursement, an employee must provide verification of successful completion of the work. If agreeable to the provider, the District will make direct payment to the provider to cover registration fees, etc.

Employees may initially apply for two thousand dollars ($2000) in any one year and may request additional funds, up to five hundred dollars ($500), a total of two thousand five hundred ($2500) after June 1, if any funds remain in the Professional Improvement Fund. Approval for additional funds shall be based on the criteria stated above and shall be on a first come, first served basis. Unused Professional Improvement Fund dollars shall be added to the subsequent year's sixty thousand $60,000 contribution up to a maximum fund amount of $100,000.

Requests that have been approved, but have not yet taken place, shall have funds set aside to ensure coverage of the coursework, workshop, conference or seminar.

C. An employee may engage in professional improvement related to their work assignment during their regular work hours, provided the following conditions are met:

1. Approval of Supervisor

2. Coverage of work assignment

3. Documentation provided to validate attendance

D. The District shall pay the full cost of tuition fees, supplies, mileage for out-of-district travel, and any other related expenses for any class, workshop or seminar an employee is required to attend. As much as is practical, the District shall schedule required training during employees' work hours. If such attendance is required outside the employee's work hours, the employee shall be paid at their hourly rate and, if applicable, overtime. The District shall provide notice of any training to be provided during the summer by April 1.

E. Employees not required to attend District-provided First Aid/CPR classes may attend on non-work time without compensation.

F. In the event that an employee has been assigned work out-of-classification for a period of time exceeding three (3) days, the employee assigned that work may request a consultation with their Immediate Supervisor and may request training and prioritization of duties.

G. Upon request, the District shall provide Highly Qualified testing opportunities for any interested Classified employee. Upon successful completion of the test, employees shall be offered reimbursement for testing fees from the Classified Professional Improvement Fund.

ARTICLE 22 PERSONNEL AND WORKING FILES

A. Official personnel files of any employee in the bargaining unit (e.g., the personnel office file, business office file, and any grievance, investigatory or medical files) shall be maintained in the District's Human Resources Department. Each employee shall have the right, upon request and reasonable notice, by the end of the next business day, at the latest, to review all materials in their personnel files.

B. A representative of the Union may, at the employee's request, accompany the employee and/or review their personnel file. No derogatory material shall be placed in the personnel file if it has not been shown to the employee and if the employee has not been given a copy of such material.

C. Employees may make a written statement relating to any document in the file and such employee's statement shall be placed in the employee's personnel file and attached to the relevant document.

D. An employee may place in their electronic application file any material(s) which they feel is pertinent to their professional career, performance and qualifications, including letters of commendation or other material demonstrating positive performance.

E. An employee shall have the right to indicate those documents that they believe to be obsolete or inappropriate for retention. The Human Resources Administrator shall review such documents and notify, in writing, whether or not the request was granted. Documents that are not removed upon request may only be used in future action against the employee in accordance to Article 23, Section B.

F. Any official grievance filed by an employee shall not be placed in the working file or personnel file of the employee.

G. Building Administrators/Supervisors may maintain a working file for each employee under their supervision. Such files are open to inspection by the employee in the same manner as with the official personnel file.

ARTICLE 23 DISCIPLINE

A. No employee shall be disciplined without just cause and due process as defined in Article 2: Definitions.

1. Employees shall be given sufficient time in order to exercise their right to union representation during any non-disciplinary or disciplinary action.

2. Discipline shall be administered in private.

3. For the purpose of this Article, progressive discipline shall include letters of direction, reprimands placed in the employee's personnel file, unpaid suspension and termination.

4. Meeting summaries, verbal warnings, and Programs of Assistance for Improvement shall be considered to be corrective and non-disciplinary and shall not be kept in the official personnel file, unless the Program of Assistance is not successfully completed.

B. In determining whether to use prior disciplinary action as part of progressive discipline, the District will consider the amount of time that has passed since that prior discipline as well as the nature of the underlying misconduct.

1. If discipline results, the decision shall be communicated in writing.

2. The unit member shall be informed of the discipline being imposed and the reasons for the disciplinary action.

C. The District or Immediate Supervisor will notify the employee when any meeting is scheduled for the purpose of investigating and/or administering discipline or giving notice of dismissal. Notification of these meetings shall provide the employee sufficient time so that they may exercise their right to have union representation. If requested by the employee, the union shall be given sufficient time to provide representation at the above meeting. The District or Immediate Supervisor will provide the employee with the Union office phone number and Union email address (help@hcu4671.org).

D. An employee shall have the right to submit a written statement placed in their personnel file.

ARTICLE 24 GRIEVANCE AND ARBITRATION

A. Grievances

1. A grievance is a complaint by an employee, a group of employees, or the Union, which alleges that there has been a violation of the contract or application of the contract, including any Memorandums of Agreement in effect at the time of the alleged violation.

2. "Days" in this Article of the Agreement shall mean District business days unless otherwise specified.

3. Each grievance must be initiated within thirty (30) days of the occurrence of the cause of the complaint or when the grievant or Union became aware of the occurrence, unless the cause is a dismissal, in which case the grievance must be initiated within twenty (20) days.

4. Group grievances shall be filed at Step 2 and Union grievances shall be filed at the level of the alleged infraction.

5. In cases where employees have been demoted or dismissed, the grievance process shall begin with Step 3.

B. Steps for Grievances

1. Step 1 – Informal Meeting with Immediate Supervisor

   The parties agree that it is mutually desired that whenever possible grievances be resolved informally at the lowest step. A discussion of the grievance shall be conducted by the grievant, their Union representative (if requested by the grievant), and the Supervisor or appropriate Administrator to seek grounds for resolution of the problem.

   The Supervisor shall provide a resolution or reasons for non-resolution within ten (10) days of the conclusion of the informal meeting.

2. Step 2 – Reduce to Writing – Immediate Supervisor

   If the grievance cannot be resolved at Step 1, the grievant will present the Immediate Supervisor with Step 2 of the written grievance within fifteen (15) days of the Immediate Supervisor's resolution or reasons, or non-resolution noted above, and the Immediate Supervisor will respond within fifteen (15) days of the receipt of such grievance.

   The written grievance will be sent to the appropriate District Administrator responsible for contract administration.

3. Step 3 – Superintendent or Designee

   A grievant who has not been able to resolve a grievance with the immediate Supervisor, may appeal the decision of Step 2 to the Superintendent or designee within fifteen (15) days of receipt of the written Step 2 response. The Superintendent or designee will hold a hearing within ten (10) days of receipt of the appeal.

Within fifteen (15) days after the hearing, the Superintendent or designee will render a decision, in writing, which will contain a complete statement of the reasons for the decision if the whole remedy sought by the grievant is not granted. A copy of such decision shall be sent to the Union.

4. Step 4 – Arbitration (to be initiated through Union)

a. Notice

If a grievance remains unresolved at Step 3, the Union may appeal the decision to arbitration if notice is given to the School Board or their designee within thirty (30) calendar days of receipt of the Step 3 decision. It is specifically understood that any appeal to arbitration will be made by the Union on behalf of the grievant.

b. Selection of Arbitrator

The Union and the District may attempt to select an arbitrator mutually. If the parties have not selected an arbitrator within five (5) days following notice of intent to arbitrate, the appealing party shall request that the Oregon Employment Relations Board (ERB) provide a list of seven (7) names.

The parties shall meet to alternately strike one name from the list until one remains and such person shall be the arbitrator. The order of striking arbitrators shall begin with the District.

The parties will schedule the arbitration hearing on a date the arbitrator is available, within sixty (60) days of the date of the notice of arbitration. If the arbitrator is not available within those sixty (60) days, the parties will select the nearest available date to that time for all parties.

The parties will abide by the voluntary rules and procedures of the American Arbitration Association (AAA) for the conduct of the arbitration. If either party objects that the grievance is not properly before the arbitrator, the parties shall attempt to resolve the arbitrability issue before the hearing through submission of written materials and/or a conference call.

The decision of the arbitrator shall be binding on all parties. The arbitrator shall not be empowered to rule contrary to, to amend, to add or to eliminate any of the provisions of this Agreement. The arbitrator shall render a written decision within thirty (30) calendar days of the close of the hearing or the submission of briefs, whichever occurs later.

Charges by the arbitrator shall be shared equally by the District and the Union.

C. General Procedures

1. The parties agree that they will make an effort to schedule any grievance meetings so as to be the least disruptive to the department or school the employee and their Union

representative are assigned to. If a grievance meeting is scheduled during the workday by mutual agreement, the employees involved will not suffer a loss of pay.

2. Time limits at any step may be modified by mutual agreement in writing.

3. The District and its Administrators will cooperate with the Union in the investigation of the grievance, and further will furnish the grievant or their Union representative with such necessary information, as is requested for the processing of the grievance. This provision shall not require the District to arrange for interviews of students or staff by the Union, on or off District time.

4. Failure by the respondent at any step of the grievance procedure to communicate the decision in writing on a grievance within the specified time limits shall advance the grievance to the next step. Failure by the grievant at any step of this procedure to appeal a decision to the next step within the specified time limits shall render the grievance abandoned.

5. A representative of the Union may be present at all steps of the procedure. The Union will be notified promptly of the terms of the final decision or settlement of any grievance.

ARTICLE 25 EMERGENCY CLOSURE/ DELAYED START/ EARLY DISMISSALS

A. Essential Positions

"Essential" positions shall be identified by the Superintendent or their Designee, by September 30th each school year. Employees occupying positions identified as essential may be required to report to work on days defined under Emergency Closure and Delayed Start. This list shall be provided to the Union no later than October 5th. The status will be included on the job description and employees in such positions will be notified during the hiring process and annual training. The District will notify the Union during Labor Management of any changes that occur after October 5th.

Employees not identified as essential may be offered specific tasks during closures, and they may accept or decline the specific tasks offered.

B. Emergency Closure

1. In the event of an individual site closure due to emergency circumstances, employees may be required to work their scheduled shift at another work site or remotely and will suffer no loss of pay or benefits.

2. Whenever student attendance is not required due to an emergency closure, attendance of employees in non-essential positions shall not be required and no loss of any pay or benefits will result.

    a. Previously scheduled sick, personal and vacation leave days will not be deducted except in the case of an employee who is on a long-term leave at the time of the emergency closure. Long-term leave is defined as any leave lasting four (4) weeks or more.

    b. If make-up days are scheduled for students, employees who were not required on closure days will work these days without additional pay so long as the total days do not exceed the number of closure days. Make-up days shall be scheduled and communicated to employees.

    c. If an employee occupying an essential position is called in to work and is unable to report, they may use accrued personal leave, vacation leave, or leave without pay. Such absence will not subject the employee to disciplinary action.

    d. Employees called in to work during an emergency closure shall be paid at time-and-half for all hours worked. Such employees shall be paid for a minimum of four hours unless they leave their worksite prior to the completion of four hours due to their own personal needs.

3. In the event of an emergency, including but not limited to public health, environmental, or natural disaster, causing a site or district closure which might reasonably be expected to be five (5) workdays or more, upon request by the Union, the District shall confer with the Union within forty-eight (48) hours. The parties shall address safety concerns for employees and negotiate the terms and conditions of any work during the closure.

C. Delayed Start/Early Dismissal

1. When school district openings are delayed, the expectation is for employees to begin their workday as close to their normal start time as possible, consistent with safety.

2. Employees will be paid their regular hours for days when there is a delayed opening or early dismissal.

3. If the school district is subsequently closed, employees shall suffer no loss of pay or benefits. If a closure is announced, refer to the procedures in "Emergency Closure" above.

D. Public Health Emergency Quarantine or Closure

In the event of a public health emergency that causes a district or building closure and/or results in a quarantine at Hillsboro School District the following provisions will apply.

1. An employee's absence from work because of building closure, district closure, or quarantine by the appropriate public health official shall not be charged against the employee's sick leave, and the employee shall suffer no loss in pay or benefits during such period, provided that such quarantine or closure is declared solely for the purpose of preventing the spread of a communicable disease to others. Employees may be directed to report to work in a manner that is consistent with public health directives or may have the ability to work their shift remotely as approved by their supervisor.

ARTICLE 26 MILEAGE

A. Employees who are required to use their personal vehicles for travel on behalf of the District during on-duty time shall be reimbursed at the current IRS rate, as of the immediately preceding July 1.

B. An employee required to travel to two (2) or more worksites within the same workday shall receive mileage reimbursement at the IRS rate or shall have use of a District vehicle.

ARTICLE 27 FINGERPRINTING

During the term of this Agreement, fingerprinting and criminal records checks mandated or required of current District employees will be paid by the District.

ARTICLE 28 CONTRACTING OUT

A. If the District determines it is necessary to explore contracting out services, then the Union shall be notified and will have at least two (2) representatives on any study committee. The Union shall have an opportunity to explore and to present ideas for cost savings in the present operations of the affected Department prior to the District seeking bids to determine if financial savings could result from contracting out.

B. If the Union and the District are unable to reach agreement on any proposed contracting out through the process described in paragraph A above, and if the District determines that it intends to proceed with contracting out, the District shall notify the Union and offer to bargain the decision and the impact of contracting out. If the Union responds within fourteen (14) days that it desires to bargain, the expedited bargaining process set forth in ORS 243.698 shall be followed.

C. If the Union and the District are unable to reach agreement within the 90-day bargaining period, and if the District chooses to unilaterally implement contracting out, the provision of Article 29 (No Strike) shall not apply to this bargaining dispute.

D. The District may subcontract for a special or technical skill not performed by or within the assignment of current employees. The subcontracting will be for a period of temporary need.

E. The District may subcontract work for an urgent and unexpected, or temporary need which ordinarily would be performed by or within the assignment of current employees. A temporary need shall be no more than sixty (60) days in a school year, except for Substitute Employees as defined in Article 2. When an extension is required, the District shall provide prior notification to the Union with the expected end date of the temporary need.

F. The District and Union shall review in Labor Management the subcontracted work that falls under D and E of this Article.

ARTICLE 29 STRIKES

The Union will not authorize, cause, engage in or sanction any form of concerted work stoppage or slowdown during the term of this Agreement, except as specifically allowed by this Agreement.

There shall be no lockout of employees in the unit during the term of this Agreement.

ARTICLE 30 SAVINGS CLAUSE

Should any Article, Clause or Provision of this Agreement be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such Article, Clause or Provision shall not invalidate the remaining portions thereof, and such remaining portions shall remain in force and effect for the duration of this Agreement. Should any Article, Clause or Provision of this Agreement be declared illegal, the parties may enter into discussion for a replacement Article, Clause or Provision upon written request by either party.

ARTICLE 31 NEGOTIATION OF A SUCCESSOR AGREEMENT

Reopening of the negotiations for a successor to this Agreement shall occur by written notice by one party to the other by January 15 of the year the Agreement expires.

ARTICLE 32 DURATION AND TERMINATION

A. This Agreement shall be effective on July 1, 2024, and shall remain in full force and effect through June 30, 2027.

B. The parties agree to engage in a comprehensive review of all classifications, including the bumping chart and appropriate placement on the salary schedule, beginning no later than January 2027.

Hillsboro School District

Classified Bumping Chart

Admin Support	Maintenance-Facilities/Grounds	Transportation	Technology	Nutrition
Communication Liaison	Maintenance Foreman	Mechanic Foreman	Technology Support 3	Nutrition Services Support
Dept Admin Support 3	Maintenance 4	Mechanic 3	Technology Integration	Cook 5
Dept Admin Support 2	Maintenance 3	Mechanic 2	Data Technician	Cook 4
Admin Support 3	Maintenance 2	Mechanic 1	Technology Repair	Cook 3
Dept Admin Support 1	Groundskeeper 3	Bus Driver Trainer	Technology Support 2	Cook 2
Admin Support 2	Groundskeeper 2	Routing Liaison		Cook 1
Admin Support 1	Groundskeeper 1	Dispatcher		Catering Assistant
		Fleet Service Worker		Assistant Cook
		Bus Driver		Kitchen Helper
		Courier		

Custodial	Maintenance-	Family Support	Finance	Education Assistant
Custodian 3	Print Shop Operator	Language Liaison	General Accountant	Student Intervention System Trainer
Custodian 2	Warehouse 3	Education Liaison	Finance Assistant 2	Special Education Assistant
Custodian 1	Warehouse 2	Transition Assistant	Payroll Assistant	Education Assistant
Night Lead Custodian	Warehouse 1	Graduation Coach	Benefits Assistant	Transportation Assistant
Day/Night Custodian		Family Outreach Liaison	Finance Assistant 1	

Security	Media	Health
District Facilities and Security Support	Media Support	Licensed Practical Nurse
Security Patrol Monitor	Library Media Assistant	Certified Nurse Assistant
Campus Security		

CONTRACT AGREEMENT
Between
Hillsboro Classified United, Local 4671, AFT-Oregon, AFT, AFL-CIO
And
Hillsboro School District 1J

This contract is made and entered into this April 10, 2025 by the Hillsboro Classified United, Local 4671, AFT-Oregon, AFT, AFL-CIO, and the Hillsboro School District.

In witness thereof, the parties listed below hereby affix their signatures.

FOR THE DISTRICT:

Ivette Pantoja
Ivette Pantoja (Apr 14, 2025 08:19 PDT)

Ivette Pantoja, Chairperson
Hillsboro School District Board

04/14/2025
Date

Travis Reiman (Apr 14, 2025 09:53 PDT)

Travis Reiman, Superintendent
Hillsboro School District

04/14/2025
Date

FOR THE UNION:

Bethany Schaffner
Bethany Schaffner (Apr 14, 2025 10:23 PDT)

Bethany Schaffner, President
Hillsboro Classified United

04/14/2025
Date

Ciara Hartzell (Apr 15, 2025 09:54 PDT)

Ciara Hartzell, Bargaining Officer
Hillsboro Classified United

04/15/2025
Date

MEMORANDUM OF AGREEMENT
Between
Hillsboro Classified United, Local-4671, AFT-Oregon, AFT, AFL-CIO
And
Hillsboro School District 1J
Interns

This memorandum of agreement sets forth the following agreement between the Hillsboro School District 1J ("District) and Hillsboro Classified United (HCU) Local 4671 AFT-Oregon, AFT, AFL-CIO in accordance with the spirit of good faith and fair dealing.

The parties acknowledge that educational opportunities are a paramount priority of the parties.

To that end, the parties agree to the following processes with regard to college interns at the Hillsboro School District:

The parties agree to the following parameters for this program:

1. Current bargaining unit employees shall not be displaced or have their work impacted by this program.
2. Current bargaining unit employees shall not be required to participate in this program and all coaching/training/mentoring shall be voluntary.
3. This program is in effect for the 2024-2027 school years.
4. All issues and concerns shall be addressed by the parties through the Labor Management meetings.
5. The participating intern shall not be considered a bargaining unit employee.

This Memorandum of Agreement shall become effective upon signature of both parties and shall remain in effect until the conclusion of the 2024-2027 school years.

MEMORANDUM OF AGREEMENT
Between
Hillsboro Classified United, Local 4671, AFT-Oregon, AFT, AFL-ClO
and
Hillsboro School District
Re-Employment of Retired Employees
CLASSIFIED STAFF

Employees who retire from the Hillsboro School District during the school year and who are subsequently rehired by the District, at the District's discretion, are members of the bargaining unit represented by the Hillsboro Classified United, Local 4671, AFT-Oregon. All contractual rights and benefits under the Collective Bargaining Agreement will be afforded to re-employed unit retirees, except those rights and/or benefits expressly set forth below as exclusions:

A. Employees who qualify may choose to retire under PERS guidelines and continue to work for the District at the discretion of the District. Employees wishing to retire and be considered for rehire for the duration of the school year shall provide notice to the District by January 15th. The District will notify the retiree by February 1, if they will be rehired for the duration of the year. Employees will receive all privileges as members under this collective bargaining agreement.

B. Upon retirement, retirees shall have their sick leave balance zeroed out in accordance with Oregon law. Employees will be given one (1) day of paid sick leave per month worked for the balance of the current year which would accumulate.

C. Rehired retirees shall continue at their rate of pay in effect at the time of retirement unless hired into a position having a different contractual pay rate.

D. Upon retirement, employees shall forfeit all accumulated seniority and shall have their new effective seniority date be the date on which they were re-hired by the District.

E. Employees who are hired beyond the year in which they retire shall be treated as employees new to the District.

F. This Memorandum shall become effective July 1, 2024, until June 30, 2027, by the parties and renewed or amended with the agreement of the parties.

2024-2025
EDUCATIONAL ASSISTANT
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$20.80	$21.43	$22.08	$22.74	$23.42	$24.13	$24.84	$25.59	$26.61
B	$21.89	$22.55	$23.23	$23.92	$24.64	$25.38	$26.14	$26.93	$28.01
C	$26.27	$27.05	$27.86	$28.70	$29.56	$30.45	$31.36	$32.30	$33.60
D	$30.88	$31.82	$32.77	$33.75	$34.77	$35.81	$36.88	$37.98	$39.51

JOB CLASSIFICATIONS

A	B	C	D
Educational Assistant	Library Media Assistant Special Education Assistant	Student Intervention System Trainer Certified Nurse Assistant	Licensed Practical Nurse Media Support

2024-2025
NUTRITION SERVICES
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$16.80	$17.31	$17.82	$18.36	$18.91	$19.48	$20.06	$20.66	$21.49
B	$18.21	$18.75	$19.31	$19.89	$20.49	$21.10	$21.74	$22.39	$23.29
C	$19.21	$19.78	$20.38	$20.99	$21.61	$22.26	$22.94	$23.62	$24.56
D	$20.80	$21.43	$22.08	$22.74	$23.42	$24.13	$24.85	$25.60	$26.61
E	$24.57	$25.31	$26.06	$26.85	$27.66	$28.48	$29.33	$30.21	$31.42
F	$25.20	$25.96	$26.73	$27.53	$28.36	$29.21	$30.09	$30.99	$32.23
G	$27.25	$28.07	$28.92	$29.78	$30.68	$31.60	$32.54	$33.51	$34.86
H	$32.20	$33.16	$34.16	$35.18	$36.24	$37.32	$38.44	$39.60	$41.18

JOB CLASSIFICATIONS

A	B	C	D	E	F	G	H
Kitchen Helper	Asst Cook	Cook 1 Catering Assistant	Cook 2	Cook 3	Cook 4	Cook 5	Nutrition Services Support

2024-2025
TRANSPORTATION
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$18.20	$18.74	$19.30	$19.88	$20.48	$21.09	$21.72	$22.38	$23.27
B	$20.25	$20.87	$21.50	$22.14	$22.80	$23.48	$24.19	$24.91	$25.92
C	$22.49	$23.17	$23.87	$24.58	$25.32	$26.08	$26.86	$27.67	$28.77
D	$25.52	$26.29	$27.09	$27.89	$28.73	$29.59	$30.48	$31.39	$32.65
E	$26.62	$27.42	$28.23	$29.08	$29.95	$30.85	$31.78	$32.74	$34.04
F	$28.40	$29.25	$30.13	$31.03	$31.96	$32.92	$33.91	$34.93	$36.33
G	$32.22	$33.19	$34.19	$35.21	$36.27	$37.35	$38.47	$39.63	$41.21
H	$33.66	$34.67	$35.71	$36.78	$37.88	$39.02	$40.19	$41.40	$43.05
I	$36.06	$37.14	$38.25	$39.40	$40.58	$41.79	$43.06	$44.34	$46.12

JOB CLASSIFICATIONS

A	B	C	D	E	F	G	H	I
VOID	Transportation Assistant	VOID	Bus Driver Fleet Service Worker	Dispatcher	Mechanic 1 Bus Driver Trainer Routing Liaison	Mechanic 2	Mechanic 3	Mechanic Foreman

2024-2025
ADMINISTRATIVE SUPPORT
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$21.64	$22.29	$22.96	$23.65	$24.35	$25.09	$25.84	$26.62	$27.69
B	$22.42	$23.09	$23.78	$24.50	$25.23	$25.99	$26.77	$27.57	$28.68
C	$23.37	$24.07	$24.80	$25.53	$26.31	$27.10	$27.90	$28.74	$29.89
D	$24.15	$24.87	$25.62	$26.38	$27.18	$28.00	$28.84	$29.69	$30.88
E	$25.71	$26.48	$27.27	$28.09	$28.93	$29.80	$30.69	$31.61	$32.88
F	$31.38	$32.32	$33.29	$34.29	$35.31	$36.38	$37.47	$38.60	$40.14
G	$32.19	$33.16	$34.16	$35.18	$36.24	$37.32	$38.44	$39.59	$41.17

JOB CLASSIFICATIONS

A	B	C	D	E	F	G
Admin Support 1	Admin Support 2	Dept Admin Support 1	Admin Support 3 Dept Admin Support 2	Dept Admin Support 3	Construction Mgmt Admin Support	Communication Liaison

2024-2025
CUSTODIAL
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A (1)	**$19.45**	**$20.04**	**$20.64**	**$21.25**	**$21.89**	**$22.54**	**$23.23**	**$23.92**	**$24.88**
A (2)	**$19.85**	**$20.44**	**$21.04**	**$21.65**	**$22.29**	**$22.94**	**$23.63**	**$24.32**	**$25.28**
B (1)	**$19.97**	**$20.57**	**$21.19**	**$21.82**	**$22.48**	**$23.15**	**$23.85**	**$24.56**	**$25.54**
B (2)	**$20.37**	**$20.97**	**$21.59**	**$22.22**	**$22.88**	**$23.55**	**$24.25**	**$24.96**	**$25.94**
C	**$24.28**	**$25.01**	**$25.76**	**$26.53**	**$27.32**	**$28.14**	**$28.99**	**$29.86**	**$31.05**
D	**$25.82**	**$26.59**	**$27.39**	**$28.21**	**$29.06**	**$29.93**	**$30.83**	**$31.75**	**$33.03**
E	**$28.12**	**$28.97**	**$29.84**	**$30.73**	**$31.65**	**$32.60**	**$33.59**	**$34.59**	**$35.98**

JOB CLASSIFICATIONS

A	B	C	D	E
Day A1 ***Night A2** **Custodian**	**Night Lead B1** ***Night Lead Swing** **Custodian B2**	**Custodian 1**	**Custodian 2**	**Custodian 3**

*Includes .40 an hour differential

2024-2025
MAINTENANCE, TRADES AND SECURITY
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$20.21	$20.81	$21.45	$22.09	$22.75	$23.43	$24.14	$24.86	$25.85
B	$21.11	$21.75	$22.40	$23.07	$23.76	$24.47	$25.20	$25.96	$27.00
C	$22.27	$22.95	$23.63	$24.34	$25.07	$25.82	$26.60	$27.40	$28.49
D	$22.31	$22.99	$23.67	$24.38	$25.12	$25.86	$26.64	$27.45	$28.55
E	$24.97	$25.72	$26.50	$27.28	$28.11	$28.95	$29.82	$30.71	$31.94
F	$25.32	$26.07	$26.86	$27.66	$28.49	$29.34	$30.22	$31.13	$32.37
F (1)	$25.72	$26.47	$27.26	$28.06	$28.89	$29.74	$30.62	$31.53	$32.77
G	$25.88	$26.65	$27.45	$28.27	$29.11	$29.99	$30.89	$31.82	$33.09
F (2)	$26.12	$26.87	$27.66	$28.46	$29.29	$30.14	$31.02	$31.93	$33.17
H	$26.38	$27.17	$27.99	$28.82	$29.69	$30.58	$31.51	$32.45	$33.74
H(1)	$26.78	$27.57	$28.39	$29.22	$30.09	$30.98	$31.91	$32.85	$34.14
H(2)	$27.18	$27.97	$28.79	$29.62	$30.49	$31.38	$32.31	$33.25	$34.54
I	$28.69	$29.55	$30.44	$31.35	$32.29	$33.25	$34.26	$35.28	$36.69
J	$35.00	$36.05	$37.14	$38.25	$39.40	$40.58	$41.79	$43.05	$44.77
K	$36.07	$37.16	$38.27	$39.42	$40.60	$41.82	$43.08	$44.37	$46.14

JOB CLASSIFICATIONS

A	B	C	D	E	F
Groundskeeper 1	Campus Security	Groundskeeper 2 Maintenance 1	Warehouse 1 Courier	Warehouse 2	Security Patrol Monitor * ** Warehouse 3

G	H	I	J	K	
Groundskeeper 3	Maintenance 2 District Facilities and Security Support* **	Maintenance 3	Maintenance 4	Maintenance Foreman	*Includes .40 an hour differential **Includes .80 an hour differential

2024-2025
TECHNOLOGY
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$24.22	$24.95	$25.70	$26.46	$27.26	$28.08	$28.93	$29.79	$30.98
B	$25.08	$25.83	$26.61	$27.41	$28.22	$29.07	$29.94	$30.84	$32.07
C	$30.04	$30.94	$31.86	$32.82	$33.80	$34.82	$35.86	$36.94	$38.41
D	$32.20	$33.16	$34.16	$35.18	$36.24	$37.32	$38.44	$39.60	$41.18
E	$33.21	$34.22	$35.24	$36.30	$37.38	$38.51	$39.66	$40.85	$42.49

JOB CLASSIFICATIONS

A	B	C	D	E
VOID	Print Shop Operator	Technology Support 2	Data Technician Technology Repair	Technology Support 3 Technology Integration

2024-2025
FAMILY SUPPORT
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$24.19	$24.91	$25.66	$26.42	$27.22	$28.04	$28.88	$29.75	$30.94
B	$24.28	$25.01	$25.75	$26.53	$27.32	$28.14	$28.99	$29.86	$31.05
C	$25.53	$26.30	$27.09	$27.90	$28.74	$29.60	$30.49	$31.40	$32.66
D	$30.03	$30.93	$31.86	$32.81	$33.79	$34.81	$35.85	$36.93	$38.41
E	$32.19	$33.16	$34.16	$35.18	$36.24	$37.32	$38.44	$39.59	$41.17

JOB CLASSIFICATIONS

A	B	C	D	E
Family Outreach Liaison	Graduation Coach	Transition Assistant	Education Liaison	Language Liaison

2024-2025
FINANCE
PAY SCHEDULE

Pay Grade	1	2	3	4	5	6	7	8	9
A	$25.35	$26.10	$26.89	$27.70	$28.52	$29.38	$30.26	$31.17	$32.42
B	$25.77	$26.54	$27.33	$28.16	$29.00	$29.87	$30.77	$31.69	$32.96
C	$30.02	$30.92	$31.84	$32.79	$33.77	$34.79	$35.83	$36.91	$38.39

JOB CLASSIFICATIONS

A	B	C
Financial Assistant 1	Financial Assistant 2 Benefits Assistant Payroll Assistant	General Accountant