

**COLLECTIVE BARGAINING AGREEMENT**

between

**WOODBURN SCHOOL DISTRICT 103**

**Marion County, Oregon**

and

**WOODBURN EDUCATION ASSOCIATION**

**July 1, 2019 through June 30, 2022**

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## **PREAMBLE**

This Agreement is entered into by and between the Woodburn Education Association, hereinafter called the "Association", and School District Number 103, Marion County, Oregon, hereinafter called the "District".

The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours, and conditions of employment for licensed personnel included in the bargaining unit.

WHEREAS the parties have reached certain understandings which they desire to confirm, and

WHEREAS the District and the Association recognize and declare that providing a quality education for the children of Woodburn is their mutual aim, and that the character of such education depends on the quality and morale of the teaching service.

IT IS HEREBY AGREED AS FOLLOWS:

## ARTICLE 1 STATUS OF AGREEMENT

### A. Recognition:

The Board recognizes the Woodburn Education Association, hereinafter referred to as the "Association," as the exclusive bargaining agent with respect to employment relations, the negotiation of an Agreement, or any question arising thereunder, for the term hereof, of all full-time and part-time licensed personnel, employed by the District. All administrative, classified, and supervisory personnel, including, but not limited to, all central office staff, principals, assistant principals, the athletic director and substitutes, shall be specifically excluded from the bargaining unit. However, such exclusion does not preclude recognition of such positions in the future. Questions of unit determination and/or clarification shall be resolved through negotiations. If the parties are unable to reach agreement, such question shall be referred to the Employment Relations Board for a determination. For this agreement the terms "educator," and "employee," shall be used interchangeably.

### B. District Policies:

This Agreement shall modify, replace, or add to any policies, rules, regulations, procedures or practices of the District, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and become a part of the rules and regulations, practices and procedures, which are consistent with this Agreement.

### C. Copies:

There shall be two signed copies of the final Agreement for the purpose of records. One shall be retained by the District and one by the Association. The cost of reproducing this Agreement shall be shared by the District and the Association.

D. Limitations:

The purpose of this Article is to recognize the right of the bargaining agent to represent educators in the bargaining unit in negotiations with the Board. Granting of recognition is not to be construed as obligating the Board in any way to continue any function or policy. The Board reserves the right to create, to combine, or eliminate any positions it judges necessary, subject to the terms of this Agreement and the laws of the State of Oregon.

## ARTICLE 2 NEGOTIATION OF A SUCCESSOR AGREEMENT

A. Negotiation of A Successor Agreement:

The parties agree that negotiations for a Successor Agreement shall begin no later than February 15th of the year of the expiration of the agreement. Regardless of whether the parties have met, it is expressly agreed that the 150 days of bargaining required by ORS 243.712, shall begin on February 15th. Nothing in this paragraph shall serve to modify the parties' obligation to bargain in good faith set forth in Oregon law.

B. Modification:

This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

### **ARTICLE 3 ASSOCIATION COMMUNICATIONS AND RIGHTS**

A. Information

Upon request, the Board agrees to allow the Association access to all public information necessary for its functioning as exclusive bargaining representative. The District may charge the Association for the actual costs of providing information.

B. Use of School Building

The Board agrees that the Association may use school buildings under the same conditions that other community groups are allowed to use said buildings.

C. Use of School Equipment

The Association shall have the right to use school facilities and equipment when such equipment is not otherwise in use. The Association shall pay for the cost of all materials, supplies, and repairs incidental to such use.

D. Bulletin Boards

The Association may place announcements and information on the bulletin board reserved for educator use in the faculty lounge.

E. Mail Facilities

The Association shall be given the right to use the school mailboxes and e-mail for communication purposes. Communications shall be labeled as coming from the Association. Use of e-mail shall comply with the District's acceptable use policy. The District shall be responsible for the transportation of all and any District materials between school buildings. The Association agrees to hold the District harmless against any claim brought against the District as a result of this Section.

F. Association Leave

1. The Board agrees to grant fifty-five (55) days total to be used by association officers and representatives to conduct Association business.
2. The Association shall reimburse the District for the cost of a substitute teacher (if a substitute is actually hired), and/or coverage of missed protected prep time. The billing for such reimbursement will indicate the member for which the substitute was hired (or for whom coverage was charged to protected prep time), and the date of such leave. The billing shall be done on a quarterly basis.
3. No single individual may use more than twenty-five (25) of these days with the exception of mutually agreed upon Association President release.
4. All such absences shall be scheduled a reasonable time in advance by the Association president or vice president through Human Resources.
5. During years in which bargaining occurs, release time for the association bargaining team members will not be counted against the limit.

G. Association President Release

1. Upon request of the Association, leave time for the Association President shall be granted at an amount and on a schedule mutually agreed upon by the District and Association.  
The President and District designee shall meet to determine a schedule mutually agreeable to the District and the Association prior to its implementation.
2. The Association shall reimburse the District for the cost of the salary and benefits at the corresponding proportionate rate. The Payroll Office shall be responsible for computing the appropriate reimbursement amount and sending a written billing, including the calculation, to the Association by June 1. Reimbursement by the Association shall be made to the Payroll Office by June 30.

H. Right to Speak at Meetings

Upon request, an Association representative shall be allowed to make brief announcements at any faculty or other professional meeting.

I. Availability of Collective Bargaining Agreement

1. The District shall maintain an accessible electronic version of the Collective Bargaining Agreement on the district website.
2. The District will provide a hard copy of the Collective Bargaining Agreement to the employee upon request.

J. New Teacher Orientation

The District and Association shall co-facilitate providing information on rights and responsibilities of educators relating to such topics as, but not limited to, solving issues at the lowest level, complaints, and evaluations.

## ARTICLE 4 MANAGEMENT RIGHTS

- A. The District retains and reserves unto itself all powers, rights, and authorities, duties, and responsibilities conferred upon and invested in it by the laws and the constitution of the State of Oregon. Such powers, rights, authorities, 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 the law and the specific provisions of this Agreement.
  3. The right to contract or subcontract work, including the right to employ distance-learning technology for the purpose of utilizing non-district personnel to provide instruction to District students.
  4. The District shall not subcontract any bargaining unit work without providing prior written notice to the Association and completing negotiations on the issue if demanded by the Association *in accordance with ORS 243.698*.
- B. The exercise of the foregoing powers, rights, authorities, duties, and responsibilities, and the adoption of policies, rules, regulations, and practices shall be limited only by the specific terms of the Agreement. In the event of conflict between the aforementioned and the terms of this Agreement, the Agreement shall be controlling.

## **ARTICLE 5 EDUCATOR ADMINISTRATOR LIAISONS**

Communication between educators and the Administration is vital, and to this end, Association representatives and their building principals shall meet monthly and upon request of either party. These meetings may occur during normal contract hours (including protected prep time), as long as they do not interfere with student instructional time. Loss of prep as a result of a mutually agreed upon liaison meeting, will not result in compensation.

## ARTICLE 6 GRIEVANCE PROCEDURES

### A. Definitions

#### Grievance:

A grievance is a claim by the educator or the Association based upon a difference of opinion concerning the interpretation, application, or violation of this Agreement or established Board policy. The parties recognize there are two types of grievances:

- a. A contractual grievance is a claim by an educator or the Association based on the interpretation, application, or alleged violation of this Agreement. Such grievances can be appealed to arbitration as provided for herein.
- b. A policy grievance is a claim by an educator, a group of educators, or the Association based on the interpretation, application, or alleged violation of established Board policy. Such grievance can be appealed only through Level Three of the grievance procedure provided for herein.

#### Aggrieved Person:

The “aggrieved person” is the person, persons, or the Association making the claim.

#### Party in Interest:

The “party in interest” is either the person, persons, or Association making the complaint or the persons against whom the complaint is made.

### B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise, affecting educators. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. The District and the Association agree that all employees shall have the unqualified right to file grievances and neither the Association nor the District may take any action against an employee as a result of the exercise of their right. Furthermore, no grievance documentation shall be maintained in an employee’s personnel file.

C. Procedure

1. Time Limits:

These procedures should be processed as rapidly as possible. The number of days indicated for settlement or appeal at each level should be considered a maximum. However, time limits may be extended 5 additional days at any level, other than the initial filing period, with written notice to the other party. Any further extensions will be by written agreement of the parties.

2. Days:

“Days” shall mean any day throughout the calendar year when the District Office is open. At the request of either party, a grievance shall be held over until the following school year with the exception of the initial filing timeline.

3. Financial Responsibility:

Each party shall pay any and all costs incurred by said party. Arbitration costs shall be borne equally by both parties.

4. Resolutions:

A grievance shall be considered resolved if:

- a. The aggrieved receives a satisfactory resolution to their grievance, or
- b. They choose to withdraw the grievance in writing, or
- c. The aggrieved fails to appeal the grievance to the next level within the number of days allotted at that level, or otherwise fails to comply with the requirements of this procedure.

5. Representation:

Any aggrieved person may be represented at all stages of the grievance procedure by themselves, or, at their option, by a representative selected or approved by the Association. The Association shall have the right to be present and to state its views at all stages of the grievance procedure.

6. Bypassing Level 1:

It is recognized that in some cases the immediate supervisor may not be able to effectively deal with a particular grievance issue. Therefore, by prior written agreement of the parties, the aggrieved party may, within the time limit allowed for filing at Level One, bypass Level One and utilize Level Two, Superintendent of Schools, as the first step of the grievance procedure.

7. Form:  
All grievances shall be filed on the established form (see Appendix C). At each step after filing, the original copy and the original of any attachments, shall be provided by the party filing or responding, as applicable, to the other party.
8. Meetings:  
At Levels 1, 2, and 3, upon the request of either the aggrieved party or the District, a meeting shall be held to discuss the grievance.

D. Levels of Grievance

If the issue is not resolved at the lowest level, then implement the following:

**LEVEL ONE:** The aggrieved person(s)/Association shall present the grievance to their immediate supervisor in writing, and in person, upon the adopted form (Appendix C hereof), within 10 days of the occurrence, or within 10 days of the time when the grievant would reasonably have become aware of the occurrence giving rise to the grievance. In accordance with the requirements as outlined on the grievance form, the aggrieved shall explain the nature of the grievance, against whom it is leveled, and what the aggrieved would consider an equitable solution to the grievance. The aggrieved person shall also state that the grievance is either a contractual grievance or a policy grievance (Sections A, 1 a. and b., above). If the grievance is claimed to be a contract grievance, the aggrieved person shall also specify the particular Article(s), with Section(s) and the paragraphs thereof that they claim have been violated. If the grievance is claimed to be a policy grievance, the aggrieved person shall also specify the specific School Board policy that they claim has been violated. From the date of the aggrieved's initial presentation of the grievance, the immediate supervisor shall have 10 days to respond to the grievance by completion of the applicable blanks of the grievance form.

**LEVEL TWO:** If the aggrieved person(s)/Association is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within 10 days after the presentation of the grievance at Level One, the aggrieved

person(s)/Association shall submit the grievance to the Superintendent of Schools by forwarding the grievance form, with the applicable blanks completed, within 10 days of receipt of the Level One response, or within 10 days of submission of the Level One Grievance, whichever shall occur first. The Superintendent or their designee shall have 10 days to respond to the grievance in writing.

**LEVEL THREE:** If the aggrieved person(s)/Association is not satisfied with the Level Two response, or if there is no response, the aggrieved person(s)/Association shall submit the grievance to the Board within 10 days of receipt of the Level Two answer or within 20 days of submission at the Level Two step, whichever shall occur sooner, by submissions of a copy of the grievance form with the applicable blanks completed. The Board shall determine at its next scheduled meeting whether or not to hear the grievance. If the Board elects to hear the grievance, this will occur at or before the date of the next scheduled Board meeting. The Board shall have five days following the hearing to respond to the grievance in writing.

**LEVEL FOUR:** If the aggrieved party is not satisfied with the Board's response (or the Level Two response if the Board elects to not hear the grievance appeal), and if the grievance is a contract grievance, the Association shall have the right to have the matter submitted to binding arbitration. A written notice of submission to binding arbitration on the adopted grievance form shall be forwarded to the Superintendent's office no later than 10 days after the aggrieved has received the Board's decision or notice that the Board will not hear the contract grievance. In the event the aggrieved party has not received a response within five days of the Board meeting specified in Level Three above, the Association shall have 15 days from the date of the Board meeting in which to provide the notice of submission to arbitration. The parties shall have 10 days from the date of District receipt of written notification from the Association of its desire to arbitrate the grievance, to meet or confer in an effort to designate a mutually agreeable arbitrator, and obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the 10-day period, the association and the District shall select an arbitrator by alternately striking names from a list of seven arbitrators

provided by the Employment Relations Board. The party to strike the first name shall be determined by lot. The parties shall jointly notify the arbitrator of their selection. The arbitrator so selected shall confer with representatives of the Board and the Association and hold hearings. They shall issue their decision no later than 20 days from the date of the close of the hearing. The arbitrator's decision shall be in writing, and shall set forth their findings of fact, reasoning and conclusions on the issue submitted. The arbitrator shall be without power or authority to make any decision that requires the modification of any terms or conditions of this Agreement. The arbitrator shall have no power to substitute their discretion for that of the Board in any manner not specifically and expressly provided for herein. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

## ARTICLE 7 EVALUATION

### A. Purpose

The purpose of evaluation shall be the improvement of instruction and the measurement of educator effectiveness; encouraging professional growth; improving communication between employees and their immediate supervisor; and, when necessary, identifying and assisting employees to improve/correct areas of unsatisfactory performance. In order to work, it must be continuous and constructive in an atmosphere of trust and respect. The success of the evaluation hinges on the commitment of the educator to a plan of professional growth and the commitment of the administrator to provide significant opportunities for that growth to take place. Nothing contained herein shall be construed to limit the use of said evaluation to those to those particular purposes, it being understood that they may be utilized for all lawful purposes in determining the educator's status with the District.

### B. Process

1. In developing and administering its evaluation system, the District will comply with ORS 342. 850, ORS 342.856, the ODE Framework, and the District Evaluation Handbook.
2. Evaluation of educators shall only be conducted by licensed administrators. Information arising from mentoring, peer assistance, and peer coaching shall not be used for purposes of evaluation.
3. The District and Association agree to create a joint evaluation committee composed of an equal number of members from each party. The committee shall meet at least annually, or if requested by either party, to review the current procedure and consider recommendations for change. Association members serve on the committee voluntarily and will be given release time for committee meetings held during student contact time. No major change in the evaluation system shall be effective until it has been reviewed by the Association and approved by the School Board.
4. When an administrator sees an area of performance concern, they will provide feedback in accordance with the evaluation handbook.

5. The district shall provide educators the link to access the current copy of the evaluation handbook and the link to the timeline at the start of each school year, or upon hire. If a member requests a hard copy of the handbook, the district will provide them one.
  6. Individual educator evaluation data shall not be publicly released or reported, unless required by law.
- C. Any grievance filed over this article, shall be treated as policy grievance in accordance with Article 6.A.b.

## ARTICLE 8 JUST CAUSE

A. Just Cause:

No educator shall be disciplined, which shall mean reprimanded in writing, reduced in compensation, or suspended without pay, without just cause. Just cause, as used herein, shall require that the District show that the action has an actual basis in the facts relied upon when the action was taken and that the discipline by the District is reasonably related to the alleged action. If a question as to just cause exists, it may be resolved through the grievance process, up to and including, binding arbitration pursuant to the provision of Article 6 hereof.

B. Due Process Provision:

For the purposes of this Article, due process shall require that:

1. The Administrator shall notify the employee of the right to association representation for all meetings known to be related to discipline or investigation when scheduling the meeting.
2. The employee shall be entitled to Association representation at any meeting the employee reasonably believes may lead to discipline. This shall not preclude an administrator from providing advance notice that a meeting was intended to be disciplinary in nature.
3. The employee will be informed of the charges and given an opportunity to respond before a decision is finalized.
4. The employee's response may be verbal or in writing, and may include representation by counsel or the Association, if the employee so chooses.
5. After the decision is finalized, the employee will be given written notification thereof.

C. Exception:

The dismissal or non-renewal of any employee in the bargaining unit shall be subject only to the requirements set forth in ORS 342.805 to 342.934 and shall not be governed by the terms of this Agreement or subject to a claim of a violation thereof.

## ARTICLE 9 PERSONNEL FILES

- A. No written evaluation, reprimand, warning, complaint, or other disciplinary material will be placed in an educator's personnel file unless the educator has had the opportunity to review such material. This includes investigatory reports by law enforcement officials, reports from Services for Children and Families, and reports to Teachers Standards and Practices Commission. The material shall be signed by the educator before it is placed in the educator's personnel file. The educator's signature on the copy to be filed does not necessarily indicate agreement with the contents thereof. If an educator refuses to sign such a document, the administrator shall affix their signature indicating that the educator was given the opportunity to sign but refused. The educator will also have the right to submit a written response to such materials, which shall be attached to all file copies.
- B. In accordance with Oregon Revised Statutes, each educator's personnel or working file shall be open for inspection by the educator, but shall be open only to such other persons as are officially designated by the District, educator, or the legally designated representative of the educator's estate.
1. An educator wishing to review the contents of their personnel file, shall make a written request to the District Human Resources Department at least one work day in advance.
  2. An educator wishing to review the contents of their working file, shall make a written request to their building administrator at least one work day in advance.
- C. The employee shall pay for the cost of any copying requested.
- D. An educator may request material(s) in their personnel file (excluding evaluations and disciplinary materials, in accordance with Oregon Revised Statutes) be removed from their file after three (3) years. The request shall be made to the

Director of Human Resources. If this request is denied, the educator may appeal to the Superintendent who shall make the final determination as to whether the material will be removed.

- E. No item will be moved from a supervisor's working file to the official personnel file without the provisions of this Article being followed.

## **ARTICLE 10 COMPLAINT PROCEDURE**

Any verbal and/or written formal complaint regarding an educator made to any member of the Administration by any parent, student, or other person that may influence his/her evaluation or result in discipline of that educator, shall be processed according to the following procedures:

- A. Every attempt will be made to notify the Association when an employee against employee complaint is filed.
- B. The building administrator or Superintendent's designee shall meet with the educator to apprise the employee of the nature of the complaint (name of complainant, date of complaint, and any written documentation) within seven (7) working days.
- C. The educator shall have the right to have Association representation in attendance at any meetings or conferences regarding the complaint. If Association representation is not available, the meeting will be postponed until such representation can be arranged.
- D. If the facts of the complaint are in dispute and the matter is not resolved, the educator shall be notified that an investigation by the Superintendent or their designee shall be conducted.
- E. Upon completion of the investigation, the educator shall be notified of the disposition of the complaint.
- F. If the complaint results in disciplinary action, then the employee shall have all rights and provisions as provided under Article 8 Just Cause, including the right to attach any statements or documents they believe to be relevant.
- G. The provisions of this Article shall not apply in situations in which the subject matter of the complaint is also the subject of an investigation by law enforcement or an outside agency.

## **ARTICLE 11 VACANCIES AND TRANSFERS**

### **A. Definitions**

1. Work Assignment: The grade level (elementary) or area of endorsement (any level) in which an educator is placed.
2. Vacancy: A position that is unfilled, or anticipated to be unfilled.
3. Transfer: A change from one building or work site to another, which may or may not also result in a change in work assignment.

### **B. Notice of Assignment**

1. On or before June 1, the District shall notify educators of their anticipated work assignment and work hours for the following school year. Educators seeking a change of assignment within their building for the following school year, may communicate their interest to their building administrator, in writing, prior to February 1.
2. Grade and subject assignments shall be made by the District.
3. Any educator who is provided notice of change in grade level(s) at the elementary level, and/or area(s) of endorsement at any level, resulting in at least a fifty percent (50%) change in assignment to accommodate the District after August 15, will be given sixteen (16) hours of pay at curriculum rate for planning. Notification outside the adopted school year calendar must be made to home address or by personal telephone and work email.
4. Educators who are assigned by the District after June 1, to teach in areas of endorsement for the upcoming school year that they have not taught within the last five (5) years, shall be given sixteen (16) hours of pay at curriculum rate for planning, paid on the September paycheck.

C. Vacancies

1. Posting of Vacancies:

Except as noted in paragraph 3 below, the District shall electronically publish a notice of all licensed bargaining unit openings and all extra-duty position openings as soon as they occur.

2. Application to Fill a License Bargaining Unit Vacancy:

Any educator who wishes to fill a vacancy shall submit an application to the Superintendent or designee within the allotted time for application. Any educator who applies for and meets the minimum qualifications of a licensed bargaining unit position, shall be granted an interview.

3. Exceptions:

Positions filled by an educator returning from leave, a temporary educator, an in-building reassignment, or a transfer pursuant to Part E hereof, shall not be considered as a vacancy for purposes of the above provisions.

D. Voluntary Transfer

1. For purposes of this Article, a voluntary transfer shall be defined as a transfer that is initiated by the educator, or initiated by the District and agreed to by the educator.

2. Any educator desiring a transfer for which a vacancy does not already exist, shall make their request in writing on or before February 1, in order to be considered for the following school year.

3. Applications for transfer must be renewed annually in order to remain valid.

The District may transfer an educator regardless of whether or not the position is currently posted as a vacancy.

4. This section in no way invalidates any educator's right to apply for and be considered for vacancies at any time they might occur.
5. The District shall retain the right to select the individual it believes to be most qualified for the position, regardless if the person is employed in the District or not.
6. Any educator denied a voluntary transfer shall be notified in writing and shall have the right to confer with the Superintendent regarding the denial.

E. Involuntary Transfer

1. For the purpose of this Article, an involuntary transfer is a transfer initiated by the District and not agreed to by the educator.
2. Criteria for involuntary transfers include, but are not limited to:
  - a. District instructional requirements
  - b. Staff availability, experience, and qualifications
  - c. District experience (seniority)
  - d. Program needs
  - e. School goals
  - f. Other considerations as determined by the District
3. Notice of Possible Transfer  
Before a decision to transfer an educator is finalized, the current administrator shall meet with the educator to discuss:
  - a. That a transfer is being considered
  - b. The reason(s) for the possible transfer
  - c. A suggested time for a meeting to further discuss the possible transfer if the educator desires, as specified in Article 11.E. 4.
4. Meeting  
A meeting to discuss the possible transfer will occur with the educator, the Association President, and the current administrator, at which time the educator will be notified of the reasons for the transfer and the possible new assignment.

5. Notice of Transfer

After the meeting specified in Section E (4) above has occurred, or after the scheduled time for meeting has passed, the Superintendent or their designee shall provide the educator with written notification of the transfer decision.

6. Appeal of transfer decision

The educator shall have the right to meet with the Superintendent or their designee to appeal the transfer decision at a mutually agreeable time. The educator shall have the right to have an Association representative present at the meeting. The educator will receive in writing the appeal decision within 14 calendar days of the appeal meeting.

F. Moving

1. Any educator notified of movement between classrooms or offices after August 15, or at any time during the school year, shall be given eight (8) hours of pay at curriculum rate. Notification outside the adopted school year calendar must be made to home address, or by personal telephone *and work email*.
2. The District shall transport the educator's school-related materials, as well as any classroom furniture, equipment, books and supplies that are designated by the District to move with the educator.

G. Summer School Positions

Summer school positions shall be posted electronically. Any educator wishing to be considered for a summer school position, shall submit an application to the Superintendent or designee. Educators shall be notified as to whether they are selected for position.

## ARTICLE 12 WORKING CONDITIONS

### A. Telephone Use

Arrangements may be made with the building administrator for the use of a telephone to allow privacy for conversations when making confidential calls regarding students.

### B. Reference Materials

The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall provide educator reference materials in each school in the District and include, therein all texts that are reasonably requested by the educators of the school and are collectively agreed upon by the educators and/or teams and the building administrator, within the funds allocated.

### C. Safety

Educators shall not be required to work under unsafe or hazardous conditions, or to perform tasks, which endanger their health, safety, or well-being. The District Safety Committee will consist of representatives appointed by the District and the Association. The District will abide by all local, state and federal workplace health and safety regulations and communicable disease health protocols. A complaint claiming a violation of this section, should first be addressed to the District Safety committee. If the educator is not satisfied with the result, the complaint will be filed to the proper state agency, and a report made to the School Board. This complaint will not serve as a basis for a claim of violation of this Agreement.

D. Inclement Weather and School Closures

The District Superintendent or a delegated authority may call for school closures, due to inclement weather or for other valid reasons. When school is closed due to transportation problems caused by inclement weather, educators shall not be required to report for work. Days not worked pursuant to school closures, shall not result in a loss of pay for educators. Any pre-arranged leaves (including but not limited to sick leave, family illness leave, bereavement, or personal leave) will not be deducted from leave balances on days that schools are closed due to inclement weather or hazardous conditions. However, the Board may, at its discretion, make up all or a portion of such days without additional compensation. The Board will notify the Association no later than the day following the April Board meeting, whether any day or portion thereof, will be made up. In the event a closure happens after the April Board meeting, the Board will address the closure at the next Board meeting. If school reporting time is delayed for students, reporting time for educators will be delayed the same amount of time.

E. Electronic Surveillance

The primary purpose of electronic surveillance is to ensure the health, welfare and safety of all educators, students and visitors to District property and to safeguard District facilities and equipment. As such, the District and the Association agree:

1. Such equipment shall not be used in classrooms (except gyms) or private offices without prior notice regarding purpose and use.
2. Information derived from electronic surveillance will not be used as the sole basis for the professional evaluation of an educator.
3. For the term of this agreement, the Professional Issues Committee will review type and frequency of incidents involving members and electronic surveillance as they relate to member discipline.

## ARTICLE 13 EDUCATOR WORK YEAR

### A. Calendar

The standard educator work year shall not exceed 194 days starting in the 2020-2021 school year, including up to 179 classroom days, and a minimum of five (5) holidays, six (6) educator workdays, with one workday immediately following winter break and four (4) in-service days. The State Instructional Improvement Day shall be designated as a non-contract day. The 5 holidays shall be as follows:

Labor Day

Veterans Day

Thanksgiving Day

Presidents' Day

Memorial Day

### B. The specialized educator work year shall be extended, paid per diem, by a set number of days based on positions as follows:

1. Library Media Specialists
2. Instructional Coaches
3. Counselors

### C. The district shall notify specialized educators of their work calendar, paid at per diem rate, no later than *thirty (30)* calendar days after the Board has adopted the standard school calendar.

### D. Calendar Review

The District shall develop a proposed school calendar for the upcoming year and shall, no later than February 1 of each year, provide the Association with a copy of that proposed calendar. The Association shall review the proposed calendar and provide feedback to the Superintendent no later than March 1 of each year. Final discretion as to the calendar shall rest with the District as specified by the Board policy.

## ARTICLE 14 WORKING HOURS AND WORKLOAD

### A. Work Day

1. The educator's total in-school workday shall not exceed a 7-3/4 hour day, not including a duty-free lunch period. Educators' starting and release time may vary depending on building and program hours, as established by the building principal. If an employee receives permission from their principal to depart early or arrive late, the educator may be required to make up the amount of time missed.
2. A duty-free lunch period of 30 minutes shall be afforded all educators. Educators shall be permitted to leave the building during the lunch period.

### B. Preparation Time

All educators shall be provided uninterrupted, duty-free preparation time for a minimum of 290 minutes per week.

1. Middle and High School Classroom assigned Educators, including Specialists
  - a. Middle and high school educators shall be provided an instructional period of not less than 45 minutes per day of uninterrupted, duty-free preparation time.
  - b. Middle and High School educators shall also be scheduled additional blocks, of not less than 30 minutes, to provide a total minimum of 290 minutes per week of preparation time.
  - c. If the instructional period is shortened to less than 45 minutes, the weekly total must remain at the 290-minute minimum.
  - d. When less than a full week is worked due to scheduled or non-scheduled school closure, vacations, holiday periods, or for other reasons, the daily preparation time shall be the same as a normal schedule for the particular days worked
    - In the event of a full day school closure, preparation time is missed for that day only and is not compensated as lost

preparation time or taken as additional time on a subsequent day.

- At the beginning of the school year, building administrators shall provide an alternative daily schedule for use in case of an unscheduled late start. This schedule will provide preparation time for educators whose preparation time would be lost because of the late start.
- In the event of an unscheduled early release, educators will be compensated for lost preparation time.

2. Elementary Educators, including Specialists

- a. Preparation time shall be scheduled in daily blocks of not less than 30 minutes each.
- b. When less than a full week is worked due to scheduled or non-scheduled school closure, vacations, holiday periods, or for other reasons, the daily preparation time shall be the same as a normal schedule for the particular days worked
  - In the event of a full day school closure, preparation time is missed for that day only and is not compensated as lost preparation time or taken as additional time on a subsequent day.
  - At the beginning of the school year, building administrators shall provide an alternative daily schedule for use in case of an unscheduled late start. This schedule will provide preparation time for educators whose preparation time would be lost because of the late start.
  - In the event of an unscheduled early release, educators will be compensated for lost preparation time.

3. Non-classroom Assigned Educators
  - a. Prep time for a non-classroom assigned educators may follow different schedules than those whose assignment is in a regular classroom setting.
  - b. The schedule will be developed jointly with building or District administration.
  - c. The guarantee would be that an equivalent weekly amount of prep time will be given to the non-classroom assigned member educator in daily blocks of not less than 30 minutes.
  
4. Loss of Preparation Period:
  - a. Educators who serve as a substitute for another educator's class, or are required to supervise students and non-special education educators attending required meetings (excluding field trips and full day professional development), during their regularly scheduled preparation time, shall receive their per diem rate for the time involved.
  - b. Educators required to attend meetings during their scheduled preparation time, shall receive their per diem rate for the time involved.
  - c. The above-specified amount will be increased in accordance with the provisions of Appendix A in the second and any subsequent years of this Agreement.
  
5. General Duty Time:

All time within the educator workday, not specifically designated as preparation time or the duty-free lunch period, shall be considered general duty time. General duty time may be devoted to student instruction, student supervision, faculty meetings, extra preparation time, and other activities as determined by the District.

6. Early Release:

Educators shall be allowed to leave school 15 minutes after the end of the instructional day on Fridays and on the last working day before Thanksgiving and Christmas.

C. Class Size/Workload

All teacher and Association concerns regarding class size and workload, will be resolved as a-policy grievance pursuant to Article 6.A.b. Class size issues shall also be a subject for discussion at Superintendent-Association liaison committee meetings.

## ARTICLE 15 INITIATING DISTRICT PROGRAMS

Instructional Program: A set of interrelated programs for students and staff that are guided by a common framework for curriculum, instruction, assessment and learning climate. The primary criteria for determining the success or effectiveness of an instructional program are these measures of changes in the selected group of learners. These changes can be affective, academic, social or physical.

An instructional program includes:

- Curriculum (what we teach)
  - Materials, instructional plans, learning experiences, assessments, etc.
- Pedagogy (how we teach)
  - Art or science of teaching; education; instructional methods

An Instructional Program is grounded in the Instructional Core:

- Educator's knowledge and skill
- Students engagement in their own learning
- Academically challenging content

When the District initiates new instructional programs, it is expected that the following guidelines will be adhered to:

- A. The affected teaching staff shall be made aware of the proposed program by the Administration.
- B. Affected educators shall be given an opportunity to provide input into the proposal before its adoption.
- C. Once implemented, the District shall provide a means for evaluation of the program at the end of the first year. A copy of the results of such evaluation shall be available to the Association upon request.
- D. The Professional Issues Committee (PIC) may review instructional program initiation.

## **ARTICLE 16 SUBSTITUTES**

Educators may make known their wishes as to which substitute they would prefer for the duration of their absence. It is understood that the District shall be under no obligation to retain that particular substitute. Educator feedback regarding substitutes shall be taken into account by the district for future substitute assignments.

## **ARTICLE 17 NONDISCRIMINATION**

The District and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of educators, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, sexual orientation, gender self-identification, disability or age. An alleged violation of this article may not form the basis of a grievance or unfair labor practice complaint.

## ARTICLE 18 REDUCTION IN STAFF AND RECALL

### A. Layoff

If the Superintendent is to recommend the layoff of educators to the Board, the Association will have not less than two weeks advance notice of such recommendation. Such notice will be in writing and will indicate the programs that may be affected.

When a layoff is required, it shall be for the reasons and under the conditions described in ORS 342.934, and only after consultation with the Association.

No educator who is competent and licensed/endorsed to teach an assignment filled by a less senior educator, and who meets the qualifications established for the position occupied by the less senior educator, shall be laid off. Competence and seniority shall be as defined in ORS 342.934. Specifically, seniority shall be defined as the length of service with the District and will begin to accrue as of the educator's most recent first day of actual service as an educator for the District. Seniority shall continue to accumulate when the employee is on approved leave.

Subject to competence and certification or licensure considerations, if two or more employees are found to have equal seniority, the employee to be laid off will be determined by lot. The District will post and provide the Association with a list showing the seniority of each employee, no later than December 1<sup>st</sup> of each year. Any educator who is to be laid off, will be so notified in writing as soon as practicable, but not less than two weeks prior to the effective date or layoff. Such notice will include the date of layoff and the reason(s) for the layoff.

### B. Recall

If within 27 months of layoff, a vacancy occurs within the District for which the laid-off educator is qualified, the recall procedure outlined below shall be followed:

1. At the time of layoff, the District shall provide laid-off educators the opportunity to express in writing a desire to return to the District. The District shall also receive the educator's mailing and email addresses, for recall notification. In the event of a recall, the District shall notify educators, who have expressed the desire to return to the District, of the recall by certified mail and email (if provided), sent to the last addresses given by the educator to the District.

Those educators responding to the recall will be considered for rehiring based upon seniority and competence using the same criteria as described above for the initial reduction in staff.

2. An educator who is on the recall list, shall have seven calendar days from the date of receipt of certified notice of recall to notify the District in writing, by mail, of their intent to be considered for the open educator position with the acknowledgement that upon acceptance by the District, said educator will report for duty as a full-time certified staff person in such position within 20 days from the date said notice was received. However, if the educator was not receiving unemployment insurance benefits and if they can show that they were serving in a regular (not temporary) contracted position for another Oregon school district, they shall, upon timely written request, be granted an additional 45 days within which to report to work if the employing district has refused a request for release from contract. Failure of the educator to respond within the time provided herein, or a second refusal of a recall offer to a position within the educator's area of licensure, shall constitute a waiver of the educator's right to be recalled and shall terminate such educator's right to further recall consideration.

C. Miscellaneous

1. All benefits to which an educator was entitled at the time of their layoff, including unused accumulated sick leave and accrued years of seniority, will be restored to them upon their return to active employment, and they will be

placed on the proper step of the salary schedule for their current position according to their experience and education. An educator will not receive increment credit for time spent on layoff, nor will such time count toward the fulfillment of time requirements for acquiring tenure. The Association shall receive a copy of any layoff or recall notice.

2. If the District is in a reduction-in-force (RIF) mode, as defined in Article 21, Section H, the District and the Association will negotiate a one-time early retirement incentive as a means to alleviate the financial impact of a reduction in force.

## ARTICLE 19 PAID LEAVES

### A. Sick Leave

1. Each educator shall receive 10 days sick leave at full pay during each school year. Educators who serve under contract for a fraction of the school year, shall receive sick pay on a prorated basis.
2. Sick leave not taken shall accumulate and may be used at a future time.
3. At the time of original employment or subsequent reemployment by the District, educators who were employed the previous year in an Oregon school district, shall be allowed to transfer their accumulated sick leave; provided, however, the amount of leave transferable shall not exceed 75 days. Transfer of sick leave from another district shall not be effective until the educator has completed 30 working days in this district.
4. The employee's sick leave balance shall be available upon request.
5. The annual 10 days sick leave shall be added to the educator's beginning total at the start of each academic year. An employee who leaves employment with the district and has used more sick leave than was earned at the time of separation, shall have the value of the unearned but used sick leave withheld from their final paycheck.
6. Sick leave may be used for the injury or illness of the employee or to care for their child, by adoption or birth, who resides in the employee's household. Sick leave may also be used for any reason set forth in state or federal law.

### B. Jury Duty Leave

Any educator in the District, regardless of their place of residence, who serves on jury duty or as a witness testifying under subpoena, provided they are not a party in interest, shall receive full pay while on jury duty or service as such witness. Fees received by the educator for jury duty or witness fees, shall be forwarded to the District business office; however, the educator may retain mileage fees. Each educator shall promptly notify the Superintendent's Office upon receipt of notice of jury duty or subpoena.

C. Professional Leave

Educators shall participate in and attend out-of-District visitations on approval of the Superintendent. The District shall provide and/or reimburse approved costs incurred by educators participating in professional onsite visitations and/or conferences.

When district transportation for approved travel is not available, educators shall be reimbursed for approved travel at a District-wide rate set by the Board.

D. Injury on Duty

In the event a licensed employee is absent from duty due to an accident covered by Workers' Compensation, the employee shall have the following options:

1. Employee may receive funds due them under Workers' Compensation and be granted a leave of absence without any charge against employee's sick time.
2. Employee may make claim for sick time, but the same shall be reduced by the sums paid employee by Workers' Compensation.

E. Personal Leave

Educators will be granted three days of personal leave per year. This leave may be used as desired by the educator and shall be non-accumulative. Half-days may be used. With the approval of the administrator, time taken which does not interfere with instruction, may be made up with trade time rather than charged as Personal Leave. The Principal is to be notified of such absence as soon as possible, except in cases of emergency, two days in advance. Such leave may be taken at the beginning or end of a holiday or break period, only at the discretion of the Superintendent and/or designee.

At the end of the school year, each employee shall be paid, in addition to their other pay, an amount equal to the daily pay for substitute teachers for each of the three days not used during the year.

Educators who work less than full time, shall receive time off and the year-end cash on a prorated basis based upon the relationship their regular work schedule bears to that of a full-time employee.

F. Bereavement Leave

Educators will be granted three (3) days of bereavement leave per year for the purpose of attending to the death, funeral, memorial service, or settling the estate of the deceased. Such leave may be accumulated up to a total of five (5) days.

Bereavement leave will be allowed for death of any relative or significant person in the employee's life. In the event of unusual travel or personal problems in connection with use of bereavement leave, additional leave days may be granted by the Superintendent. Bereavement leave need not necessarily be taken off as consecutive days where the circumstances warrant use of the leave in some other fashion.

G. Family Medical Leave

The parties recognize that the Federal Family and Medical Leave Act and the State Family Leave law apply to educators. In recognition of the fact that state and federal agencies have the authority to enforce such law, any grievance pertaining thereto, shall be filed and processed as a policy grievance.

H. Sick Leave Bank

1. Purpose

The purpose of the sick leave bank is to provide participants with additional sick leave days, should a long-term illness or catastrophic injury to themselves, spouse, or child exhaust the educator's accumulated leave.

2. Sick Leave Bank Committee

a. The Committee shall be composed of three (3) participating educators.

b. The Committee shall award or deny any participant's request for leave from the bank. The decision of the committee shall not be subject to the grievance process.

3. Donation to SLB
  - a. To become enrolled in the SLB, prior to October 1, educators will have the option to donate a minimum of one full day, in half or full day increments, up to a maximum of five (5) full days within one school year.
  - b. Educators hired between September 25 and October 31, have until October 31 to enroll in the sick leave bank.
  - c. Participants may donate additional sick leave days, up to the maximum, at their discretion.
  - d. SLB will maintain a minimum balance of 50 days. If requested leave would require SLB to fall below the minimum balance:
    - i. The committee would determine whether additional hours donations are necessary.
    - ii. Participants will not be required to re-donate more than one (1) time per calendar year.
  - e. If participants withdrew days from the bank the previous school year, they must donate at least one day at the start of the next school year, regardless of whether there is a mandatory donation that year.
  - f. Any time remaining in the SLB on June 30, will automatically roll to the next year to begin the SLB balance. The SLB committee will review the balances at the beginning of the year to determine whether there needs to be a sick leave contribution for the new year by the current SLB participants.
4. Withdrawal from SLB
  - a. SLB can only be used if participant has exhausted all available types of paid leave.
  - b. Participants must request leave in half or full day increments, up to a maximum of twenty (20) days per request. If a participant needs to request beyond the twenty (20) day maximum, they must submit, and be approved for unpaid leave through the District process, prior to the SLB Committee reviewing the request and rendering a decision for additional days. A total of 40 days can be awarded per school year.

- c. If a participant is awarded days and does not use them all by the end of the school year, the unused days will be returned to sick leave bank.
  - d. If a participant is terminated or leaves the district during or after a contract year, donated hours will not be returned to the participant.
5. Qualifications to apply for SLB
- a. Participant has provided proof of a personal or immediate family (spouse or child) member's serious physical health care condition from a medical provider.
  - b. To qualify for leave from SLB, participant must have been employed for a minimum of 90 days.
  - c. Educators employed on a temporary contract, hired before October 31 and with a contract length of at least 135 days, shall be eligible.
  - d. Participant contact with the committee.
  - e. Participant completes and returns the SLB application.
  - f. Application is reviewed by the Committee.
  - g. Participant will receive written notification of the Committee's decision within ten (10) working days of receipt of application.
  - h. Upon approval, Human Resources will make appropriate adjustments to the participant's leave and time sheet records.

## ARTICLE 20 UNPAID LEAVES

A. Parental Leave:

A non-paid leave for the purpose of caring for a newborn child, or for adoption, shall be available to educators. Such leave must be requested not less than 30 days prior to the educator's anticipated departure from the classroom. In the case of adoption, however, District receipt of the application for adoption within five days of the date of its submission to the adoption agency shall, when submitted in conjunction with the parental leave request, waive the requirement for 30 days prior notice. The leave shall continue through the end of the school year in which the leave commenced, or as otherwise mutually agreed between the educator and the District. If the educator is to return from leave before the end of the school year, the date of return shall normally coincide with the beginning of the grading cycle.

B. Exchange Teaching:

Upon application, a leave of absence not to exceed two years may be granted for the purpose of participation in an exchange teacher program in other states, territories, or countries; foreign or military teaching programs; the Peace Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to their professional responsibilities; provided said educator states their intention to return to the school system. Such leaves may be granted at the discretion of the Superintendent and will depend upon such factors as the availability of a suitable replacement, etc. Upon returning from such leave, an educator shall be placed in the same position on the salary schedule as if they had taught in the District during that period. In no case shall more than two educators be granted such leave in any one academic year. No probationary educator shall be granted such leave.

C. Professional Study:

Upon application, a leave of absence of not more than one year shall be granted, at the discretion of the Superintendent, to not more than three educators for the purpose of studying at an accredited college or university in a course of studies directly related to the educator's professional responsibilities. These educators shall agree to return to the District and work not less than two years each for the District. Upon return from such leave, the educator(s) shall be placed at an appropriate place on the salary schedule as befits their training and experience. The year's leave shall be counted as experience. No such leave shall be granted to a probationary educator.

D. Military:

Military leave shall be granted in accordance with state and federal law.

E. Return from Leave:

1. All benefits to which an educator was entitled at the time leave of absence commenced, including seniority and unused accumulated sick leave, shall be restored upon return as fully as if such leave had never been taken.
2. An educator must return from the leave directly to employment in the District.
3. All the above benefits will be reduced to writing, signed by the educator, and placed in the educator's file with this Agreement.
4. Failure to follow the procedure in this Article, or failure to return to work on the agreed upon date without being granted an extension, shall result in the employee's forfeit of position. The position shall be declared vacant and open to employment.

E. Unpaid Leave Notification

Notification of approval or denial of unpaid leave will occur within fifteen (15) working days of the date of the supervisor's signature.

## **ARTICLE 21 TUITION REIMBURSEMENT**

- A. All educators shall be eligible to receive reimbursement of tuition costs and assessment costs as listed below. For each District-approved course or assessment, the District shall pay the full cost.
1. For courses or assessments needed to qualify as Highly Qualified for the educator's assignment, until the Oregon Department of Education ends the requirement.
  2. For courses or assessments needed to obtain a license or endorsement required by the District for the educator's assignment or future assignment.
- B. All educators shall be eligible to request reimbursement of tuition other than those in Section A as listed below:
1. For courses that increase the educator's knowledge in the subject area(s) of their current assignment.
  2. For courses that increase the educator's knowledge and skill in the English, Spanish, and/or Russian language.
  3. For courses that increase the educator's knowledge and skill in language acquisition.
  4. For courses that increase the educator's knowledge and skill in the field of education.
  5. For courses that are part of a planned educational administration program when the educator has been recommended for the program by a District administrator.

These requests will be reviewed and acted upon in accordance with District-designated procedures by a committee of Association members appointed by the Association. The Association shall keep the District informed at all times of the current Chairperson of the committee. At the beginning of each school year, all educators shall be eligible to receive reimbursement of tuition costs for up to six quarter hours, cumulative to a maximum of 18 hours. However, these hours will be reduced by any hours reimbursed under Section A above. For each approved course

or assessment, the District will reimburse up to the current PSU (Portland State University) graduate rate per quarter hour.

- C. The District shall pay the full cost for those courses, seminars, in-service training sessions, or other such sessions in which the educator is required to participate. However, if there is an additional cost for college credit, any such additional cost shall be reimbursed only in accordance with Sections A and B above.
  
- D. For any and all reimbursement, the educator must provide proof of payment of tuition and/or assessment cost and proof of successful completion. This requires passing the assessment or for courses a grade of "C" or better or a "Pass" if the class is taken on a pass/fail basis. This information must be submitted to the Human Resources Office within 45 calendar days of completion of the assessment or end date of course for fall, winter and spring terms. Educators who take classes during the summer, shall not be eligible for reimbursement until after classes have commenced for the following school year. Proof of payment and proof of successful completion for summer courses must be submitted to Human Resources Office no later than October 31.
  
- E. The District's maximum expenditure for tuition reimbursement under Section 8, with the exception of Section C above, shall be limited to \$140,000 in any one contract year. The District and Association shall collaborate on procedures and rules governing the disbursement of funds under this section.
  
- F. Educators participating in a district-paid cohort have the option of using the tuition reimbursement process, in Section B above, or signing a three-year commitment agreement with the district, which begins when the district pays for the first class.
  
- G. Workshops:  
The District will pre-pay up to \$600 per educator, per year, for any non-mandated workshops, seminars, conferences, in-service training, or other sessions an educator may attend that the principal agrees are relevant to assignment and which will benefit

the educator in their profession. The cost of any necessary substitute shall be deducted from the amount set forth in this section, at the minimum rate for districts with a 5-day week, set forth by ORS 342.610 (calculated and released by ODE.).

H. Reduction in Force:

If the District is in a reduction in force mode, all payments required by the provisions of this article, shall be suspended for classes taken during the preceding summer and the school year in which the layoffs became effective. However, any course work approved for tuition reimbursement prior to the date of layoff notice, shall be reimbursed and employees whose tuition reimbursement account is not at the maximum specified in Section B above, shall continue to accumulate tuition reimbursement credit for possible future use. The District shall not be deemed to be in a reduction in force mode unless a layoff is to occur in two or more buildings and/or in two or more program areas (areas of licensure), exclusive of federally funded programs and employees.

## **ARTICLE 22 PROFESSIONAL COMPENSATION**

A. Salary Schedule:

Salaries shall be the amounts set forth in Appendix A, attached to this contract and by this reference incorporated herein. The 2019-2020 salary schedule shall be the 2018-2019 salary schedule increased by three percent (3%). For 2020-2021, the salary schedule shall be the 2019-2020 salary schedule increased by four and a half percent (4.5%). For 2021-2022, the salary schedule shall be the 2020-2021 salary schedule increased by four and a half (4.5%). The District shall continue to "pick up", or pay, the employee's 6% retirement contribution. If the employee's percentage is changed by law, the parties will meet to negotiate this section.

B. Additional Duty Schedule:

Compensation for additional duties shall be the amounts set forth in Appendix B of this contract and by this reference incorporated herein. Appendix B amounts will be increased with the provisions of Article 22, Section A.

C. Extended Contracts:

1. Educators required to perform their regularly assigned duties or accepting teaching assignments beyond their normal contract day or year, will be paid at their per diem rate of pay.
2. Educators performing teaching or other work assignments in the 21st Century After School Program, will be paid at the curriculum rate.
3. Educators voluntarily accepting pre-approved work assignments outside their normal responsibilities beyond their normal contract day or year, (excluding site council meetings) will be paid at the curriculum rate. This rate shall be increased in the second and subsequent years of the Agreement in accordance with Appendix A.
4. As part of their professional responsibilities, educators are expected to attend up to two (2) school events outside their regular workday, such as

Open House, Graduation or similar activity designated by the principal that all staff are required to attend. Such school events shall receive trade time off on an hour-for-hour basis. The scheduling of such time off is to be arranged with the building principal. Educators will be notified by October 1 of which school events will qualify for trade time.

- a. For an activity to qualify for trade time, three elements must be present: 1) It must be outside the school day; 2) It must be pre-approved; 3) It must be an activity that is required.
  - b. Educator trade time will be tracked and kept up-to-date at each building and may not carry forward from one year to the next.
5. If an educator is willing to serve on a Site Council in their building, this service is not subject to compensatory time because it is voluntary. Educators who attend at least eighty percent (80%) of the scheduled meetings, shall receive an annual \$300 honorarium for their service.

D. Extended Contracts: Special Education:

All special education employees, which shall include all educators assigned to any position that requires a special education endorsement, shall receive \$4000 per annum, in lieu of compensatory time for special education related activities that are outside regular working hours (IEP staffing's, etc.) and for up to 20 hours of District scheduled mandatory staff development time that is not within the regularly scheduled work day and is without any other additional pay or benefit. All special education employees shall also be eligible for compensatory time for attending open houses and such other activities that are required of all educators in the building to which the educator is assigned as provided in Section C (4) of this Article.

All speech/language pathologists shall receive a stipend of \$4,000 per school year.

All school psychologists shall receive a stipend of \$4,000 per school year.

E. ESOL & Language Stipends:

1. Once eligible, members will receive the stipend on an annual basis.

2. Educators applying for the ESOL stipend or the Language stipend must show proficiency in written and spoken English by receiving an advanced level score in speaking and writing on an English Proficiency test approved by the Association and District, and satisfy one of the criteria set forth below to be eligible for the annual stipend(s).
3. ESOL Stipend:  
Educators who satisfy the above English Proficiency criteria and one of the criteria set forth below, shall be eligible for an annual stipend of \$900.
  - a. Oregon ESOL Endorsement; or
  - b. Verification of completion of a university or District approved ESOL program
4. Language Stipend:  
Educators applying for the Language Stipend who satisfy the above English Proficiency criteria and one of the criteria set forth below, shall be eligible for an annual stipend of \$1800.
  - a. Passing the Spanish ORELA exam; or
  - b. Scoring at the Advanced level on the ACTFL oral and written assessment in Spanish or Russian; or
  - c. Hold a Spanish or Russia Language endorsement on their license
5. Educators can qualify for one or both of these stipends.
6. If the date of qualification for the stipend is after the beginning of the employee's contract year, or if the employee does not complete the entire contract year, the stipend will be prorated based upon the total days worked with the qualification/endorsement. The annual stipend will be paid to the teacher in December. However, if they earned a prorated stipend after December 10th, it will be paid to them on the next available pay period.

F. Credit for Prior Experience:

1. Licensed educators new to the District shall be granted a year of experience credit for each prior year of licensed education experience, or relevant experience as determined by the District.
2. For every two (2) full years, to a maximum of ten (10) years of non-

certified military, Peace Corps, or documented teaching ESOL, newly employed educators shall receive one (1) year of experience credit on initial salary schedule placement.

3. An educator must have served a minimum of 135 days in a particular academic year and for a single employer in order to have that year counted as a year of teaching experience.

G. Initial salary placement for Speech Language Pathologist and School Psychologist Educators who have completed licensure requirements in the field of Speech Language Pathology or School Psychology, shall be placed no lower than MA+20 on the salary schedule.

H. Credit for In-District Service:

An educator must have served a minimum of 135 paid days in a particular contract year in a regular, contracted educator capacity (not as a substitute) with the District in order to have that year counted as a year of educator experience for step advancement purposes.

I. Pay Dates:

The regular pay date shall be on or before the 25th day of the month. The educators shall submit their proper mailing address to the District Office.

J. Educational Advancement:

An educator who completes coursework which qualifies them for a change on the salary schedule from one column to another during the year shall submit evidence of satisfactory completion to the District by August 1st, October 1st, February 1st, or May 1st in order for the change to be effective in that month's paycheck. All coursework taken shall receive approval if it meets any of the following criteria:

1. Graduate level coursework; or
2. Coursework at any level designed to improve skills in a second language (English, Spanish, or Russian); or
3. Coursework at any level designed to improve skills in teaching English Language Learners.

All courses must have a grade of "C" or higher or "Pass" if the class is a pass/fail course.

## **ARTICLE 23 INSURANCE**

A. District Contribution:

The District's contribution for employee insurance benefits shall not exceed \$1368 per employee per month, effective October 1, 2019. Effective October 1, 2020, the District's contribution for employee insurance benefits shall not exceed \$1418 per employee per month. Effective October 1, 2021, the District's contribution for employee insurance benefits shall not exceed \$1468 per employee per month. Such payment shall be applied toward the purchase of health, dental, life, and vision insurance plans. Any change in insurance plans, carrier, or level of coverage will be determined by the Association.

B. Continuation:

Any eligible employee who works the entire regularly scheduled school year shall receive insurance benefits for a full calendar year commencing on October 1st and terminating on the following September 30th. If employment is terminated prior to the end of a school year, the District's payment of premiums for the employee's coverage shall cease as of the last day of the month they are employed.

Any employee who commences employment or returns from an unpaid leave after the beginning of the regularly scheduled school year, shall receive insurance benefits beginning upon the first of the month following the month in which employment commenced, except as otherwise provided for FMLA/OFLA. However, if the employee has been offered and has accepted a position with the District for the following school year, insurance benefit coverage shall be continued through September 30th.

C. Part-time Employees:

The District shall contribute a portion of the insurance premium for employees who are scheduled to work more than 20 hours per week, but less than full-time. The District's contribution shall be prorated based on the ratio of the employee's scheduled work week to the normal full-time work week.

D. Domestic Partners:

Insurance coverage for domestic partners will be subject to the same limitations and conditions applicable to other employees.

E. Pooling of Insurance Premiums:

If after the annual open enrollment period some employees are enrolled in a grouping of medical and dental plans and other plan options which are less costly than the above specified average District contribution, the Association shall confer with the District on the manner in which pooled funds will be distributed to employees.

Distribution of pooled amounts will occur immediately after the open enrollment period ends. Employees may opt-out of district insurance at any time provided the district receives a certificate of insurance coverage from the employees' other insurance carrier. All opt-out monies will automatically be pooled, but only disbursed immediately after open enrollment period. Married couples or domestic partners who both work for the district can choose to have their spouse opt out of coverage and have their monies applied towards the out-of-pocket for the other spouse. If there are any unused monies after that, it will be applied to the insurance pool.

Employees selecting a high-deductible plan that may be paired with a Health Savings Account (HSA) may receive a monthly contribution into a Health Savings Account. The contribution will be the difference between the district insurance cap and the total premium with a maximum contribution of \$250 per month. Any remaining unused monies will return to the pool.

F. Benefits Into Retirement:

Subject to such restrictions as the insurance plan provider may apply, the retiring employee may continue any part or all of the following District insurance plans after they retire at their own expense.

## ARTICLE 24 DUES AND PAYROLL DEDUCTIONS

A. Dues Authorization:

The Association shall provide a list of unit members who have authorized dues deductions. The OEA will provide the District a letter attesting they possess verification of authorizations, and upon a request of the District, the Association will provide the authorization forms for inspection. Pursuant to such authorization, the District shall deduct one-tenth of such dues from the first regular salary check of the teacher each month for 10 months, beginning in October and ending in July of each year. Deductions for educators who join the Association after the commencement of the school year shall be appropriately prorated so that payments will be completed by the following July.

B. Remittance to Association:

Within five (5) business days after the monthly salary check has been received by the employees of the District, the District shall provide a digital register in the format the district utilizes of the NEA/OEA/WEA dues, including voluntary Association contributions, deducted from each member's paycheck, together with the remittance due to the United Teaching Profession (i.e. local, OEA/NEA). The Association agrees to furnish the Superintendent any information to fulfill the provision of this Article, not otherwise readily available to the District.

C. Other Deductions:

The District, upon appropriate authorization of the educator, shall deduct from the salary of any educator and make proper remittance for long-term disability and any other plans or programs jointly approved by the Association and the Board.

D. Indemnification:

The Association will indemnify, defend, and hold the District harmless against any claims made and against any suits instituted against the District on account of any payroll deductions for the Association. The Association agrees to refund to the District any amounts paid to it in error.

## **ARTICLE 25 STRIKES AND LOCKOUTS**

Inasmuch as there are other means, both by law and through this Agreement, for the resolution of disagreements that may from time to time arise during the term of the Agreement, the parties agree as follows:

- A. During the term of this Agreement, the District shall not, as a result of a dispute with the Association, deny employment to any employee covered by the terms of this Agreement.
  
- B. During the term of the Agreement, the Association or its members will not participate in a strike or the withholding of services against the District. In the event of the above by the Association or its members, the District may take appropriate action consistent with established labor/management relation's practices.

## ARTICLE 26 YEAR-ROUND EDUCATION

If and when an alternate student attendance calendar (such as, but not limited to, multi-track, YRE, single track YRE, modified YRE, or split shifting) is reinstated in any grades K-12, then both parties agree that this article will be subject to re-negotiation. In addition, the subject of additional workdays for packing and moving at the end of each session will be negotiated.

### A. Calendar

1. Holidays – Five (5) holidays – Labor Day; Veterans’ Day; Presidents’ Day; and Memorial Day.
2. Parent Conferencing Days – There shall be two (2) days scheduled for school conferences. Conference days shall be scheduled on a building-by-building basis by the District and may include evening hours, but shall be contiguous, excluding weekends and holidays, to the educator’s other assigned workdays.
3. Grades – One (1) day shall be allocated for each grading period for all educators who are required to do progress reports or to assign grades to students.
4. Staff/Curriculum Development – All days within the one hundred ninety-one (191) day contract that are not devoted to other activities, shall be devoted to staff and curriculum development activities. Each educator will be consulted before their in-service/staff development days are scheduled in a concerted effort to respond to the educator’s interests and needs. In-service/staff development days shall be scheduled contiguous, excluding holidays, and weekends, to other scheduled workdays unless the individuals involved have voluntarily agreed to the scheduling in question.

B. Extended Contracts

The rates specified in Article 22, C2, of the Agreement shall also apply to educators who agree to serve as substitutes on days that are not within their assigned work year.

When other considerations are equal, an available educator will always be retained for substitute work before other persons from the substitute list are retained.

C. Pay Dates

YRE staff shall have the option of selection the existing September through August pay cycle or an August through July pay cycle, wherein the first monthly pay is provided on the last working day in August. Newly hired educators who are in YRE assignment, and who do not have other medical insurance coverage for the month of September, shall be allowed to enroll in the District's insurance plan and shall receive the same District contribution towards the cost of insurance as is provided for other educators.

However, if it is not possible for such educators to be enrolled in the District provided insurance plan without also enrolling, those newly hired educators who do have other insurance coverage, the District shall reimburse such educator's out-of-pocket cost of insurance, to a maximum as specified in Article 18.

D. Annual Consultation

So long as YRE remains in effect, the District and the Association will, in accordance with past practice, consult and review YRE issues in an attempt to resolve problems as they rise.

## ARTICLE 27 MISCELLANEOUS PROVISIONS

### A. Separability

If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the Board or the Association, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement of such provision.

### B. Savings Clause

Nothing contained herein shall be construed to deny or restrict to the District or any educator such rights as it may have under Oregon School Laws or other applicable laws and regulations.

### C. Funding

Revenue needed to fund this agreement must be established by budget procedures and must be provided by, among other things, funding from the state. All compensation and economic benefits contained in the agreement are therefore contingent upon all sources of revenue. If the District's March State Fund Grant Estimate for any given year is less than 103% or greater than 106% of the March State Fund Grant Estimate for the preceding year, the district or the Association may reopen the economic provisions, including, but not limited to, the length of the educator work year (excluding insurance) of this contract for bargaining pursuant to the state mid-term bargaining law. If such reopening of negotiations does occur, the wage rates and insurance contributions in effect at the time of reopening shall remain in effect until such time as a successor agreement is ratified and implemented by the parties.

## **ARTICLE 28 PROFESSIONAL ISSUES COMMITTEE**

The District and the Association shall form a Professional Issues Committee for the purpose of discussing matters that are not subject to this collective bargaining agreement that may arise during the term of this contract. The committee shall consist of three (3) representatives selected by the Association, one from each educational level, and three (3) administrators chosen by the District, one being from each level. In addition, the committee shall include the Director of Human Resources or Superintendent's designee, and the Association President or designee. Co-facilitators from each group shall be established at the beginning of the school year. Meetings can occur in the event of an absence of any co-facilitator. These meetings will occur on a monthly basis, starting in October, determined by the co-facilitators. The committee may take no action that is contrary to this Agreement without authorization from the both the Board and the Association. The committee is not intended as a grievance or appeals committee for actions under the contract, nor a forum for individual grievances. The committee is not intended to replace building liaison committees, nor replace the process of addressing issues at the lowest level.

## **ARTICLE 29 SMALL SCHOOLS**

- A. All changes in working conditions and practice in regard to the environment of the small schools concept at Woodburn High School, shall conform to the terms and conditions of the collective bargaining agreement and District policy.
  
- B. If it becomes necessary for the collective bargaining agreement to be changed to accommodate the small schools environment, then the following procedure shall apply:
  - 1. The modification to the collective bargaining agreement shall be voted upon by the Association members impacted by the change in working conditions.
  
  - 2. The election shall be conducted by an association representative. An 85% affirmative vote will be required to change a working condition for the affected employees.
  
  - 3. The vote tally and the proposed change shall be brought to the Association Executive Board with recommendation to “approve.”
  
  - 4. Any proposed change is subject to approval by the District and the Association.
  
- C. The waiver of the collective bargaining agreement is valid for one year, and does not set precedence upon any other group covered by the collective bargaining agreement.

**ARTICLE 30 DURATION**

The effective date of the Agreement shall be July 1, 2019, except as specified in Article 23, and this agreement shall continue in effect through June 30, 2022. If a new Agreement is not entered into by the parties prior to June 30, 2020, established policy grievances and other complaints of the Association and its members thereafter arising shall be processed in accordance with Article 6 of the Agreement until such time as a new Agreement has been executed.

**Woodburn Education Association:**

A handwritten signature in cursive script, appearing to read "Kathleen Kufin", is written over a horizontal line.

Kathleen Kufin, President

**School District 103, Marion County, Oregon:**

A handwritten signature in cursive script, appearing to read "Linda Kay Reeves", is written over a horizontal line.

Linda K. Reeves Board Chairperson

**Woodburn School District  
Appendix A  
Salary Schedule 2019-2020**

Effective July 1, 2019

<b>Step</b>	<b>BA</b>	<b>BA+20</b>	<b>BA+40</b>	<b>BA+60</b>	<b>BA+80/ MA</b>	<b>BA+100/ MA+20</b>	<b>MA+40</b>	<b>MA+60</b>
<b>1</b>	\$40,493	\$42,235	\$43,977	\$45,719	\$47,460	\$49,202	\$50,944	
<b>2</b>	\$42,235	\$43,977	\$45,719	\$47,460	\$49,202	\$50,944	\$52,686	
<b>3</b>	\$43,977	\$45,719	\$47,460	\$49,202	\$50,944	\$52,686	\$54,427	
<b>4</b>	\$45,719	\$47,460	\$49,202	\$50,944	\$52,686	\$54,427	\$56,169	
<b>5</b>	\$47,460	\$49,202	\$50,944	\$52,686	\$54,427	\$56,169	\$57,911	\$59,652
<b>6</b>	\$49,202	\$50,944	\$52,686	\$54,427	\$56,169	\$57,911	\$59,652	\$61,394
<b>7</b>	\$50,944	\$52,686	\$54,427	\$56,169	\$57,911	\$59,652	\$61,394	\$63,136
<b>8</b>	\$52,686	\$54,427	\$56,169	\$57,911	\$59,652	\$61,394	\$63,136	\$64,878
<b>9</b>	\$54,427	\$56,169	\$57,911	\$59,652	\$61,394	\$63,136	\$64,878	\$66,619
<b>10</b>	\$56,169	\$57,911	\$59,652	\$61,394	\$63,136	\$64,878	\$66,619	\$68,361
<b>11</b>		\$59,652	\$61,394	\$63,136	\$64,878	\$66,619	\$68,361	\$70,103
<b>12</b>			\$63,136	\$64,878	\$66,619	\$68,361	\$70,103	\$71,845
<b>13</b>				\$66,619	\$68,361	\$70,103	\$71,845	\$73,586
<b>14</b>					\$70,103	\$71,845	\$73,586	\$75,328
<b>15</b>					\$71,845	\$73,586	\$75,328	\$77,070
<b>16</b>						\$75,328	\$77,070	\$78,811

Post Graduate work is listed in quarter hours

Curriculum rate = \$34.26

**Woodburn School District**  
**Appendix A**  
**Salary Schedule 2020-2021**

Effective July 1, 2020

<b>Step</b>	<b>BA</b>	<b>BA+20</b>	<b>BA+40</b>	<b>BA+60</b>	<b>BA+80/ MA</b>	<b>BA+100/ MA+20</b>	<b>MA+40</b>	<b>MA+60</b>
<b>1</b>	\$42,315	\$44,136	\$45,956	\$47,776	\$49,596	\$51,416	\$53,236	
<b>2</b>	\$44,136	\$45,956	\$47,776	\$49,596	\$51,416	\$53,236	\$55,057	
<b>3</b>	\$45,956	\$47,776	\$49,596	\$51,416	\$53,236	\$55,057	\$56,876	
<b>4</b>	\$47,776	\$49,596	\$51,416	\$53,236	\$55,057	\$56,876	\$58,697	
<b>5</b>	\$49,596	\$51,416	\$53,236	\$55,057	\$56,876	\$58,697	\$60,517	\$62,336
<b>6</b>	\$51,416	\$53,236	\$55,057	\$56,876	\$58,697	\$60,517	\$62,336	\$64,157
<b>7</b>	\$53,236	\$55,057	\$56,876	\$58,697	\$60,517	\$62,336	\$64,157	\$65,977
<b>8</b>	\$55,057	\$56,876	\$58,697	\$60,517	\$62,336	\$64,157	\$65,977	\$67,798
<b>9</b>	\$56,876	\$58,697	\$60,517	\$62,336	\$64,157	\$65,977	\$67,798	\$69,617
<b>10</b>	\$58,697	\$60,517	\$62,336	\$64,157	\$65,977	\$67,798	\$69,617	\$71,437
<b>11</b>		\$62,336	\$64,157	\$65,977	\$67,798	\$69,617	\$71,437	\$73,258
<b>12</b>			\$65,977	\$67,798	\$69,617	\$71,437	\$73,258	\$75,078
<b>13</b>				\$69,617	\$71,437	\$73,258	\$75,078	\$76,897
<b>14</b>					\$73,258	\$75,078	\$76,897	\$78,718
<b>15</b>					\$75,078	\$76,897	\$78,718	\$80,538
<b>16</b>						\$78,718	\$80,538	\$82,357

Post Graduate work is listed in quarter hours

Curriculum rate = \$35.80

**Woodburn School District**  
**Appendix A**  
**Salary Schedule 2021-2022**

Effective July 1, 2021

<b>Step</b>	<b>BA</b>	<b>BA+20</b>	<b>BA+40</b>	<b>BA+60</b>	<b>BA+80/ MA</b>	<b>BA+100/ MA+20</b>	<b>MA+40</b>	<b>MA+60</b>
<b>1</b>	\$44,219	\$46,122	\$48,024	\$49,926	\$51,828	\$53,730	\$55,632	
<b>2</b>	\$46,122	\$48,024	\$49,926	\$51,828	\$53,730	\$55,632	\$57,535	
<b>3</b>	\$48,024	\$49,926	\$51,828	\$53,730	\$55,632	\$57,535	\$59,435	
<b>4</b>	\$49,926	\$51,828	\$53,730	\$55,632	\$57,535	\$59,435	\$61,338	
<b>5</b>	\$51,828	\$53,730	\$55,632	\$57,535	\$59,435	\$61,338	\$63,240	\$65,141
<b>6</b>	\$53,730	\$55,632	\$57,535	\$59,435	\$61,338	\$63,240	\$65,141	\$67,044
<b>7</b>	\$55,632	\$57,535	\$59,435	\$61,338	\$63,240	\$65,141	\$67,044	\$68,946
<b>8</b>	\$57,535	\$59,435	\$61,338	\$63,240	\$65,141	\$67,044	\$68,946	\$70,849
<b>9</b>	\$59,435	\$61,338	\$63,240	\$65,141	\$67,044	\$68,946	\$70,849	\$72,750
<b>10</b>	\$61,338	\$63,240	\$65,141	\$67,044	\$68,946	\$70,849	\$72,750	\$74,652
<b>11</b>		\$65,141	\$67,044	\$68,946	\$70,849	\$72,750	\$74,652	\$76,555
<b>12</b>			\$68,946	\$70,849	\$72,750	\$74,652	\$76,555	\$78,457
<b>13</b>				\$72,750	\$74,652	\$76,555	\$78,457	\$80,357
<b>14</b>					\$76,555	\$78,457	\$80,357	\$82,260
<b>15</b>					\$78,457	\$80,357	\$82,260	\$84,162
<b>16</b>						\$82,260	\$84,162	\$86,063

Post Graduate work is listed in quarter hours

Curriculum rate = \$37.41

**APPENDIX B - ATHLETIC EXTRA DUTY SCHEDULE**

(Effective July 1, 2019)

HS CATEGORY

<u>Athletic 19/20</u>	<u>HS A</u>	<u>HS B</u>	<u>HS C</u>	<u>HS D</u>	<u>HS E</u>	<u>HS F</u>
Year 1-5	\$6,188	\$5,336	\$3,855	\$3,409	\$2,594	\$2,225
Year 6+	\$6,733	\$5,796	\$4,221	\$3,991	\$3,183	\$2,693

MS CATEGORY

<u>Athletic 19/20</u>	<u>MS AA</u>	<u>MS BB</u>
Year 1-5	\$2,779	\$2,053
Year 6+	\$3,058	\$2,520

The above-specified base amount will be increased in accordance with the provisions of Appendix A in the second and third years of this agreement.

## APPENDIX B - ATHLETIC EXTRA DUTY SCHEDULE

(Effective July 1, 2020)

### HS CATEGORY

<u>Athletic 20/21</u>	<u>HS A</u>	<u>HS B</u>	<u>HS C</u>	<u>HS D</u>	<u>HS E</u>	<u>HS F</u>
Year 1-5	\$6,466	\$5,576	\$4,028	\$3,563	\$2,712	\$2,326
Year 6+	\$7,036	\$6,058	\$4,411	\$4,171	\$3,326	\$2,815

### MS CATEGORY

<u>Athletic 20/21</u>	<u>MS AA</u>	<u>MS BB</u>
Year 1-5	\$2,904	\$2,145
Year 6+	\$3,196	\$2,633

The above-specified base amount will be increased in accordance with the provisions of Appendix A in the second and third years of this agreement.

**APPENDIX B - ATHLETIC EXTRA DUTY SCHEDULE**

(Effective July 1, 2021)

HS CATEGORY

<u>Athletic 21/22</u>	<u>HS A</u>	<u>HS B</u>	<u>HS C</u>	<u>HS D</u>	<u>HS E</u>	<u>HS F</u>
Year 1-5	\$6,757	\$5,827	\$4,209	\$3,723	\$2,834	\$2,431
Year 6+	\$7,353	\$6,331	\$4,609	\$4,359	\$3,476	\$2,942

MS CATEGORY

<u>Athletic 21/22</u>	<u>MS AA</u>	<u>MS BB</u>
Year 1-5	\$3,035	\$2,242
Year 6+	\$3,340	\$2,751

The above-specified base amount will be increased in accordance with the provisions of Appendix A in the second and third years of this agreement.

## ATHLETIC POSITION RANKINGS

### High School

#### Category A

Basketball (Boys & Girls), Head  
Football, Head  
Soccer (Boys & Girls), Head  
Track (Boys & Girls), Head  
Volleyball, Head  
Wrestling, Head

#### Category B

Baseball, Head  
Hi-Liners, Head  
Softball, Head  
Swimming, Head  
Tennis (Boys & Girls), Head

#### Category C

Basketball (Boys & Girls), Assistant  
Cross Country, Head  
Football, Assistant  
Golf, Head  
Soccer (Boys & Girls), Assistant  
Track, Assistant  
Volleyball, Assistant  
Water Polo, Head  
Wrestling, Assistant

#### Category D

Baseball, Assistant  
Hi-Liners, Assistant  
Rally, Head (per season)  
Softball, Assistant  
Swimming, Assistant  
Tennis, Assistant

#### Category E

Cross Country, Assistant  
Golf, Assistant  
Rally, Assistant (per season)

#### Category F

### Middle School

#### Category AA

7th & 8th Grade Football, Head  
7th & 8th Grade Soccer, Head  
7th & 8th Grade Volleyball, Head  
Cross Country, Head  
7th & 8th Grade Basketball (Girls & Boys),  
Baseball, Head  
Softball, Head  
Track, Head  
Wrestling, Head

#### Category BB

7th & 8th Grade Football, Assistant  
Cross Country, Assistant  
Soccer, Assistant  
Track, Assistant  
Volleyball, Assistant  
Wrestling, Assistant

All positions are an annual stipend unless otherwise noted above. For all extra duty assignments, the employee shall have the option of receiving their extra duty salary either in a lump sum check at the end of the season or in equal payments during the season.

## **EXTENDED SEASON PAY AND ACTIVITY SUPERVISION**

High School athletic coaches listed below who are entered in state or national competition will receive a weekly salary of 5 percent of their extra duty pay upon completion of all league competitions (including district tournaments and league playoffs). Additional coaches may be added only at the discretion of the District Athletic Director, in collaboration with the Head Coach.

### **Teams**

Football - Head Coach plus five Assistants  
Boys or Girls Soccer- Head Coach plus two Assistants  
Volleyball - Head Coach plus two Assistants  
Boys or Girls Cross Country-  
Head Coach Water Polo - Head Coach  
Boys or Girls Basketball- Head Coach plus three Assistants  
Girls Softball - Head Coach plus two Assistants  
Boys Baseball - Head Coach plus two Assistants  
Boys or Girls Golf- Head Coach only

### **Individual Sports**

One to two students qualify for state- Head Coach only  
Three or more students qualify for state - Head Coach and one assistant

Cross Country  
Swimming  
Wrestling  
Golf  
Tennis  
Track

### **Student Athletic Event and Activity Supervision**

Employees will be paid for supervision at games and activities at a rate of \$15.00 per hour. Employees will be paid at a rate of \$25.00 per hour for event management.

**ACTIVITY/ACADEMIC EXTRA DUTY SCHEDULE  
(Effective July 1, 2019)**

<b><u>Academic 19/20</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>E</u></b>	<b><u>F</u></b>	<b><u>G</u></b>	<b><u>H</u></b>
Year 1 -5	\$5,373	\$4,632	\$3,336	\$2,965	\$2,594	\$2,225	\$1,851	\$1,210
Year 6+	\$5,857	\$5,041	\$3,669	\$3,261	\$2,854	\$2,448	\$2,039	\$1,328

The above-specified base amount will be increased in accordance with the provisions of Appendix A in the second and third years of this agreement. For all extra duty assignments, the employee shall have the option of receiving their extra duty salary either in a lump sum check at the end of their assignment or prorated over the length of their extra duty assignment. All positions are an annual stipend unless otherwise noted above.

**ACTIVITY/ACADEMIC EXTRA DUTY SCHEDULE  
(Effective July 1, 2020)**

<b><u>Academic 20/21</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>E</u></b>	<b><u>F</u></b>	<b><u>G</u></b>	<b><u>H</u></b>
Year 1 -5	\$5,615	\$4,840	\$3,486	\$3,098	\$2,711	\$2,325	\$1,934	\$1,264
Year 6+	\$6,121	\$5,268	\$3,834	\$3,408	\$2,982	\$2,558	\$2,131	\$1,388

The above-specified base amount will be increased in accordance with the provisions of Appendix A in the second and third years of this agreement. For all extra duty assignments, the employee shall have the option of receiving their extra duty salary either in a lump sum check at the end of their assignment or prorated over the length of their extra duty assignment. All positions are an annual stipend unless otherwise noted above.

**ACTIVITY/ACADEMIC EXTRA DUTY SCHEDULE  
(Effective July 1, 2021)**

<b><u>Academic 21/22</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>E</u></b>	<b><u>F</u></b>	<b><u>G</u></b>	<b><u>H</u></b>
Year 1 -5	\$5,868	\$5,058	\$3,643	\$3,237	\$2,833	\$2,430	\$2,021	\$1,321
Year 6+	\$6,396	\$5,505	\$4,007	\$3,561	\$3,116	\$2,673	\$2,227	\$1,450

The above-specified base amount will be increased in accordance with the provisions of Appendix A in the second and third years of this agreement. For all extra duty assignments, the employee shall have the option of receiving their extra duty salary either in a lump sum check at the end of their assignment or prorated over the length of their extra duty assignment. All positions are an annual stipend unless otherwise noted above.

## ACTIVITY/ACADEMIC POSTION RANKINGS

<u>Category</u>	<u>Level</u>	<u>Activity</u>
A	HS	FFA
A	HS	DECA
B		(No Current Position)
C	HS	Band
C	HS	Mariachi Band
C	HS	May Day
C	HS	Vocal
C	HS	Concessions Coordinator
D	E	Elementary Extended Day Choir
E	MS	Math/Science Club Advisor, Head
E	HS	Forensics, Head
E	HS	Drama (per play, up to 3 per year)
F	HS	National Honor Society
F	MS	Annual/Yearbook Advisor
F	HS	Forensics, Assistant
G	HS	Link Crew Advisor
G	MS	Math/Science Club Advisor, Assistant
G	MS	Music
H	MS	WEB Leaders Advisor
H	E/MS/HS	Battle of the Books Coordinator

**Appendix C - GRIEVANCE FORM  
WOODBURN SCHOOL DISTRICT**

This form is to be carried forward until the grievance is resolved:

Name of Grievant:

Date Filed:

Building:

Assignment:

Name of Principal:

Provisions of Professional Agreement or School Policy allegedly violated, or:

Contract Grievance

Policy Grievance

Statement of Grievance:

Date of alleged action which caused the grievance or first knowledge of such action:

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Remedy or Action Requested:

Is a meeting to discuss this grievance desired?  Yes  No

LEVEL ONE Date of Receipt of Grievance: \_\_\_\_\_

Disposition By: \_\_\_\_\_ (Principal)

Written Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

Date of receipt of principal's answer: \_\_\_\_\_

Grievance settled on the basis of Principal's answer:       Yes     No

**LEVEL TWO - SUPERINTENDENT**

Grievant's Reason for appeal to Level Two Superintendent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date



