

COOS BAY PUBLIC SCHOOLS
BOARD OF DIRECTORS
Milner Crest Education Center
1255 Hemlock Ave., Coos Bay, OR 97420
June 30, 2016

AGENDA

5:30 PM **SPECIAL BOARD MEETING**

- 1. APPROVE AGENDA**
- 2. APPROVE CONSENT AGENDA**
 - A. **Rescind Resignation and Approve New Hire
- 3. DISMISS TO EXECUTIVE SESSION**

Based on ORS 192.660(2)(f) To consider information or records exempt by law from public inspection and ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- 4. BOARD ITEMS**
 - A. Board Position #1 Vacancy
- 5. ACTION ITEMS TO CONSIDER**
 - A. **Ratify Contract with Oregon School Employees Association
 - B. Response Letter
- 6. ADJOURN MEETING**

The meeting location is accessible to persons with disabilities. Request for other accommodations should be made to Peggy Ahlgrim at 541-267-1310, 541-269-5366 (fax) or peggya@coos-bay.k12.or.us

* Available in packet

** Available at meeting

Visit the District's Webpage at www.cbd9.net

Rescind Resignation

6/30/2016

Science Teacher
Sunset School

Tremel, Shirley

New Hire

6/30/2016

PE Teacher
Blossom Gulch

Bratek, Brandon

AGREEMENT BETWEEN

CHAPTER 33

OREGON SCHOOL EMPLOYEES ASSOCIATION

AND

COOS BAY SCHOOL DISTRICT NO. 9

COOS BAY, OREGON

JULY 1, 2013⁶

TO

JUNE 30, 2016⁹

COOS BAY SCHOOL DISTRICT NO. 9, COOS BAY, OREGON

BOARD OF EDUCATION

Charlene Moore,
James Martin, Chairman
Rocky Place, Vice Chairman
Jill Christiana
Adrian DeLeon
Mary Fields
Samuel Aley

**CHAPTER 33
OREGON SCHOOL EMPLOYEES ASSOCIATION**

OFFICERS

~~Teri Harris Jones~~[Sandy Reiber](#), President
~~Jerry Kirkeby~~[Kevin Wilhite](#), Vice President
~~Sandy Reiber~~[Jennifer Bunnell](#), Secretary
~~Diane Follansbee~~[Debbie Chesselet](#), Treasurer
[Dee Edwards, Hospitality Chair](#)

NEGOTIATING TEAM

[Sandy Reiber](#)
[Kevin Wilhite](#)
[Jennifer Bunnell](#)
[Mark Crocker](#)
[Debbie Chesselet](#)
[Valerie Eiselein](#)
Teri Harris Jones
[Brandson Waite](#)

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PREAMBLE

THIS AGREEMENT, MADE AND ENTERED INTO THIS 8th DAY OF APRIL, 2016, BY AND BETWEEN THE OREGON SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33, HEREINAFTER REFERRED TO AS "ASSOCIATION," AND THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 9, COOS BAY, HEREINAFTER REFERRED TO AS "BOARD."

WITNESSETH

WHEREAS, the purpose of this Agreement is to set forth in permanent form understandings which will continue the present spirit of cooperation and mutual respect that exists between the parties, and

WHEREAS, it is the continuing desire of the parties hereto to promote mutual cooperation and understanding and to formulate rules to govern the relationship between them, now therefore, the parties agree as follows:

ARTICLE 1 DEFINITIONS

BARGAINING UNIT

All classified employees employed by the District, except those who have been designated as confidential, supervisory, or substitute and temporary, as defined below.

CLASSIFIED EMPLOYEE

An employee whose position does not require teacher licensure.

SENIORITY DETERMINATION

Seniority shall be determined based upon the first day of actual service with the District. Ties shall be broken by drawing lots within thirty (30) days of actual service. The Association President or his/her designee, District's Human Resource Representative, and all Classified employees with the same first day of service will be present at the drawing. Seniority stops and is lost when an employee resigns or is dismissed. Seniority dates prior to the 2009-2010 school year shall be determined by drawing lots within 30 days of the beginning of the 2009-2010 school year.

This definition in no way changes the definitions of seniority or process for reduction in force outlined in Article 19.

DISTRICT

Coos Bay School District No. 9.

DOMESTIC PARTNER

A person who qualifies and meets the insurance carrier's definition of "Domestic Partner" and has a certificate and/or affidavit of domestic partnership on file with the District.

SUBSTITUTE EMPLOYEE

- A. A person hired for the purpose of filling the position of an absent employee, or
- B. A person employed for the purpose of temporarily filling a vacancy created by the separation of an employee from the District, not to exceed fifteen (15) work days or the time required to post and fill the position, whichever is the lesser. The parties may agree to a longer period, good cause existing.

TEMPORARY EMPLOYEE

A temporary employee is one who is hired not to exceed sixty (60) consecutive work days to fill a position created for the purpose of completing a specific task, upon completion of which it will not be required on an ongoing basis; or for positions which are seasonal and whose services are not required beyond a ninety (90) day period.

OTHER THAN 12 MONTH REGULAR EMPLOYEE

An employee who works eight (8) hours per day for other than twelve (12) months per year and has completed his/her probationary period.

OTHER THAN 12 MONTH REGULAR PART-TIME EMPLOYEE

An employee who works less than eight (8) hours per day for other than twelve (12) months per year and has completed his/her probationary period.

12 MONTH REGULAR FULL-TIME EMPLOYEE

An employee who works eight (8) hours per day for twelve (12) months per year and has completed his/her probationary period.

12 MONTH REGULAR PART-TIME EMPLOYEE

An employee who works less than eight (8) hours per day for twelve (12) months per year and has completed his/her probationary period.

SENIORITY WITHIN THE CLASSIFICATION

Seniority begins to accrue on the first day of employment within that classification provided the employee has successfully completed their probationary period.

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ARTICLE 2
RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole bargaining agent for all classified employees employed by the District except those who have been designated as confidential or supervisory.
- B. The Association recognizes the Board as the duly elected representative of the people and agrees to negotiate only with the Board or its duly authorized representatives designated by the Board to act in its behalf.
- C. The Association agrees that neither it nor its members or agents will attempt to represent, ~~it~~ in any negotiations or grievances, the interests of anyone other than the employees in the Bargaining Unit; and that the interest of pupils, parents, the public, the Board, and other employees will be the sole concern of the Board and/or these respective parties.

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**ARTICLE 3
MANAGEMENT**

- A. The Board, on its own behalf and on the behalf of the electors of the District, hereby retains and reserves unto itself, except as limited by the terms of this agreement, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitutions of the United States and the State of Oregon, including, but without limiting, the generality of the foregoing, the rights:
1. To determine and administer policy.
 2. Subject to the provisions of the law, to hire all employees, to determine their qualifications and the conditions for their continued employment, ~~or~~ their dismissal, demotion, or promotion, and to assign employees to perform the work to be done.
 3. To delegate to the Superintendent and other legally appointed officers the operation of the schools, the executive management and administrative control of the school system, its properties and facilities, including, but not limited to, innovative and experimental exploration in the field of education, experimental and innovative uses of District facilities and experimental and pilot investigation of new educational programs.
 4. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules and regulations, and practice in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.
- B. The Board will give notice through the board agenda of any change in classified personnel policies or regulations with the Association prior to adoption.

ARTICLE 4
ASSOCIATION DUES AND PAYROLL DEDUCTIONS

- A. The Board agrees to deduct from the wages of each employee in the Bargaining Unit for the payment of dues to the Association. Authorization for these dues shall be in writing by each employee on the form provided by the Association. The Association shall notify the School District business office which employees are not members of the Association and for whom fair-share deductions shall be made from salary. This notification shall be in writing. The Board further agrees to continue to honor dues deduction authorization executed by the employee in favor of the Association.
- B. The Board agrees to transmit the dues deducted and the amounts of the fair-share deducted to the State Office of the Oregon School Employees Association.
- C. The Board shall deduct dues of the Association each month for each employee beginning with the paycheck received on the last working day of October or their first paycheck.
- D. Any employee who has not requested payroll deduction of Association dues under Article 4, Section A of this Agreement, or has not certified to the District that he/she has paid dues directly to the Association, shall be subject to fair-share deductions equal to the dues of the membership. Such request for payroll deduction or certification of direct payment of dues shall be made by the fifteenth day of October, except that a new employee may request payroll deduction by the fifteenth day of the month following his/her date of hire.

The Association certifies that this fair-share agreement is formally executed pursuant to the approval of a majority of all employees in the Bargaining Unit.

The Association agrees to hold the District harmless against any and all claims, suits, orders, or judgments brought against the District as a result of the provisions of this article.

- F. The District, upon appropriate authorization of the employee, may deduct from the salary of any employee and make proper remittance for any plans or programs approved by the District within the limitations of the School District's accounting system.

ARTICLE 5
ASSOCIATION RIGHTS AND PRIVILEGES

A. RIGHT TO INFORMATION

Upon request, the District agrees to furnish to the Association information necessary for its functioning as the bargaining representative of the employees covered by this Agreement insofar as the request does not violate the Oregon statutes regarding confidentiality of information and does not create a burden on the District Office which will be required to fulfill such request.

B. RIGHT OF ACCESS TO SCHOOL BUILDINGS

The Association and its representatives shall have the same right of access to school buildings as other non-school organizations providing there is no interference with the regular school program. No meeting shall be held in any school building without prior approval of the administrator of that building or the Superintendent.

C. RIGHT OF ACCESS TO SCHOOL EQUIPMENT

The Association will continue to have access to use school equipment, bulletin boards, and District mail privileges, as has been past practice. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use, and only for damages caused by negligence or misuse.

D. RIGHT OF NON-EMPLOYEE ASSOCIATION REPRESENTATIVES

Upon reasonable notice, proper introduction, and approval of the appropriate supervisor, official non-employee Association representatives shall be allowed access to work areas. At no time shall such visits cause an interruption of work. The Association shall provide the District with an updated list of authorized representatives.

E. RIGHT TO SPEAK AT MEETINGS

Upon request, and at the discretion of the individual conducting such meetings, an Association Representative may be allowed to speak at a staff meeting, Board meeting, or other meeting. The Board will provide a place on the agenda for an Association presentation at each Board meeting.

Individual employees will retain the normal rights to address the Board on any subject and in accordance with Board rules governing all citizens.

F. RIGHT TO BE EXCUSED TO ATTEND OFFICIAL MEETINGS

Employees in the Bargaining Unit may be excused from their jobs to attend official meetings of the Association. Meetings shall be scheduled so as not to occur during normal school hours except where a clear and apparent emergency exists. Employees excused for such meetings shall sign out when they leave for such meetings and sign in when they return. They shall complete their regular assigned jobs either prior to or following the meeting. The District shall not be obligated for overtime payment in these instances. The District agrees to notify supervisors in each school or department that employees are entitled to such time off unless such time off will cause undue hardship in that school or department.

**ARTICLE 6
SALARIES**

A. SALARIES

1. Salaries for July 1, 201~~63~~ through June 30, 201~~76~~ will be according to the 201~~63~~-201~~74~~, ~~2014-2015 and 2015-2016~~ Classified Salary Schedule, attached, which is calculated by adding 3% to the 2015-16 salary schedule.

Salary schedules for 2017-18 and 2018-19 shall be calculated by increasing every step at every classification by the same monetary amount as the increase in minimum wage in Oregon for that year.

All classifications shall receive a step increase in each year.

2. Salaries for less than twelve (12) month employees will be for a work year designated by a calendar of paid days designed for each class of employees. Each employee will receive a calendar indicating all tentative paid days.

Library Media Clerks/ Educational Assistants	192
Secretary I & II	203

3. The above days shall be determined by final decisions of the Board on calendars.
4. This article is not a guarantee of any level of employment in terms of hours or days.
5. Hours other than the employees "regular hours" shall be recorded on a District Time Card and are to be turned in by the 15th of the month. All such hours will be paid on the employee's regular paycheck the last working day of the month.

In the event of an error by the District, the employee will be paid within five working days after the error is reported.

6. Paychecks and pay stubs will be placed in individually sealed envelopes prior to leaving the business office for distribution to employees. Employees paid by direct deposit will receive paystub information via e-mail to the e-mail address of their choice. Employees may receive a paper paystub upon request to the business office, and must pick them up from the business office. For employees receiving a paper check, paychecks and pay stubs will be place in individually sealed envelopes prior to leaving the business office for distribution to employees.

- ~~7. In the event the 2013-2015 biennium budget is adopted at \$6.56 billion or greater, the parties may reopen negotiations to discuss wages and insurance contributions for the 2014-2015 and 2015-2016 years. In no instance shall the result of said bargaining result in a decrease of wages or insurance contributions.~~

B. INITIAL SALARY SCHEDULE PLACEMENT

1. The period of initial probationary placement (Step P/1) shall be six (6) months in paid status. Included in the six (6) month period shall be all time worked, continuously, as a substitute in the same position. Thereafter placement on the salary schedule or non-retention shall be by

recommendation of the immediate supervisor and approval of the Superintendent.

2. When promoted, the employee shall be placed on the step of the new range, which will ensure an increase of at least five (5) percent and, in no instance, less than Step 1 or more than Step 10. Promotion is defined to mean any position, which is on a higher range than that on which the employee is currently placed. Out of range hours worked will be documented/itemized on pay stub.

C. **WORKING OUT OF RANGE**

An employee temporarily assigned by the District to perform the duties of or replace an absent employee shall be paid either their own rate or the rate of the position they are filling, whichever is higher. ~~who is in a higher classification shall be compensated at a rate that is five (5) percent higher than the employee's regular rate of pay, provided this higher rate does not exceed the rate of the employee who is being replaced.~~

The following employees shall be paid at a rate that is five (5) percent higher than the employee's regular rate of pay:

1. Employees working out of their classification on a paint crew;
2. Summer brush crew lead person;
3. Custodians utilized as lead custodians during the summer work period.
4. Employees designated as a crew leader or lead person on a special project.
5. A classified employee designated as the lead painter will, on an ongoing basis, be paid an additional five (5) percent.
6. Laundry duties beyond the scope of expected daily operation.
7. All hours worked performing minor service work on HVAC equipment including changing belts, filters, and greasing equipment etc. (Excluding Electrician II and Plumber II)

D. **ADVANCEMENT ON SALARY SCHEDULE**

When a non-probationary ~~n~~-employee is placed on Step 1 or higher, whether through initial employment or by promotion, he/she shall be advanced one (1) step on July 1 next, regardless of the interim period; and shall be advanced one (1) step each July 1 thereafter until he/she reaches the top step of the wage range. An employee who is on initial probationary placement on July 1 shall be advanced one step upon the completion of the probationary period.

**ARTICLE 7
SPECIAL PAY**

A. EMERGENCY CALL-IN PAY

Employees in the Bargaining Unit called in to work in case of an emergency shall receive pay for a minimum of two (2) hours, based on their regular hourly rate. If such emergency time occurs on a holiday contained in this Agreement or on a regular day off, the pay shall be time and one-half the employee's regular hourly rate.

B. REPORTING PAY

If an employee in the Bargaining Unit reports to work on a regularly scheduled working day, and his/her services are not needed that day, they shall be paid at least two (2) hours of their regular hourly rate.

C. SHIFT DIFFERENTIAL

When at least fifty (50) percent of the employee's assigned time falls within the swing or graveyard shift, the District agrees to provide additional compensation for the entire shift. This additional compensation will increase or decrease annually at the same percentage rate as the negotiated salary schedule. Rates for the ~~2009-2010~~ and ~~2010-2011~~ school years are:

	201 6 <u>3</u> -201 7 <u>4</u>	201 7 <u>4</u> -201 8 <u>5</u>	201 8 <u>5</u> -201 9 <u>6</u>
Swing Shift	\$. <u>3661</u>	. <u>3664</u>	. <u>5867</u>
Graveyard Shift	\$. <u>5762</u>	. <u>5865</u>	. <u>5968</u>

A swing shift is defined as a work period between the hours of 3:00 p.m. and 11:30 p.m. A graveyard shift is defined as a work period between the hours of 11:30 p.m. and 8:00 a.m.

D. OUT-OF-TOWN WORK

If an employee is required to perform services for the District which requires his/her presence out of town, the employee will be paid as follows:

1. for all travel hours at his/her regular rate of pay to include overtime, when applicable.
2. for expenses incurred during the out-of-town work to include food/motel, at the current District per diem rate, and mileage at the IRS rate when employee's vehicle is used.

E. PAY FOR EXTRACURRICULAR ACTIVITIES

A classified employee will be paid for extracurricular activities and duties on the same schedule as licensed employees. The extracurricular activities are voluntary and not connected with regular duties.

The Human Resource Director or his/her designee shall send an e-mail to the Classified Employee's distribution list each year prior to September 1st announcing the opportunities to work at extra duty opportunities at the schools in the District. The employee must submit in writing notification of their interest in these positions by September 15th. The Human Resource Office will then compile a list of all interested employees who would like to do this extra work and give it to all Administrators.

Extracurricular activities compensation will be provided consistent with applicable laws. Employees shall receive an hourly wage equal to the state minimum wage. This wage is subject to overtime rules when the employee works more than forty (40) hours in a work week. Should the total hourly compensation (including overtime) received by the employee at the end of the extracurricular duty or season be less than the District's scheduled extracurricular stipend for the category of duties performed, the District will pay the employee the balance.

~~The district will estimate the total number of hours required for the assignment.~~ Employees shall submit monthly time sheets for hours worked in the extracurricular assignment in accordance with established district time lines. ~~The district will estimate the total number of hours required for the assignment. The employee and District will monitor the hours worked so that the compensation does not exceed the stipend for the categories of duties performed.~~

~~Classified employees shall be considered in the hiring for extra-duty, stipended and extracurricular positions on the same basis as any other applicant without regard to the actual compensation that may become due to them through the application of wage and hour laws.~~

In the event an employee makes or files a wage/hour claim against the district through Bureau of Labor and Industry, state or federal court, or other non-collective bargaining agreement based administrative process, the employee forfeits his/her rights to enforce this provision through the grievance process, including forfeiture of the right to appeal to arbitration.

F. PAY FOR SUBSTITUTING FOR AN ABSENT EMPLOYEE

~~A Bargaining Unit Member who is taking the place of an absent classified employee who is in the same classification shall be paid at his/her regular rate of pay.~~

F.G. PERFORMANCE OF MEDICAL PROCEDURES

Bargaining Unit Members will not perform medical procedures to the magnitude of tracheotomy suctioning with one exemption which is a Certified Nursing Assistant who is an Association Member hired specifically to perform such medical procedures.

G.H. CERTIFIED ASBESTOS WORKER

A stipend will be paid to ~~Byron Reiber for his duty as~~ any classified employee serving as a Certified Asbestos Coordinator. ~~The a~~Annual stipend will be calculated based on 96 hours at at the employee's Byron's hourly rate times 1.5.

~~Byron is to~~ Certified Asbestos Workers must maintain the required certification(s) for the job, including "Certified Worker for Asbestos Abatement Projects". District will pay for any required training and certificates needed to perform the duties of the job.

~~This agreement will remain in effect as long as Byron Reiber is an employee of the District.~~

Job Duties:

1. Perform required surveillance and recording of known asbestos locations.
2. Perform small scale asbestos abatement/repair work such as floor tile repair, wall repair and encapsulation of damaged asbestos.

H.I. PAINTING

The District retains the right to assign Bargaining Unit Members to small painting jobs such as graffiti removal and small touch ups without compensation above the employee's regular rate of pay as this type of work does not rise to the level of "Painter".

Compensation for Bargaining Unit Members working on "painting projects" as determined by the Maintenance Manager (examples include painting a classroom, hallway or significant portion of the building) will be as follows:

Bargaining Unit Members, who in the past worked on the District's "paint crew" under the leadership of a District Painter, shall be compensated at a rate that is ten (10) percent higher than the employee's regular rate of pay. The rate of pay will not exceed the last step of the painters scale.

Other Bargaining Unit Members will be compensated at a rate that is five (5) percent higher than the employee's regular rate of pay provided the higher rate does not exceed last step of the painters scale.

I.J. DRIVER (Intention of this language was for transporting students to out of town school in a car with seat belts)

The district will provide a vehicle to the driver along with liability insurance covering the driver in an amount not less than \$500,000 along with coverage for any physical damage to vehicle.

In the event the insurance limits fail to meet the above limits the District will notify the Union. The union reserves the right to bargain the impact of such changes.

J.K. TRANSLATION SERVICES Bargaining Unit Members who are required to translate documents or provide interpretation at meetings shall be paid at 1.2 times their regular rate for time spent in that work

K.L. TOILETING Bargaining Unit Members assigned by an administrator to assist a student with toileting issues on a regular basis will receive a monthly stipend of \$200.

**ARTICLE 8
HOLIDAYS AND VACATIONS**

A. HOLIDAYS

Paid holidays for regular employees in the Bargaining Unit will be:

<u>12 Month Regular</u>	<u>All Other Than 12 Month</u>
Independence Day	Labor Day
Labor Day	Veterans' Day
Veterans' Day	Thanksgiving Day
Thanksgiving Day	Christmas Day
Christmas Day	New Year's Day
New Year's Day	Martin Luther King Day
Martin Luther King Day	Presidents' Day
Presidents' Day	Memorial Day
Memorial Day	

These holidays will be observed in accordance with ORS 187.010, Section 1, and ORS 187.020, Section 2. All regular employees in the Bargaining Unit will be compensated for the holiday as though they had worked a regular schedule for the day.

B. VACATIONS

Vacation allowance earned by employees in the Bargaining Unit will be granted as indicated in the following outline and compensated at the employee's rate of pay. All Other Than 12 Month Regular Employees will receive one payment of vacation allowance earned to be included in the paycheck dated June 30 of each year.

<u>Years of Service</u>	<u>12 Month</u>	<u>All Other Than 12 Month</u>
1, 2, 3	10 Days	9 Days
4, 5	12 Days	10 Days
6 - 10	15 Days	13 Days
11 - 15	20 Days	17 Days
16 - 20	1 Day/Yr.	same ratio

25 days maximum

1. Other Than 12 Month Employees Vacation:

During the period of probation, the employee will accrue no vacation time. After the successful completion of the probationary period vacation accrual will be based on all months worked, starting with the first month of employment.

An employee's eligibility for vacation allowance during the current contract year will be determined by the total number of years of service completed as of June 30 of the previous contract year. After the first full year of service, that portion of an employee's first year of service will be considered one full year for purposes of computing vacation allowance.

An employee who is entitled to a vacation with pay will be paid such accrued vacation pay when he/she is temporarily laid off, retired, terminated for any reason, or takes a leave of absence for longer than six (6) months.

2. **12 Month Employees Vacation:**

After completing the probationary period, the employee will accrue a prorated vacation allowance starting with the first month of employment until December 31 of the first year of hire.

An employee's eligibility for vacation allowance during the current contract year will be determined by the total number of years of service completed as of December 31 of the previous contract year. After the first full year of service, that portion of an employee's first year of service will be considered one full year for purposes of computing vacation allowance.

Vacation allowance may be taken upon the successful completion of the probation period. All vacation time shall be taken during the year following the year in which the vacation was earned. A maximum of ten (10) days vacation may be carried into the following year.

Vacation time shall not be granted if it interferes with the operation of school.

An employee who is entitled to a vacation with pay will be paid such accrued vacation pay when he/she is laid off, retired, or if his/her seniority is terminated for any reason.

For the purposes of this article classified employees affected by a reduction of days in the school year in which all District employees will be in an unpaid status will not be considered laid off.

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ARTICLE 9 WORKWEEK

A. WORKWEEK

The normal full-time workweek shall commence on Monday and conclude on the following Friday; or consist of five (5) consecutive days of eight (8) hours each. All hours beyond forty (40) in any work week as defined below shall be compensated at the rate of one and one-half times the employee's regular rate of pay. For purposes of overtime calculation, the work week shall be defined as Sunday through Saturday. If an employee is required by management to work beyond their regularly scheduled hours in a single day he or she shall not have their regular hours reduced by management for the rest of the week. ~~The District management reserves the right to determine the mission of the District and to assign employees to perform the work to be done.~~ The District will make a good faith effort to offer overtime work based on seniority*.

* For the purposes of this article, seniority will be by school or site.

Nothing in this Agreement shall be construed as a guarantee of hours of work.

B. REST PERIODS

Each employee shall receive a fifteen (15) minute break during each four (4) hour period of consecutive service with the break as close as possible, in the immediate supervisor's judgment, to the two (2) hour interval. Such breaks shall be scheduled by the employee's immediate supervisor.

C. LUNCH PERIODS

The District agrees to notify building principals and supervisors that, as far as is practicable, employees in the Bargaining Unit shall be given an uninterrupted lunch period of at least one-half (1/2) hour. Such time shall be scheduled by the employee's immediate supervisor.

D. MINIMUM NOTICE

If an administrator determines it is necessary to request an employee to work extra hours beyond their regularly scheduled hours there will be no repercussions for refusing the hours with less than 72 hours' notice, except when the District cannot otherwise adequately supervise or provide for the safety of students.

**ARTICLE 10
PERSONNEL RECORDS**

A. **PERSONNEL RECORDS**

The personnel records of employees in the Bargaining Unit shall not have any information of a critical nature that does not bear the employee's signature or initials indicating the employee has been shown the material, or a statement by a supervisor that the employee has been shown the material and has refused to sign or initial such material. Upon request, an employee shall have the right to attach a written statement of explanation of any material which he/she believes to be incorrect or derogatory toward him/her. The District, at the request of the employee, agrees to remove warning notices, reprimands and similar notices in the employee's personnel file three (3) years after the date of the notice, provided there have been no other warning notices or reprimands placed in the employee's file in the interim.

B. **EMPLOYEE FILES**

The employee's file in the Personnel Office shall contain records relevant to the employee's employment and shall be the sole official repository of such materials. The employee may request permission to view this file upon notice to the Superintendent or his/her representative. At no time shall the employee remove material from his/her file. The employee may request that certain documents be removed from his/her file and destroyed. Said documents will be reviewed by the Superintendent or his/her representative, and if in the opinion of the Superintendent, such material is irrelevant to the employment and the work of the employee, such documents will be withdrawn from the file and destroyed.

ARTICLE 11 VACANCIES

The ~~Board-District~~ shall make ~~available to designated Association building representatives~~ notification of vacancies ~~available electronically to all employees~~ in the Bargaining Unit. Such notification shall normally be provided at least ten (10) working days prior to the closing of applications for such vacancies. The notice shall contain an opening and closing date. ~~The~~ ~~When a vacancy occurs at a time when school is not in session, the~~ District shall ~~also post~~ ~~all~~ vacancies at the main entrance of the Administration building ~~and on the~~ District Web ~~page, page and announced in an e-mail sent to the Classified Employee distribution list.~~

When a vacancy occurs or a new position is created within the District in the Bargaining Unit, an employee who is part of that unit may apply for the open position, giving due regard to seniority, qualifications, and ability.

~~If the situation warrants, the Superintendent may hire immediately.~~

Volunteer Trainee Program:

The District and Association mutually agree to the following terms concerning the volunteer trainee program currently being provided by South Coast Business Corporation, or any future volunteer trainee programs subsidized by local, county, state, or federal governments.

1. The District will be limited to one (1) trainee per school, with the exception of the high school and middle schools being allowed two (2) each with a maximum of ten (10) trainees at any one time.
2. The District will provide OSEA Chapter #33 an updated list of each trainee, including training position, location, start and finish dates.
3. The Bargaining Unit members would have preference over volunteer trainees in hiring for new or vacant positions within the district for eighteen (18) months after completion of the training program. This provision would not apply if there were no Bargaining Unit applicants.

ARTICLE 12
SICK LEAVE

A. SICK LEAVE

Regular employees in the Bargaining Unit who are absent because of personal illness shall receive compensation on account of sickness during such absence in accordance with the provision of ORS 332.507, [Employees shall also receive sick time in accordance with ORS 653.601-.661](#). **"Sickness"** shall include maternity during the period of disability that is verified by a physician.

The District will comply with ORS 332.507 which provides:

1. As used in this section:
 - (a) **"School employee"** includes all employees of a public school district or an education service district.
 - (b) **"Sick leave"** means absence from duty because of a school employee's illness or injury or as otherwise provided for by law or by provisions of a collective bargaining agreement. In case of conflict with a rule adopted to interpret a law, the collective bargaining agreement to which the parties agree shall govern.
2. Each district shall allow each school employee at least 10 days' sick leave at full pay for each school year or one day per month employed, whichever is greater.
3. At the option of the local governing board, sick leave in excess of five consecutive work days shall be allowed only upon certificate of the school employee's attending physician or practitioner that the illness or injury prevents the school employee from working.
4. Sick leave not taken shall accumulate for an unlimited number of days. A local governing board is required to permit a school employee to take up to 75 days sick leave accumulated in other Oregon districts. The accumulation shall not exceed that carried by the most recent employing district. However, the transfer of sick leave from another Oregon district shall not be effective until the school employee has completed 30 working days in the new district.
5. For purposes of determining retirement benefits, a local governing board is required to permit a school employee to transfer an unlimited number of days of unused accumulated sick leave from another Oregon district employer. [Formerly 342.596]

[Employees may also use up to 5 days of sick leave per fiscal year in accordance with ORS 653.601-.661 regarding family well care and family illness \("sick time"\), in addition to the days provided in Article 13.D.](#)

B. GENERAL INFORMATION

1. By October 15 of each year, each employee shall be given an accounting of his/her use and accumulation of sick leave [and sick time](#).
2. When an employee will be absent from work, he/she shall notify the principal or supervisor. If the absence is for consecutive days, the principal or supervisor shall be notified of the probable date of return.
3. Except for retirement, all sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason.
4. Any employee obtaining sick leave benefits by fraud, deceit or falsified statements, shall be subject to disciplinary action by the Board.
5. The Association recognizes the supervisors' right to set reasonable deadlines for reporting in sick. Repeated failure to do this may result in disciplinary action.

C. **SICK LEAVE WITHOUT PAY**

1. **Job Incurred Injury or Illness**

After earned sick leave has been exhausted, the District shall grant sick leave without pay for any job-incurred injury or illness. This unpaid sick leave shall terminate upon demand by the employee for reinstatement accompanied by a certificate issued by the duly licensed attending physician that the employee is physically and/or mentally able to perform the duties of the position.

2. **Non-Job Incurred Injury or Illness**

After earned sick leave has been exhausted, the District may grant sick leave without pay for any non-job incurred injury or illness to any employee upon request for a period up to one (1) year. Extensions of sick leave without pay for any non-job incurred injury or illness beyond one (1) year must be approved by the Superintendent.

3. **Verification of Disability**

The District may require that the employee submit a certificate from the attending physician or practitioner in verification of disability resulting from a job incurred or non-job incurred injury or illness. Any cost associated with the supplying of a certificate concerning a non-job incurred injury or illness shall be borne by the employer. In the event of a failure or refusal to supply such a certificate, or if the certificate does not clearly show sufficient disability to preclude that employee from the performance of duties, such sick leave may be cancelled and the employee's service terminated.

D. **WORKERS' COMPENSATION APPLICATION**

Salary paid for a period of sick leave resulting from a condition incurred on the job, and also covered by workers' compensation, shall be equal to the difference between the workers' compensation for lost time and the employee's regular salary rate. In such instances, prorated charges will be made against accrued sick leave.

**ARTICLE 13
PAID LEAVES OF ABSENCE**

A. PERSONAL LEAVE

1. Upon request, employees shall be granted up to three (3) days leave for personal reasons.
2. Employees are responsible for notifying their immediate supervisor at least seven (7) calendar days in advance of the need for personal leave, except in the case of an emergency.
3. Personal leave not used shall be accumulated as sick leave annually.
4. One-half (1/2) the cost of pay of a substitute will be deducted from the employee's salary if a substitute is required. The immediate supervisor shall inform the employee whether a substitute will be required. If a substitute is required and one is not available, the leave may be denied unless seven (7) calendar days notice is given.

B. LEGAL

Time necessary for jury duty or to respond to a subpoena as a witness or as a litigant when the employee is the defendant in a work related case, shall be granted without loss of pay. Jury duty or witness fees shall be remitted to the District.

C. TEMPORARY MILITARY DUTY

Temporary Military Duty, fifteen (15) days maximum, leave shall be granted to employees who are members of the National Guard, National Guard Reserve, or any reserve component of the Armed Forces of the United States for a period not to exceed fifteen (15) working days in any one calendar year without loss of pay time, or regular leave, for temporary active duty with the unit to which he/she is assigned.

The employee must have been under the employment of the School District six (6) months prior to applying for military leave. The employee shall receive his/her regular salary in addition to any military pay he/she may receive.

D. FAMILY ILLNESS/DEATH IN FAMILY

1. Employees shall receive up to three (3) days leave per year, with pay, in cases of illness of a member of the immediate family, when the presence of the employee is necessary.
2. The employee shall receive up to five (5) days leave, with pay, in case of the death of a member of the immediate family.
 - a. Five (5) days shall be allowed if the funeral or memorial service is held outside of the State of Oregon or if held for the death of the employee's spouse/domestic partner, father, mother, son or daughter inside the State of Oregon.
 - b. Two (2) days shall be allowed if the funeral or memorial service is held within the State of Oregon for any immediate family member other than those described in "a." above.
3. **"Immediate Family"** means the spouse/domestic partner, children (including step and foster), parents (including parents of spouse/domestic partner), son-in-law, daughter-in-law,

grandchildren, grandparents, siblings, and any person living in the household of the employee.

E. **PROFESSIONAL LEAVE**

Professional leave may be granted for employee improvement, observation and workshops. Expenses for such leaves may be paid by the District. All such leaves shall be subject to approval by the Superintendent, his/her designee and/or Board of Education.

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ARTICLE 14
UNPAID LEAVES OF ABSENCE

A. **LEAVE**

1. A leave of absence of one (1) year may be granted to any regular employee upon application and the approval of the Board. The application must state the reason for requested leave.
2. Request for unpaid leave for less than one (1) work year must be in writing and submitted to the supervisor and then to the Superintendent or his/her designee.

B. **RETURN FROM LEAVE - BENEFITS**

The employee's position on the salary schedule and all benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, will be returned to him/her upon his/her return and he/she will be reassigned to a position within the District, if a vacancy exists for which he/she is qualified.

C. **ASSOCIATION LEAVE**

Requests for Association leave will be granted if they do not interfere with the operation of school.

D. **FAMILY LEAVE**

The District will comply with the statutes pertaining to family leave, ORS 659A.150 to 659A.186 and OAR 839-009-0200 to 839-009-320. The District will provide, upon request, the above laws for employees applying for family leave.

E. **ADOPTION LEAVE**

The District will comply with the statutes pertaining to adoption under the Family Leave laws. See "D" above

ARTICLE 15
BENEFITS

A. INSURANCE

1. For 12 month employees who are scheduled to work 1820 hours per year or more (.875 FTE/7 average HID), the District shall contribute up to the monthly amount of ~~\$1,375,303.00~~ toward the cost of premiums for health, dental and/or vision insurance in 2016-17. In 2017-18, the amount shall be \$1425. In 2018-19, the amount shall be \$1475. For 12 month employees who are scheduled to work less than 1820 hours per year, the District will pay a prorated amount based on 1820 hours per year while the remainder will be deducted from the salary of the employee. 12 month employees who are scheduled to work less than 1040 hours per year do not qualify for an insurance contribution.

For 10 month employees who are scheduled to work 1266 hours per year or more (.824 FTE/6.92 average HID), the District shall contribute the cap ~~up to \$1,303.00~~ toward the cost of premiums for health, dental and/or vision insurance as listed in the above paragraph. For 10 month employees who are scheduled to work less than 1266 hours per year, the District will pay a prorated amount based on 1266 hours per year while the remainder will be deducted from the salary of the employee. 10 month employees who are scheduled to work less than 724 hours per year do not qualify for any insurance contribution.

The benefit programs identified herein shall be provided only in accordance with the underwriting rules and regulations as set forth by the carrier(s) in the policy (policies) retained by the policyholder and the Oregon Educators Benefit Board.

~~The District shall pay a \$2500 stipend to any classified employee who is covered by the District provided insurance of a spouse or domestic partner who also works in the District.~~ shall provide only one health plan and monthly contribution when both members of a married couple or domestic partnership work for the District. However, the non-subscribing spouse or partner may take the opt-out benefit under section 3, below.

2. In addition to the benefits in Section 1 herein, the District shall provide to each eligible Bargaining Unit Member who works four (4) hours or more per day the following:
 - a. Term Life Insurance: One times salary rounded to the nearest \$1,000 to a maximum of \$50,000.
 - b. Long Term Disability Income Benefit: Pays 66 2/3% of basic monthly earnings not to exceed a maximum monthly benefit of \$3,000, sixty-day elimination period.

3. **OPT OUT OF INSURANCE COVERAGE**

Employees eligible for District insurance contribution, but who choose not to obtain insurance coverage may "opt out" in accordance with the underwriting rules and regulations as set forth by the carrier(s) in the policy retained by the policyholder. Employees choosing to opt out must show written proof that they are already covered by other group insurance through a spouse or domestic partner. There shall be an annual single open enrollment period to allow eligible employee chooses to opt out of insurance coverage. If an eligible employee chooses to opt out of his/her insurance coverage, that waiver shall be effective until the next open enrollment period. An eligible employee who opts out of insurance by

meeting the above requirement shall receive a monthly stipend equal to one half of the District's insurance contribution in lieu of the contractual insurance coverage. The stipend will be considered taxable income.

4. **Health Savings Account (HSA)**

For employees who select an HSA eligible health plan the District shall contribute \$3276 annually to the employee's Health Savings Account, payable in a single installment on October 1 of each year. ~~If IRS limits do not permit the full \$3276 to be paid to an employee on October 1, the District shall contribute the maximum permissible amount under IRS regulations on October 1 and shall contribute any remaining balance on January 1 of the next calendar year, payable in two installments of \$1638 each. The first installment will be made October 1st and the second installment on March 1st.~~

B. **PHYSICAL EXAMS**

The District shall pay for any physical exam required by law or regulation and performed by a doctor designated by the District.

C. **EDUCATION**

The District will annually budget \$15,000 for professional development for classified employees. The purpose will be to improve or update the employee's skills in their current classification. The Superintendent or his/her designated representative, prior to enrollment, must approve all courses or workshops.

D. **LICENSE FEES**

The District will pay license and fees for successfully completed tests which are related to the employee's job classification and which will improve or update the employee's ability in that job classification. Nothing in this section shall be construed to mean that an employee will be licensed to seek or obtain a different job classification. All license applications must be approved by the Superintendent or his/her designated representative prior to being paid by the District.

E. **BACKGROUND CHECKS**

Effective July 1, 2006, new Bargaining Unit Members, including those currently on probation, will be reimbursed for the cost of fingerprinting and background checks upon successful completion of their six (6) month probationary period.

F. **RETIREMENT BENEFIT**

1. Members who retired under previous agreements will continue to receive the benefits that he/she was entitled to under the retirement benefit in effect at the time of their retirement.

2. **Eligibility Criteria**

To be eligible for the retirement benefit the member must meet the following criteria:

- a. Be a member of the Bargaining Unit as of June 30, 1999; and
- b. Have a minimum of fifteen (15) years of experience in the District; and
- c. Be eligible for retirement benefits under the Public Employees Retirement System.

3. **Retirement Benefit**

Benefit will be a thirty-six (36) month benefit.

District shall pay for the employee's and their spouse/domestic partner's (if spouse/domestic partner is less than age 65) monthly premium for medical, dental, and vision plans defined in

Article 15 A. 1., for a maximum of 36 months or until the employee reaches sixty-five (65) year of age, or until the employee qualifies for federal Social Security Medicare coverage, whichever comes first.

Should the employee reach age 65 prior to using up 36 months of benefits, the employee shall receive a stipend of \$150 per month until the 36 month benefit is over.

The employee may elect to receive a monthly stipend equal to one half of the District's current maximum monthly insurance contribution of \$450 per month in-lieu of receiving insurance benefits described above. Once the employee reaches age 65 they will receive the stipend of \$150 per month until the 36 month benefit is over.

In no case shall the District pay more than 36 months worth of insurance and stipend.

4. In the event of the death of the employee prior to the exhaustion of his/her eligibility for the benefit described above, the District shall continue to pay for the surviving spouse/domestic partner's monthly premium or stipend until such time as the employee would have exhausted his/her eligibility.
5. Periods of absence because of reasons of health, approved leaves of absence, or temporary staff reduction layoff shall not be counted in the fifteen (15) years of employment.
6. Retirement Benefit Buyout Option:
 - a. Employees who are eligible for the Retirement Benefit may elect to opt out of the retirement benefit.
 - b. Employees who exercise their right to opt out of the retirement benefit program shall receive an annual stipend of \$1,500 paid to the employee in the November paycheck each year while actively employed with the District as a member of the Classified Bargaining Unit on November 1st of each year.
 - c. The annual stipend will be paid for a maximum of ten (10) years.
 - d. By March 1, 2011, bargaining unit members who wish to exercise this buyout option must notify the District of their intent to opt out of the retirement benefit and receive the annual stipend. This is a onetime only election and the choice is irrevocable once the election is communicated to the District.
 - e. The first annual stipend will begin November, 2011 and end November, 2020.

H. MID-YEAR RETIREMENTS/CONTINUED EMPLOYMENT

A. Mid-Year Retirement

When it is advantageous within the PERS system for eligible employees to retire prior to the end of the school year, and the bargaining unit member and the District both agree that it would be advantageous to employ these retirees for the remainder of the school year, the following conditions will apply:

1. The retiree will remain a member of the bargaining unit with all the rights, privileges and obligations under this Agreement, except as otherwise provided in this section.
2. The District will pay the retiree based on the salary step the retiree was on at the date of retirement. No PERS shall be paid by the District.
3. The retiree shall accumulate one (1) day of sick leave per month, but these days shall not

be added to the accumulated total prior to retirement or counted toward any District/PERS retirement benefit. No additional paid leave days shall be available, except where required by law.

4. The District shall continue to provide medical, dental and vision insurance for the retiree in whatever plan or status the employee was provided prior to retirement. The District shall continue to provide a term life insurance policy equal to the face value of the policy prior to retirement. No other insurance benefits will be provided.

5. The retirement shall not create a vacancy under Article II of this Agreement until the end of the current school year.

6. The retiree shall be employed only until the end of the school or fiscal year in which he/she retired. Should the position exist for the following year, the position filled by the retiree shall be duly posted as a vacancy under Article 11 no later than the end of the school year.

B. Re-Employment of Retired Employees

All positions vacated by the retirement of employees that are going to continue the following school year shall be posted in accordance with Article 11. Employees who retire at the end of the school year, but who wish to return to work for the District, must apply for employment just as any job applicant new to the District. If the District selects a retiree for an open position for re-employment, the following conditions apply:

1. -The re-employed bargaining unit member shall have no seniority status accumulated prior to the date of retirement. Re-employed bargaining unit members shall have no Reduction in Force protections.

2. Re-employed bargaining unit members shall accumulate one (1) day of sick leave per month, but these days shall not accumulate to the total prior to retirement.

3. The District shall continue to provide medical, dental and vision for the retiree equal to other employees. The District shall also continue to provide term life insurance equal to the face value of the policy based on current uninterrupted service. No other insurance benefits will be provided.

I.H. SHORTENED SCHOOL YEAR

1. In the event the school district reduces the number of days of the school year, the only economic loss to the employee will be salary. No employee will have insurance benefits, vacation accrual or holidays affected by the shortened school year.
2. When the parties agree that funding is insufficient to fund a full year, the work year may be modified by the parties up to eleven (11) days.

ARTICLE 16
SAFETY AND HEALTH

- ~~A. A.~~—The District shall maintain a safe work environment and safety committee in accordance with its obligations under Oregon law and administrative regulations regarding occupational safety and health.
~~at all times maintain standards of safety and sanitation in conformance with the law.~~
- ~~1. The District shall maintain sufficient first aid supplies in work locations.~~
~~The District shall maintain sufficient first-aid supplies in work locations.~~
- ~~2. Any employee who is required to work in any hazardous situation shall receive proper training for such duties and/or situations. Training costs, including any required travel and time, shall be covered by the District.~~
- ~~B. B.~~—Employees should report in writing any conditions that appear to be unsafe. If an employee reports an unsafe condition and that condition is not remedied, if no safety equipment is available, or if the employee(s) have not received safety training appropriate to a particular duty, the employee(s) shall not be required to perform said duties and will not be reprimanded for their refusal.
- ~~C.~~—An employee's disregard for safe work habits and practices shall be cause for discipline.
- ~~D.~~ The Employee Handbook shall include information on safety and reporting.

ARTICLE 17
GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "**grievance**" is defined as an alleged violation of a specific article or section of this Agreement.
2. A "**working day**" is any day in which the central administrative offices of the District are open for business.
3. The "**grievant**" is a person asserting a grievance.
4. A "**party in interest**" is the person or persons making the claim of grievance and any person who might be required to take action, or against whom action might be taken, in order to resolve the grievance.
5. A "**grievance**" shall not include and this Grievance Procedure shall not apply to any of the following:
 - a. Any matter upon which the District is without authority to act;
 - b. Any discharge, dismissal, or layoff of a probationary classified employee;
 - c. Any attempt to alter or change this Agreement;
 - d. The evaluation of classified staff, except for the violation of procedural matters;
 - e. Claims of discrimination by reason of age, race, religion, color, sex or national origin where there are adequate state and federal administrative and judicial remedies available for redress of such claims.
6. "**Immediate Supervisor**" means the person responsible for the evaluation of the employee.

B. LEVEL I

1. A grievance will first be discussed orally with the grievant's immediate supervisor with the objective of resolving the matter informally. In the event the grievant is not satisfied with the attempted or suggested resolution by informal means, the grievant may submit the grievance in writing to the immediate supervisor upon forms provided by the District.
2. If the grievant has not filed a grievance in writing within ten (10) working days after speaking to the immediate supervisor informally, the grievance will be deemed to have been waived.
3. If a formal grievance has been filed, the grievant may:
 - a. discuss the grievance personally, or
 - b. request that a representative accompany him/her.
4. The immediate supervisor shall, within ten (10) working days following the meeting to

discuss the written grievance, render his/her decision and the reasons therefore, in writing, to the grievant. Information copies of the decision at this level shall be sent to the Personnel Office and the Superintendent.

C. **LEVEL II**

1. If the grievant is not satisfied with the disposition of the grievance at Level I, or if no decision has been rendered within ten (10) working days after the close of the meeting at Level I, the grievant may forward the written grievance and the decision at Level I to the Superintendent. The information forwarded at this level shall include:
 - a. A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance;
 - b. A listing of the specific article or section of the Agreement alleged to have been violated;
 - c. A listing of the reasons why the immediate supervisor's proposed resolution of the grievance is unacceptable;
 - d. A listing of specific actions requested of the School District which will remedy the grievance; and
 - e. A request for a conference with the Superintendent, or his/her designee, if desired.
2. If the Superintendent or his/her designee desires, he/she may request a conference with the grievant. If either the grievant or the Superintendent or his/her designee request a conference at Level II, the request must be granted. The grievant, any party in interest, and the Superintendent or his/her designee may request the presence of a representative or representatives at any conference.
3. The Superintendent or his/her designee shall render a written decision to the grievant within ten (10) days after the conference at Level II if one has been requested or within ten (10) working days after receipt of the grievance if no conference is held. Information copies of the decision shall be sent by the Superintendent or his/her designee to the immediate supervisor, the Personnel Office, and to any representative designated by the grievant.

D. **LEVEL III**

1. If the grievant is not satisfied with the disposition of the grievance at Level II, the grievant, with the written consent of the Association, may request in writing a hearing before an arbitrator. Such written request shall be filed in the office of the Superintendent within ten (10) working days after receipt of the written decision at Level II.
2. A certified court reporter shall be employed to record verbatim the entire arbitration hearing if required by either the grievant or the District. In any case in which a court reporter is involved, the parties shall share equally the cost of such reporter including per diem, mileage, and other out-of-pocket expenses. If the arbitrator requests a court reporter, the parties shall likewise share equally the cost of such reporter. The cost of transcripts shall be borne by the party ordering such transcripts.

3. When arbitration has been requested, the moving party shall contact the Employment Relations Board for a list of arbitrators. The arbitrator shall be selected as provided for in ORS 243.746(2).
4. The function of the arbitrator shall be:
 - a. To hold a hearing concerning the grievance; and
 - b. To render an award within thirty (30) days after the close of the hearing. Such award shall be final and binding upon the parties.
5. Once the arbitrator has been selected, hearings shall commence and be held at the convenience of the arbitrator. However, hearings shall be confined to working days.
6. Neither the District nor the grievant shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party. The arbitrator shall consider only those issues which have been properly carried through prior steps as required by the provisions of this grievance procedure.
7. The arbitrator shall not render any award which conflicts with or alters this Agreement. It is understood, however, that the arbitrator shall interpret the Agreement in accordance with acceptable rules of contract construction.
8. The arbitrator is empowered to include in any award such financial reimbursements or other remedies as judged to be proper.
9. Each party shall bear the full costs for its representation in the arbitration. The arbitrator's fees and charges shall be divided equally between the grievant and the District.

E. GENERAL

1. No grievance shall be recognized unless it shall have been presented at the appropriate level within twenty (20) working days after the grievant knew or should have known of the act or condition and its aggrieving nature that formed the basis of the grievance, and if not so presented, the grievance will be considered waived.
2. A decision rendered at any level shall be considered final unless an appeal is registered within the time limits specified.
3. Time allowances set forth at each level may be extended by mutual consent of the grievant and the District.
4. Should the processing of any grievance require that an employee be released from his/her regular assignment, he/she shall be released without loss of pay or benefits. If an employee is released to participate in arbitration, he/she shall be released with loss of pay unless subpoenaed.
5. No reprisals of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
6. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
7. All parties to the grievance shall make available to other parties involved all pertinent information not privileged under the law in its possession or control which is relevant to the issues raised by the grievance.

ARTICLE 18
PROBATION, DEMOTION, DISMISSAL, SUSPENSION

A. PROBATION

1. The parties recognize that the probationary period is an integral part of the employee selection process and provides the District the opportunity to upgrade and to improve an employee's work by:
 - a. Training and aiding employees in adjustment to their positions.
 - b. The opportunity and responsibility to reject any employee whose work performance fails to meet District-required work standards.
2. **Probationary Period:**
Every employee hired into the Bargaining Unit shall serve a probationary period of six (6) months.
3. **Termination of Probationary Employees:**
At the end of the six (6) month probationary period, the employee will be classed as a regular employee or released. However, an employee may be dismissed prior to the end of his/her probationary period if his/her work is unsatisfactory.
4. **Period For An Employee Hired Into a Different Classification:**
Employees hired into a different classification shall serve a probationary period of three (3) months in the different classification.
5. **Probationary Promotional Status:**
The Association recognizes the exclusive right of the District to reassign an employee on (see #4) probationary status to his/her previous position if, in the District's judgment, his/her work performance fails to meet required work standards. However, during the probationary promotional period, the employee shall have the right to return to his/her previous position upon his/her request.

B. DISMISSAL – SUSPENSION

1. Upon placement after the probationary period, employees in the Bargaining Unit may be dismissed, suspended, or demoted for cause. The following activities are deemed sufficient cause:
 - a. Inefficiency or neglect of duty.
 - b. Unauthorized absence.
 - c. Insubordination.
 - d. Conviction of a criminal act (felony).
 - e. Use of alcohol or drugs (non-medicinal) on the job or immediately before reporting to work
 - f. Inadequate performance.
 - g. Any willful violation of a rule or regulation established by the School Board.
 - h. Incompetence to perform the duties of his or her position.
2. **Dismissal Procedures:**
If in the opinion of the employee's administrator there is cause for dismissal, the following procedures will be implemented:
 - a. The administrator will conduct a conference with the employee, informing the employee of the deficiencies, he/she will itemize in writing how the services can be improved; he/she will inform the employee that the necessary improvements must be made within a specified number of working days or that a recommendation will be

made to the Superintendent for dismissal. The Superintendent of the District will be notified in writing of this pending action.

- b. On the date specified to the employee at the initial meeting, the employee will again be notified as to the progress that had been required. If the improvement is not satisfactory, a recommendation is submitted to the Superintendent for dismissal. If satisfactory improvement has been made, a letter to the Superintendent stating this fact shall be written by the supervisor.
- c. If dismissal of the employee is recommended by the administrator, the Superintendent will review this recommendation and meet with the dismissed employee and his/her representative at their request. The Superintendent will then notify the employee in writing of his/her decision. In the event the decision of the Superintendent is for dismissal, the employee may be terminated immediately.

3. **Review:**

The employee has the right to have the dismissal, or suspension or any demotion action reviewed by the School Board in accordance with ORS 332.544(2)

4. **Immediate Suspension:**

- a. In the event an administrator deems the employee's conduct of serious nature, the employee may be suspended immediately from employment with the District until such charges are investigated, and a decision is made to continue or to discontinue that employee's employment. If the employee is cleared of the charges, said employee shall be reinstated without loss of pay or accrued benefits.
- b. If the charges are upheld, the termination date shall be the date of suspension.

ARTICLE 19
REDUCTION IN FORCE

A. REDUCTION IN FORCE

1. Reduction in force is defined as the complete elimination of a specific position or as a reduction in hours. Whenever, in the judgment of the District, ~~Board,~~ it is necessary to layoff employees, the District will first determine the number of positions in each classification proposed for layoff, regardless of locations and then use the following principles and procedures ~~shall be followed, based upon written findings:~~

 - a. ~~The Board~~ The District will notify the Association and the affected employees of the date and reasons for the layoff at least 30 days before the date of layoffs. If the District determines layoffs are necessary, affected Bargaining Unit employees ~~titles, (per job title noted on the salary schedule)~~ shall be laid off on the basis of the employee's total seniority within the district. If District seniority is equal then the he employee with the least seniority in the affected classification shall be the first laid off and may qualify for bumping (A.7).
 - b. A laid off employee will remain on the recall list for 27 months after the layoff unless he or she:

 - (1) waives his or her recall right in writing; or
 - (2) resigns from the School District; or
 - (3) fails to accept within 7 days from the date of recall, his or her former position or one which is substantially equivalent.
 - ~~dc.~~ Employees will be recalled ~~by category classification in reverse order~~ by seniority in any category ~~of layoff~~ as long as they are qualified for the vacancy.
 - ~~ed.~~ The District will make a good faith effort to offer substitute work to Bargaining Unit Members on the recall list. Bargaining Unit Members from the recall list when used as substitutes shall be paid at no less than step two of the salary schedule they were on provided it is in the same classification.
2. The District ~~Board~~ shall not fill a Bargaining Unit position in any job title category ~~(including any numerical level with the job title)~~ until they have offered the position to any qualified ~~an~~ employee on the recall list within the same ~~job title~~ category.
3. Employees will be given recall notification by email and by regular U.S. mail sent to the last address given by the employee to the District office.
4. An employee will not forfeit his/her rights to recall should he/she take a job within the District in a lower classification. Employees who were full-time prior to layoff who accept a part-time or lesser paying position with the District shall remain on the recall list for recall to full-time employment until the end of the 27 month recall period.
5. All benefits to which an employee was entitled at the time of his/her layoff, including unused accumulated sick leave, will be restored upon his/her return to active employment. The employee shall be placed on the salary step on which he/she was placed prior to the layoff. One step movement shall be granted if the employee had completed 120 workdays in the work year at the time of the layoff.
6. At the expense of the employee, a laid off employee shall be allowed, at his/her discretion, to continue under all or any part of the District insurance programs by directly paying the premiums while he/she is on the layoff list. Employees who are laid off may remain in the District's group insurance programs, in compliance with COBRA and

OEBB regulations, at their own expense. Premiums for such coverage must be received by Benefit Help Solutions (BHS) office prior to the first of the month for which the coverage is being purchased.

The parties agree that the District shall be held harmless from all damage or injury incurred by the termination of insurance coverage due to payment not being received in time. It is further agreed that the District has no obligation to give notice of the due date of said insurance premiums.

7. Bumping - An employee who is affected because of a reduction in force may transfer to:

- a. a ~~lesser paying position in the anysame category~~ formerly held classification ~~formerly held within the Distriet~~ if the employee has greater District seniority, or
- b. an equal or lesser-paying position in any ~~other~~ category if the employee is qualified and has greater District seniority. ~~The employee must be qualified for the lesser paying job no later than 15 days upon receipt of their notice.~~ Employees will stay at the same step in the new classification.
- c. the bumped employee within the affected classification ~~title~~ will be the one with the least seniority within the classification ~~bumped~~, which may cause another transfer and bumping of less senior employees
- d.e. The employee must be able to perform classification-specific duties for the ~~lesser paying new position no later than fifteen (15) twenty (20) working days upon receipt of their notice.~~ after starting the new position. Reasonable attempts to train the employee on classification specific duties will be made. An employee that cannot demonstrate competence within twenty (20) working days will be notified in writing, laid off and placed on the recall list.
- e.d. Any request to bump must be initiated in writing to the district ~~completed~~ by the employee within ~~five (5) three (3) full working days after notice of layoff.~~ The District will work with each affected employee and the Association to ensure that they are aware of their timelines and the positions available for bumping for which they are qualified. After the district provides this information the employee will have three (3) working days to notify the district of their decision.
- f.e. An employee may choose not to bump into another position and be placed on the recall list instead. This employee will be considered laid off.

~~In both cases, the least senior employee within the affected classification title will be the one "bumped". Any request must be initiated within five (5) working days after notice of layoff.~~

8. For seniority purposes, employees who are laid off and subsequently reinstated within 27 months shall retain cumulative seniority for all periods worked except for the period of layoff.

9. ~~In the event an employee is replaced by another employee per the terms of paragraph 7 above, the replaced employee shall be deemed laid off and subject to provisions of this article.~~

9.10. Before layoffs are started ~~Upon request,~~ the District agrees to provide the Association and the Association President a complete list of all classified employees, including each employee's date of hire, job classification(s), step on salary schedule, ~~percentage of benefits,~~ and total seniority within the job classification(s) and in the District and the process to follow for bumping.

10.11. For the purposes of ~~Paragraph 7,-19.A.7~~ classifications ~~titles~~ and their categories will be noted on the attached salary schedule.

11.12. Any employee who is targeted to be laid off who has at least 10 years' seniority with the District may request, and will be given a position in any job classification for which the employee can demonstrate competency. ~~In order for such employee to bump someone within another classification, he/she must have greater seniority.~~

12.13. An employee whose hours are reduced by more than 10% in a fiscal year may invoke this article at the end of that fiscal year. If hours are reduced for an employee hired before May 14, 2012 insurance premiums will be paid for 18 months at the same ratio as before the reduction.

ARTICLE 20
NO STRIKE, NO LOCKOUT

The Association and the Board agree that differences between the parties hereto shall be settled by peaceful means as provided in this Agreement. During the term of this Agreement, the Association, in consideration of the terms and conditions of this Agreement, will not engage in, instigate, or condone any strike, work stoppage or any concerted refusal to perform work duties as required in this Agreement, and will undertake to exert its best efforts to discourage any such acts by any employees in the Bargaining Unit.

There shall be no lockout of employees in the Bargaining Unit by the District as a consequence of any dispute arising during the period of this Agreement.

DRAFT

ARTICLE 21
EFFECT OF AGREEMENT

- A. This Agreement terminates and supersedes all past practices, agreements, procedures, traditions, and rules or regulations concerning the matters covered herein. This Agreement shall not be interpreted or implied to provide employees with advantages heretofore enjoyed unless expressly stated herein.
- B. The parties agree that during the negotiations which culminated in this Agreement each party enjoyed and exercised without restraint, coercion, intimidation, or other limitation, the right and opportunity to make demands or proposals and counterproposals with respect to any matter not reserved by policy or law from compromise through negotiations and that the understandings and agreements arrived at after the exercise of that right and opportunity are set forth herein.
- C. The parties agree, therefore, that the other shall not be obligated to meet and negotiate with respect to any subject or matter, whether referred to herein or not, even though such subject or matter may not have been in the contemplation or knowledge of either or both of the parties at the time that they negotiated or signed this Agreement. The terms and conditions of this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed in the same manner as this Agreement. However, this does not abandon the Association's right under the Collective Bargaining Laws of the State of Oregon.
- D. In the event that any provision of this contract shall, at any time, be declared invalid by any court of competent jurisdiction, such a decision shall apply only to the specific article, section or portion thereof directly specified in the decision. Such a decision shall not invalidate the entire contract. It being the expressed intention of the parties hereto, that all other provisions not declared invalid shall remain in full force and effect.
- E. The Association agrees that it will neither take, nor threaten to take, any reprisals, directly or indirectly, against any management employee, or Board member, regarding any action on the part of such persons in the official exercise of their duties or the administration of this contract or any grievance filed hereunder, or any other lawful activity.
- F. There shall be two (2) signed copies of the final Agreement for recordkeeping purposes. One (1) shall be retained by the District and one (1) by the Association.
- G. The Board and the Association agree to share equally the costs of printing the Agreement.

ARTICLE 22
NEGOTIATION OF A SUCCESSOR AGREEMENT

A. **DEADLINE DATE**

The parties agree to enter into collective bargaining over a successor Agreement no later than one hundred eighty (180) days prior to the expiration of this Agreement unless mutually agreed to postpone. Any Agreement so negotiated shall be reduced to writing after ratification by the parties.

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.

DRAFT

**ARTICLE 23
DURATION**

This Agreement shall be effective as of **July 1, 2013**⁶, and shall continue in full force and effect until **June 30, 2016**⁹.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and the Board has caused this Agreement to be signed by its Chairman.

**COOS BAY SCHOOL DISTRICT NO. 9
BOARD OF EDUCATION**

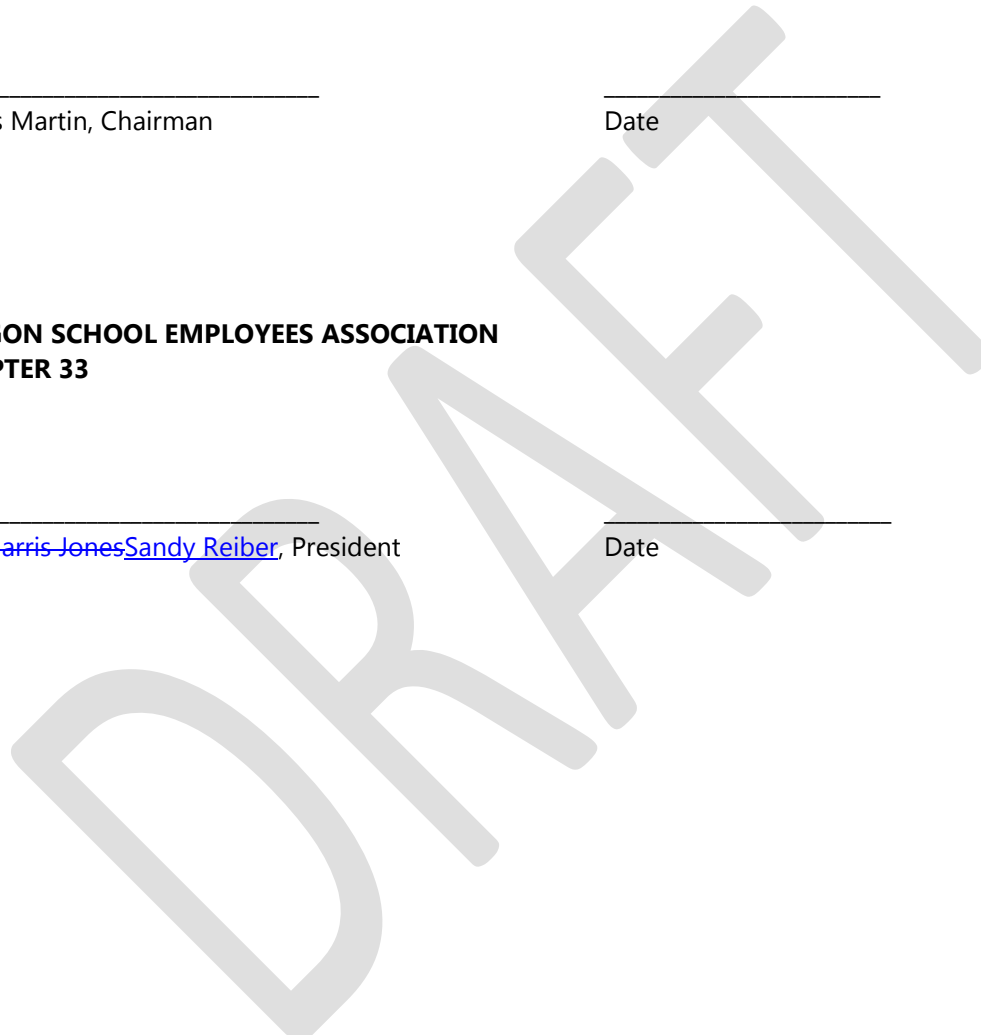
James Martin, Chairman

Date

**OREGON SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 33**

~~Teri Harris Jones~~^{Sandy Reiber}, President

Date



23.1
FOUR DAY STUDENT WEEK
CONVERSION TABLE

Conversion table is used to calculate leaves for those working less than 260 days per year during years with four day student week.

FTE		Avg HID	10/11 HID
0.930	8.75 hours worked on 152 student contact days + 8 hours on 3 inservice days 8.25 hours worked on 152 student days + 8 hours on 4 inservice days +8 hours	7.79	8.00
0.882	P.D.	7.40	7.50
0.824	7.75 hours worked on 152 student contract days + 8 hours on 4 inservice days	6.92	7.00
0.798	7.50 hours worked on 152 student contract days + 8 hours on 4 inservice days	6.70	6.75
0.767	7.25 hours worked on 152 student contract days + 6 hours on 4 inservice days	6.44	6.50
0.736	7.00 hours worked on 152 student contract days + 4 hours on 4 inservice days	6.17	6.25
0.710	6.75 hours worked on 152 student contract days + 4 hours on 4 inservice days	5.96	6.00
0.503	4.75 hours worked on 152 student contract days + 4 hours on 4 inservice days	4.22	4.25
0.474	4.50 hours worked on 152 student contract days + 3 hours on 4 inservice days	3.98	4.00
0.425	3.75 hours worked on 152 student contract days + 5 hours on 4 inservice days	3.36	3.00
0.263	2.50 hours worked on 152 student contract days + 2 hours on 4 inservice days	2.21	2.00
0.250	2.25 hours worked on 152 student contract days + 2 hours on 4 inservice days	2.00	2.00

2016 - 2017 Coos Bay Salary Schedule

CATEGORIES	CLASSIFICATIONS											
Office	Bkpr/Clerk I	(1)	13.12	13.76	14.34	14.83	15.41	15.92	16.46	####	18.10	
	Auditorium Events Asst, Secretary 1	(2)	13.74	14.34	14.85	15.45	15.95	16.58	17.05	####	18.81	
	Secretary II	(3)	14.14	14.73	15.31	15.85	16.44	17.02	17.57	####	19.36	
	Registrar, Bkpr/Acct Payable	(4)	14.78	15.41	15.99	16.64	17.22	17.83	18.36	####	20.27	
	Accounting Technician, Payroll Technician	(9)	17.85	18.60	19.34	20.05	20.69	21.47	22.16	####	24.45	
	SPR&I	(8)	14.88	15.53	16.13	16.75	17.33	17.95	18.58	####	20.42	
CATEGORIES	CLASSIFICATIONS											
Library/	Library Media Clerk	(2)	13.74	14.34	14.85	15.45	15.95	16.58	17.05	####	18.81	
Coordinators	Youth Transition Case Manager	(7)	15.95	16.58	17.05	17.62	18.20	18.81				
	Community Liaison (ARK)	(9)	17.85	18.60	19.34	20.05	20.69	21.47	22.16	####	24.45	
	In School Suspension, ASPIRE, Parent Involvement, PE Asst, Testing Proctor, Job Site/Work Exp, Child Development Center Asst	(17)	13.74	14.34	14.84	15.45	15.95	16.58	17.05	####	18.81	
	Indian Ed Coord/Tutor	(25)	18.79	19.44	20.11	20.79	21.42	22.13				
	Security, Driver Trainer	(8)	14.88	15.53	16.13	16.75	17.33	17.95	18.58	####	20.42	
CATEGORIES	CLASSIFICATIONS											
Maintenance	Delivery, Gen Maintenance, Warehouse	(10)	16.16	16.82	17.50	18.11	18.79	19.44	20.11	####	22.13	
	Custodian I	(11)	13.26	14.01	14.34	14.64	14.99	15.29	15.64	####	17.08	
	Custodian I - Elem Head	(12)	14.20	14.71	15.15	15.58	15.94	16.40	16.79	####	18.42	
	Custodian I - Intermed Head	(20)	14.50	15.08	15.50	15.90	16.36	16.77	17.18	####	18.81	
	Custodian II - MS Head	(13)	14.79	15.40	15.83	16.27	16.73	17.14	17.54	####	19.18	
	Custodian III	(14)	15.65	16.38	16.81	17.24	17.63	18.05	18.53	####	20.28	
	Electrician II	(5)	27.88	28.79	29.71	30.64	31.68					
	Plumber II	(6)	25.14	26.06	26.96	27.88	28.79					
	Carpenter, District Lead Custodian, Electrician, Mechanic, Painter, Plumber	(9)	17.85	18.60	19.34	20.05	20.69	21.47	22.16	####	24.45	
	Driver	(1)	13.12	13.76	14.34	14.83	15.41	15.92	16.46	####	18.10	
CATEGORIES	CLASSIFICATIONS											
Ed Assistants	Educational Assistant-Title, Educational Assistant-SpEd, Educational Assistant- Elementary, Educational Assistant- Alt Ed,	(15)	12.89	13.47	13.91	14.46	15.02	15.52	15.99	####	17.67	
	CNA (classroom), Educational Assistant-Behavioral	(16)	13.26	13.76	14.34	14.83	15.41	15.92	16.46	####	18.10	
	CNA (bus rider), After School Coordinator	(17)	13.74	14.34	14.84	15.45	15.95	16.58	17.05	####	18.81	
	SLPA, Sign Lang Interpreter	(18)	18.72	19.50	20.28	21.05	21.73	22.51	23.25	####	25.66	
CATEGORIES	CLASSIFICATIONS											
Tech	Technology Assistant	(24)	13.49	14.11	14.69	15.29	15.86	16.46	17.04	####	18.83	
	Technology Tech I	(18)	18.72	19.50	20.28	21.05	21.73	22.51	23.25	####	25.66	
	Technology Tech II	(19)	23.29	24.22	25.14	26.06	26.96	27.88	28.79	####	31.68	
	Data Analyst		23.29	24.22	25.14	26.06	26.96	27.88	28.79	####	31.68	

2017 - 2018 Coos Bay Salary Schedule

CATEGORIES	CLASSIFICATIONS											
Office	Bkpr/Clerk I	(1)	13.62	14.26	14.84	15.33	15.91	16.42	16.96	####	18.60	
	Auditoriumm Events Asst, Secretary 1	(2)	14.24	14.84	15.35	15.95	16.45	17.08	17.55	####	19.31	
	Secretary II	(3)	14.64	15.23	15.81	16.35	16.94	17.52	18.07	####	19.86	
	Registrar, Bkpr/Acct Payable	(4)	15.28	15.91	16.49	17.14	17.72	18.33	18.86	####	20.77	
	Accounting Technician, Payroll Technician	(9)	18.35	19.10	19.84	20.55	21.19	21.97	22.66	####	24.95	
	SPR&I	(8)	15.38	16.03	16.63	17.25	17.83	18.45	19.08	####	20.92	
CATEGORIES	CLASSIFICATIONS											
Library/	Library Media Clerk	(2)	14.24	14.84	15.35	15.95	16.45	17.08	17.55	####	19.31	
Coordinators	Youth Transition Case Manager	(7)	16.45	17.08	17.55	18.12	18.70	19.31				
	Community Liaison (ARK)	(9)	18.35	19.10	19.84	20.55	21.19	21.97	22.66	####	24.95	
	In School Suspension, ASPIRE, Parent Involvement, PE Asst, Testing Proctor, Job Site/Work Exp, Child Development Center Asst	(17)	14.24	14.84	15.34	15.95	16.45	17.08	17.55	####	19.31	
	Indian Ed Coord/Tutor	(25)	19.29	19.94	20.61	21.29	21.92	22.63				
	Security, Driver Trainer	(8)	15.38	16.03	16.63	17.25	17.83	18.45	19.08	####	20.92	
CATEGORIES	CLASSIFICATIONS											
Maintenance	Delivery, Gen Maintenance, Warehouse	(10)	16.66	17.32	18.00	18.61	19.29	19.94	20.61	####	22.63	
	Custodian I	(11)	13.76	14.51	14.84	15.14	15.49	15.79	16.14	####	17.58	
	Custodian I - Elem Head	(12)	14.70	15.21	15.65	16.08	16.44	16.90	17.29	####	18.92	
	Custodian I - Intermed Head	(20)	15.00	15.58	16.00	16.40	16.86	17.27	17.68	####	19.31	
	Custodian II - MS Head	(13)	15.29	15.90	16.33	16.77	17.23	17.64	18.04	####	19.68	
	Custodian III	(14)	16.15	16.88	17.31	17.74	18.13	18.55	19.03	####	20.78	
	Electrician II	(5)	28.38	29.29	30.21	31.14	32.18					
	Plumber II	(6)	25.64	26.56	27.46	28.38	29.29					
	Carpenter, District Lead Custodian, Electrician, Mechanic, Painter, Plumber	(9)	18.35	19.10	19.84	20.55	21.19	21.97	22.66	####	24.95	
	Driver	(1)	13.62	14.26	14.84	15.33	15.91	16.42	16.96	####	18.60	
CATEGORIES	CLASSIFICATIONS											
Ed Assistants	Educational Assistant-Title, Educational Assistant-SpEd, Educational Assistant- Elementary, Educational Assistant- Alt Ed,	(15)	13.39	13.97	14.41	14.96	15.52	16.02	16.49	####	18.17	
	CNA (classroom), Educational Assistant-Behavioral	(16)	13.76	14.26	14.84	15.33	15.91	16.42	16.96	####	18.60	
	CNA (bus rider), After School Coordinator	(17)	14.24	14.84	15.34	15.95	16.45	17.08	17.55	####	19.31	
	SLPA, Sign Lang Interpretor	(18)	19.22	20.00	20.78	21.55	22.23	23.01	23.75	####	26.16	
CATEGORIES	CLASSIFICATIONS		0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
Tech	Technology Assistant	(24)	13.99	14.61	15.19	15.79	16.36	16.96	17.54	####	19.33	
	Technology Tech I	(18)	19.22	20.00	20.78	21.55	22.23	23.01	23.75	####	26.16	
	Technology Tech II	(19)	23.79	24.72	25.64	26.56	27.46	28.38	29.29	####	32.18	
	Data Analyst		23.79	24.72	25.64	26.56	27.46	28.38	29.29	####	32.18	

2018 - 2019 Coos Bay Salary Schedule

CATEGORIES	CLASSIFICATIONS											
Office	Bkpr/Clerk I	(1)	14.12	14.76	15.34	15.83	16.41	16.92	17.46	####	19.10	
	Auditoriumm Events Asst, Secretary 1	(2)	14.74	15.34	15.85	16.45	16.95	17.58	18.05	####	19.81	
	Secretary II	(3)	15.14	15.73	16.31	16.85	17.44	18.02	18.57	####	20.36	
	Registrar, Bkpr/Acct Payable	(4)	15.78	16.41	16.99	17.64	18.22	18.83	19.36	####	21.27	
	Accounting Technician, Payroll Technician	(9)	18.85	19.60	20.34	21.05	21.69	22.47	23.16	####	25.45	
	SPR&I	(8)	15.88	16.53	17.13	17.75	18.33	18.95	19.58	####	21.42	
CATEGORIES	CLASSIFICATIONS											
Library/	Library Media Clerk	(2)	14.74	15.34	15.85	16.45	16.95	17.58	18.05	####	19.81	
Coordinators	Youth Transition Case Manager	(7)	16.95	17.58	18.05	18.62	19.20	19.81	0.50	0.50	0.50	
	Community Liaison (ARK)	(9)	18.85	19.60	20.34	21.05	21.69	22.47	23.16	####	25.45	
	In School Suspension, ASPIRE, Parent Involvement, PE Asst, Testing Proctor, Job Site/Work Exp, Child Development Center	(17)	14.74	15.34	15.84	16.45	16.95	17.58	18.05	####	19.81	
	Indian Ed Coord/Tutor	(25)	19.79	20.44	21.11	21.79	22.42	23.13				
	Security, Driver Trainer	(8)	15.88	16.53	17.13	17.75	18.33	18.95	19.58	####	21.42	
CATEGORIES	CLASSIFICATIONS											
Maintenance	Delivery, Gen Maintenance, Warehouse	(10)	17.16	17.82	18.50	19.11	19.79	20.44	21.11	####	23.13	
	Custodian I	(11)	14.26	15.01	15.34	15.64	15.99	16.29	16.64	####	18.08	
	Custodian I - Elem Head	(12)	15.20	15.71	16.15	16.58	16.94	17.40	17.79	####	19.42	
	Custodian I - Intermed Head	(20)	15.50	16.08	16.50	16.90	17.36	17.77	18.18	####	19.81	
	Custodian II - MS Head	(13)	15.79	16.40	16.83	17.27	17.73	18.14	18.54	####	20.18	
	Custodian III	(14)	16.65	17.38	17.81	18.24	18.63	19.05	19.53	####	21.28	
	Electrician II	(5)	28.88	29.79	30.71	31.64	32.68					
	Plumber II	(6)	26.14	27.06	27.96	28.88	29.79					
	Carpenter, District Lead Custodian, Electrician, Mechanic, Painter, Plumber	(9)	18.85	19.60	20.34	21.05	21.69	22.47	23.16	####	25.45	
	Driver	(1)	14.12	14.76	15.34	15.83	16.41	16.92	17.46	####	19.10	
CATEGORIES	CLASSIFICATIONS											
Ed Assistants	Educational Assistant-Title, Educational Assistant-SpEd, Educational Assistant- Elementary, Educational Assistant- Alt Ed,	(15)	13.89	14.47	14.91	15.46	16.02	16.52	16.99	####	18.67	
	CNA (classroom), Educational Assistant-Behavioral	(16)	14.26	14.76	15.34	15.83	16.41	16.92	17.46	####	19.10	
	CNA (bus rider), After School Coordinator	(17)	14.74	15.34	15.84	16.45	16.95	17.58	18.05	####	19.81	
	SLPA, Sign Lang Interpretor	(18)	19.72	20.50	21.28	22.05	22.73	23.51	24.25	####	26.66	
CATEGORIES	CLASSIFICATIONS											
Tech	Technology Assistant	(24)	14.49	15.11	15.69	16.29	16.86	17.46	18.04	####	19.83	
	Technology Tech I	(18)	19.72	20.50	21.28	22.05	22.73	23.51	24.25	####	26.66	
	Technology Tech II	(19)	24.29	25.22	26.14	27.06	27.96	28.88	29.79	####	32.68	
	Data Analyst		24.29	25.22	26.14	27.06	27.96	28.88	29.79	####	32.68	

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2016 - 2017 Coos Bay Salary Schedule

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CATEGORIES	CLASSIFICATIONS												
Office	Bkpr/Clerk I	(1)	13.12	13.76	14.34	14.83	15.41	15.92	16.46	16.98	17.53	18.10	
	Auditoriumm Events Asst, Secretary I	(2)	13.74	14.34	14.85	15.45	15.95	16.58	17.05	17.62	18.20	18.81	
	Secretary II	(3)	14.14	14.73	15.31	15.85	16.44	17.02	17.57	18.15	18.76	19.36	
	Registrar, Bkpr/Acct Payable	(4)	14.78	15.41	15.99	16.64	17.22	17.83	18.36	18.98	19.63	20.27	
	Accounting Technician, Payroll Technician	(9)	17.85	18.60	19.34	20.05	20.69	21.47	22.16	22.93	23.64	24.45	
	SPR&I	(8)	14.88	15.53	16.13	16.75	17.33	17.95	18.58	19.14	19.78	20.42	

CATEGORIES	CLASSIFICATIONS												
Library/	Library Media Clerk	(2)	13.74	14.34	14.85	15.45	15.95	16.58	17.05	17.62	18.20	18.81	
Coordinators	Youth Transition Case Manager	(7)	15.95	16.58	17.05	17.62	18.20	18.81					
	Community Liaison (ARK)	(9)	17.85	18.60	19.34	20.05	20.69	21.47	22.16	22.93	23.64	24.45	
	In School Suspension, ASPIRE, Parent Involvement, PE Asst, Testing Proctor, Job Site/Work Exp, Child Development Center Asst	(17)	13.74	14.34	14.84	15.45	15.95	16.58	17.05	17.62	18.20	18.81	
	Indian Ed Coord/Tutor	(25)	18.79	19.44	20.11	20.79	21.42	22.13					
	Security, Driver Trainer	(8)	14.88	15.53	16.13	16.75	17.33	17.95	18.58	19.14	19.78	20.42	

CATEGORIES	CLASSIFICATIONS												
Maintenance	Delivery, Gen Maintenance, Warehouse	(10)	16.16	16.82	17.50	18.11	18.79	19.44	20.11	20.79	21.42	22.13	
	Custodian I	(11)	13.26	14.01	14.34	14.64	14.99	15.29	15.64	15.94	16.50	17.08	
	Custodian I - Elem Head	(12)	14.20	14.71	15.15	15.58	15.94	16.40	16.79	17.23	17.81	18.42	
	Custodian I - Intermed Head	(20)	14.50	15.08	15.50	15.90	16.36	16.77	17.18	17.57	18.16	18.81	
	Custodian II - MS Head	(13)	14.79	15.40	15.83	16.27	16.73	17.14	17.54	17.95	18.55	19.18	
	Custodian III	(14)	15.65	16.38	16.81	17.24	17.63	18.05	18.53	18.93	19.60	20.28	
	Electrician II	(5)	27.88	28.79	29.71	30.64	31.68						
	Plumber II	(6)	25.14	26.06	26.96	27.88	28.79						
	Carpenter, District Lead Custodian, Electrician, Mechanic, Painter, Plumber	(9)	17.85	18.60	19.34	20.05	20.69	21.47	22.16	22.93	23.64	24.45	
	Driver	(1)	13.12	13.76	14.34	14.83	15.41	15.92	16.46	16.98	17.53	18.10	

CATEGORIES	CLASSIFICATIONS												
Ed Assistants	Educational Assistant-Title, Educational Assistant-SpEd, Educational Assistant-Elementary, Educational Assistant-Alt Ed, Accompanist	(15)	12.89	13.47	13.91	14.46	15.02	15.52	15.99	16.58	17.12	17.67	

CNA (classroom), Educational Assistant-Behavioral	(16)	13.26	13.76	14.34	14.83	15.41	15.92	16.46	16.98	17.53	18.10
CNA (bus rider), After School Coordinator	(17)	13.74	14.34	14.84	15.45	15.95	16.58	17.05	17.62	18.20	18.81
SLPA, Sign Lang Interpreter	(18)	18.72	19.50	20.28	21.05	21.73	22.51	23.25	24.06	24.80	25.66

CATEGORIES	CLASSIFICATIONS											
Tech	Technology Assistant	(24)	13.49	14.11	14.69	15.29	15.86	16.46	17.04	17.60	18.24	18.83
	Technology Tech I	(18)	18.72	19.50	20.28	21.05	21.73	22.51	23.25	24.06	24.80	25.66
	Technology Tech II	(19)	23.29	24.22	25.14	26.06	26.96	27.88	28.79	29.71	30.66	31.68
	Data Analyst		23.29	24.22	25.14	26.06	26.96	27.88	28.79	29.71	30.66	31.68