

Collective Bargaining Agreement
between
West Linn Wilsonville School District
&
West Linn Wilsonville Chapter 102, AFT
Local 6732
Oregon School Employees Association

July 1, 2024 - June 30, 2026

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ARTICLE I – RECOGNITION

1
2
3 1.1 The Board recognizes the Association as the sole and exclusive bargaining
4 representative of all classified employees of the District, excluding administrative
5 employees, supervisory employees, confidential employees and those employees
6 defined in Section 1.2.

7
8 1.2 For purposes of this Agreement:

- 9
10 a. A “substitute” shall be defined as a person not regularly employed by the
11 District, called in to fill a vacancy created by the temporary absence of a regular
12 employee.
13
14 b. A “temporary” shall be defined as a person hired for a specific purpose or
15 special project. Temporaries shall be employed for a period not to exceed
16 ninety (90) continuous calendar days, except in the case of seasonal help or
17 when used to substitute for an employee on approved leave of absence as
18 defined in Article 12.6.

19
20 Any temporary employee except those substituting for employees on approved
21 leaves as defined in Article 12.6, working in excess of ninety (90) days in a
22 particular position will move to probationary status as a classified employee. If
23 a temporary employee who is substituting for an employee on approved leave
24 is subsequently offered and granted a regular position with the District, the
25 employee will be placed on probation and, if successful, their seniority date
26 shall be from the date of original hire as a temporary employee.

27
28 A position may be identified by the District as a temporary position. An
29 employee hired in such a position will remain a temporary employee for ninety
30 (90) calendar days, at which time they will become a probationary classified
31 employee.

32
33 An employee initially hired as a temporary employee who is subsequently hired
34 into another position the following school year cycle prior to October 1, without
35 a break in service (beyond recess periods), shall be considered a regular
36 employee whose probationary period has been met and whose seniority will
37 date back to the original date of hire in the temporary position.

- 38
39 c. A “special project” shall be defined as work performed on a specific task.
40
41 d. Seasonal help shall be employed for a period of not more than one hundred
42 twenty (120) calendar days. Any employee working as seasonal help in excess
43 of one hundred twenty (120) calendar days will move to probationary status as
44 a classified employee.
45

1 1.3 No person hired as described in section 1.2 (a), (b), (c) and (d) shall be paid more
2 than the entry wage level for the classification into which they are hired.
3

ARTICLE 2 – MANAGEMENT

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2.1 The Board shall retain the exclusive right to exercise the functions of management as conferred by law or precedent and this right shall be modified only as expressly set forth in this Agreement. Any such right not exercised during the period of this Agreement shall not be deemed abrogated.

1 **ARTICLE 3 – ASSOCIATION DUES AND PAYROLL DEDUCTIONS**
2

3 3.1 Upon written request from the employee, the District shall deduct from the wages
4 of the employee and make appropriate remittance for the following approved
5 deductions:
6

- 7 a. Banking institutions;
- 8 b. Tax-sheltered annuity deduction as per District procedures;
- 9 c. Deferred compensation deductions as per District procedures;
- 10 d. Group medical and dental insurance plans agreed to as part of this agreement;
- 11 e. Association dues;
- 12 f. Voluntary life insurance (optional); and
- 13 g. Tax-sheltered IRS “Section 125” deductions.

14
15 3.2 The Association agrees to hold the District harmless against any and all claims,
16 suits, orders, or judgments brought against the District as a result of the deduction
17 of Association dues in accordance with Section 3.1(e) above. The District agrees
18 to correct computation or mathematical errors, which may occur in preparing the
19 transmitting of these deductions.
20

- 21 a. The District will supply the Association with a list of all employees after the
22 September payroll has been completed and at other times required by the
23 Association provided such request is made no more than once each month.

ARTICLE 4 – ASSOCIATION RESPONSIBILITY

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- 4.1 The Association or committee of the Association shall be allowed the use of facilities of the District for meetings when such facilities are not scheduled for use by Community Services or in use as approved by the building supervisor. Association meetings shall be conducted during hours outside the regular weekday work schedule, which is from eight (8) a.m. to four (4) p.m.
- 4.2 The Association shall be allowed the use of office equipment and District email as needed for duplication and other modes of communication to the classified employees and in a manner which does not interrupt the regular routine of District programs, as approved by the building supervisor, and the Association shall pay for the supplies and materials that may be used in these activities.
- 4.3 The Association shall be provided space in the “Right to Know” center for the use of communicating with classified employees in each facility in which such employees are assigned, as arranged with the building supervisor.
- 4.4 The Association representatives, elected or appointed, shall be granted limited time off to attend meetings of interest to the Association, when arrangements for such absence can be made with the building supervisor so as to not interfere with normal school duties. Any sub costs shall be borne by the Association.
- 4.5 The Association agrees to prepare and distribute information packets for newly hired employees in the bargaining unit. Such packets shall include information regarding their rights, obligations, and entitlements under this collective bargaining agreement (CBA), but shall not include any forms mandated by law or insurance enrollment forms other than those available to members through OSEA. The District shall inform the Chapter President of new employees within 10 days of hire.
- 4.6 The Association may request up to fifteen (15) days of release time each school year for employees to participate in Association business. The Association agrees to pay the District the costs of a substitute for the released employee. All requests need prior approval and will be made through the Director of Human Resources (with notification to the supervisor) at least seven (7) days prior to the release date.
- 4.7 Designated association representatives shall be provided an opportunity to meet with newly hired classified employees for up to sixty (60) minutes, without any loss of pay. Both the new employees and the designated representative will coordinate with their immediate supervisors to identify an appropriate time to meet.
- 4.8 Designated association officers shall be provided work release time to fulfill their necessary duties as outlined in House Bill (HB) 2016. The officer(s) will inform their direct supervisor when they need to be released to address Association issues. Supervisors understand that this release time is required by law.

1 **ARTICLE 5 – SENIORITY/LAYOFF/REDUCTION IN FORCE/RECALL**

2
3 5.1 Seniority

4
5 District-wide seniority shall be defined as the total length of consecutive service
6 within the District as a classified employee to include time on authorized leave of
7 absence. Classification-wide seniority shall be defined as total length of
8 consecutive service within a classification (defined in section 5.4 below).

9
10 5.2 Layoff/Displacement/Bumping

11
12 a. Layoff/displacement of employees in the bargaining unit will be on the basis of
13 classification-wide seniority within the District except that where, in the
14 judgment of the District, a less senior employee has a special job-related skill
15 or ability, the District may retain the less senior employee. No employee will be
16 moved to a higher pay as part of a reduction-in-force action. Thus, within each
17 job title, employees will be laid off or displaced based on seniority, the least
18 senior employee within that job title to be laid off or displaced first except that
19 regardless of seniority: (1) No employee may move to a job title within a higher
20 pay range; and, (2) If the District determines that a less senior employee has a
21 special job-related skill or ability, that employee may be retained in favor of a
22 more senior employee. Employees affected by a layoff/displacement will be
23 notified in writing at least twenty (20) calendar days prior to layoff. The Chapter
24 President will be notified prior to the employee notification.

25
26 b. An employee in an affected job title who has been notified of displacement or
27 layoff shall have the right to bump downward into a lesser paying job title within
28 their classification provided they have greater classification seniority than other
29 employees in that job title. If a vacancy exists within that lower job title, the
30 employee will be placed in the vacancy to avoid “bumping” an incumbent
31 employee. An employee who has been “bumped” may, in turn, exercise their
32 right to also continue to bump downward into a lower paying job within the
33 classification according to the same rules as above.

34
35 If an employee has been employed by the District in a classification different
36 than their current classification, the employee shall have the right to be moved
37 back to their previous classification subject to the following conditions: (1) Only
38 the seniority they earned while employed in the prior classification will be
39 considered; (2) An employee moving back into a classification shall be subject
40 to the same conditions established above in section 5.2(a) and may only be
41 moved back into the same or a lower paying job title within the classification
42 that they previously held; and (3) The employee must still be qualified to
43 perform the duties of the job.

1 c. An employee reassigned or bumped to a lower job title under the terms of this
2 Article shall be placed on the proper compensation range but will remain on
3 their current step.

4
5 d. The layoff provision of Section 5.2(a) and (b) do not apply to reductions in
6 hours; however, if a reduction in hours results in a reduction in health and dental
7 benefits described in Article 10 (i.e., moving below seven (7) hours or from four
8 (4) hours to three (3) hours), the employee affected will receive the following
9 benefit payment for the remainder of the insurance contract year (October 1 —
10 September 30) in which the reduction in hours occurs, unless the reduction in
11 hours occurs after May 1.

12	7+ above	(35 hrs/week)	100% of Article 10 benefits
13	6+ above	(30-35 hrs/week)	86% of Article 10 benefits
14	4 and above	(20-30 hrs/week)	71% of Article 10 benefits
15	Below 4		57% of Article 10 benefits

16
17
18 e. If the reduction in hours occurs after May 1 of any particular year, no change
19 will be made in the employee's health and dental benefits until October 1, when
20 the benefits will be those described in Article 10.

21
22 f. Whenever an employee's hours are reduced as a result of this Article, the
23 supervisor shall inform the employee twenty (20) calendar days before the
24 reduction in hours takes place.

25
26 g. Employees reduced in hours, such that the employee is reduced to a lower
27 benefit level, shall be placed on an internal recall list for the job title they
28 currently hold and will be offered, in classification seniority order, transfer to
29 any opening within that job title that would restore them to the previous benefit
30 level. They must respond within three (3) business days of any such offer. If
31 they refuse the transfer, they will be removed from the recall list.

32
33 h. No regular employees will be laid off until all temporary employees within that
34 job title have been terminated.

35
36 5.3 Recall

37
38 a. Whenever the District determines that a regular vacancy exists within a job title
39 or classification which has experienced a layoff/displacement (within the last
40 twenty-seven (27) months), laid off/displaced employees from the job title or
41 classification will be recalled in reverse order of layoff to a position for which
42 they are qualified. The District agrees that no new employees will be hired for
43 positions affected by a layoff until all laid off employees who are qualified to
44 hold the positions have been given an opportunity to fill them.

1 The Association agrees to assist the District in locating laid off employees. If
2 the Association and District are unable to locate a laid off employee within ten
3 (10) working days, or if a laid off employee is unable to report to work within ten
4 (10) working days after being notified (except in the case of an emergency,
5 such as a medical or health situation which prevents the presence of the
6 employee), that employee will not be eligible to fill the vacant position and will
7 be removed from the recall list.

8
9 In the event two (2) or more laid off employees are equally qualified for a
10 position, the employee will be offered the position in order of seniority in the
11 District.

- 12
- 13 b. Employees on the recall list shall have the right to decline recall to any position
14 which is not substantially equivalent to the position held prior to the layoff.
15 Substantially equivalent shall mean at least eighty percent (80%) of the total
16 monetary compensations (wages x hours of the position previously held).
17 Failure to accept recall to a substantially equivalent position will be treated as
18 a voluntary resignation from District employment.
- 19
- 20 c. Except as provided for in Section 5.3(a), recall rights shall expire twenty-seven
21 (27) months from the effective date of the layoff.
- 22
- 23 d. Any disagreements concerning application of this Article shall be resolved via
24 the grievance procedure.
- 25
- 26 e. Employees who have bumped into a lower paying job title within their
27 classification shall retain recall rights to their original job title within their
28 classification through these recall provisions. Similarly, employees who have
29 bumped back into a previously held job title shall retain recall rights to the job
30 title from which they were displaced.

31
32 5.4 Classifications

33
34 For the purpose of this Article, job classifications are as follows:

- 35
- 36 Administrative
 - 37 Administrative Assistant V
 - 38 Administrative Assistant IV
 - 39 Administrative Assistant III
- 40
- 41 Athletic Trainer
- 42
- 43 CREST School Garden Coordinator
- 44
- 45 Custodial/Engineer
 - 46 Engineer III

1 Engineer II
 2 Engineer I
 3 Custodian Lead (HS Only)
 4 Custodian
 5
 6 Financial Services
 7 Payroll Clerk
 8 Accounting Technician
 9 Bookkeeper
 10
 11 Health Assistant
 12
 13 Internship Coordinator
 14
 15 ISEF Program Coordinator
 16
 17 IT Specialist
 18
 19 Maintenance/Craft Specialist
 20 Licensed Journeyman Carpenter, Electrician, HVAC, Plumber
 21 Journeyman Craft Specialist
 22 Maintenance IV
 23 Maintenance III
 24 Maintenance II
 25
 26 Nutrition Service
 27 Nutrition Services Specialist
 28 Nutrition Service III
 29 Nutrition Service I
 30
 31 Paraeducator
 32 Paraeducator IIIA
 33 Paraeducator III
 34
 35 Performing Arts Technician
 36
 37 School Safety & Engagement Specialist
 38
 39 Transition Specialist
 40
 41 Warehouse I
 42
 43 5.5 Definition of Terms
 44
 45 Job Title: Custodian, Administrative Assistant III, etc.
 46

1 Reduction in Force: Reduction in the number of available jobs within a job title
2 which would require the reassignment of current employees within that job title into
3 a lower ranking job title within that classification.

4
5 Layoff: Loss of individual employment due to a reduction in the number of available
6 jobs.

7
8 Displacement: Due to a reduction in force, when an employee is bumped to either
9 a lower ranking job title within their classification or a formerly held job title in a
10 different classification.

11
12 Classification: The common work group to which related job titles belong
13 (administrative, nutrition service, or paraeducator, for example).

14

1 **ARTICLE 6 – PERSONNEL RECORDS**

2
3 6.1 The District shall maintain the official personnel files in the District office for each
4 employee. All entries in the official personnel file shall be signed and dated by the
5 submitting party.
6

7 6.2 An employee may have access to their personnel file for the purpose of review
8 and/or obtaining copies of materials as per District procedures. Upon request,
9 employees will be provided a copy of any material placed in their file. The
10 employee shall be allowed the opportunity to attach a rebuttal to any material
11 placed in their personnel file.
12

13 6.3 The personnel records of any classified employee shall not contain any information
14 of a judgmental nature that does not bear the signature or initials of the employee
15 indicating that material has been reviewed with and explained to the employee, or
16 accompanied by a statement from the employee’s supervisor that the employee
17 has seen or has refused to sign or initial the material.
18

19 6.4. Employees may request that letters of caution, consultation, warning,
20 admonishment and/or reprimand be removed and destroyed no earlier than three
21 (3) years after the date on which they were placed in the file. The District retains
22 the right to determine whether or not any materials will be removed from the
23 employee’s personnel file. However, in utilizing any such materials retained
24 beyond three (3) years, the District agrees to weigh the contents of such
25 documents against the passage of time since their instructions.
26

1 **ARTICLE 7 – DISMISSAL, SUSPENSION, OR DEMOTION**
2

3 7.1 Dismissal, suspension, or demotion of a classified employee for unsatisfactory
4 services shall be made for just cause and according to the following steps of due
5 process procedures.
6

- 7 a. The employee will be informed of the charges or the concerns about their
8 performance in writing.
9 b. The employee will be granted an opportunity to state their own side of the issue
10 and present evidence to refute the charges.
11 c. The employee will have the right to have a representative present.
12 d. The employee will be given an opportunity to appeal the decision through the
13 application of the grievance procedures (Article 15).
14

15 Reasons for discipline up to and including dismissal include, but are not limited
16 to:

- 17 i. Incompetence, inefficiency, insubordination, or neglect of duty;
18 ii. Unauthorized absence;
19 iii. Any willful violation of a rule or regulation established by the School
20 Board;
21 iv. Conviction of a criminal act;
22 v. Intoxication or use of illegal drugs or alcohol on duty;
23 vi. Misappropriation or intentional misuse of District funds or property;
24 vii. Assault and physical or sexual abuse or corporal punishment;
25 viii. Falsification of records;
26 ix. Fraud;
27 x. Theft;
28 xi. Failure to follow established and trained safety codes;
29 xii. Unauthorized compensatory time or overtime;
30 xiii. Sexual harassment.
31

32
33 7.2 In the event of flagrant misconduct, the employee may be immediately placed on
34 paid administrative leave until such charges are investigated by the superintendent
35 or their designee and a decision is made to continue or to discontinue that
36 employee’s employment. If the employee is cleared of all charges, said employee
37 shall be reinstated without loss of pay, accrued benefits and seniority. It is agreed
38 that there are some circumstances for which loss of pay shall be justified.
39

40 If the charges are upheld, the termination date shall be the date of the suspension.
41

42 7.3 School Board members, administrators, teachers, or classified employees shall
43 not be criticized in front of staff members, students or parents. The District is
44 committed to providing a professional work environment in which every employee,
45 student, parent, School Board member and contractor is treated with respect. All
46 employees are expected to adhere to District confidentiality policies.

- 1
2 7.4 Employees shall give written notice ten (10) working days prior to voluntary
3 termination of employment with the District. Failure to do so shall cause loss of all
4 unused vacation days.
5
6 7.5 The District may develop a plan of assistance to assist employees who have been
7 informed of concerns about their performance. In such cases, the employee may
8 have Association representation at any meeting regarding the plan of assistance
9 which the employee is required to attend. The supervisor preparing the plan of
10 assistance will consider suggestions made by the employee and/or the employee's
11 representative in developing the plan of assistance. After the plan of assistance
12 has been initiated, it will be reviewed with the employee at least once every three
13 (3) months. Modifications in the plan may be made by the supervisor at the time of
14 review and shall be discussed with the employee.
15
16 Modifications to the plan of assistance suggested by the employee because of
17 workload or work assignment changes will be considered by the supervisor and, if
18 agreed to by the supervisor, shall be incorporated in the plan of assistance at a
19 review meeting with the employee.
20
21 7.6 Allegations or charges against an employee must be communicated to the
22 employee within a reasonable amount of time after the employee's objectionable
23 action or discovery thereof.
24
25 7.7 An employee involuntarily moved (demoted) to a lower job title shall be placed on
26 the proper compensation range but will remain on their current step.
27

1 **ARTICLE 8 – PROBATIONARY PERIOD**

2
3 8.1 When hired into a regular position in the District, new employees shall serve a
4 probationary period of nine (9) months or, in the case of Administrative Assistants
5 or Paraeducators, the current full school year (to end on the last full teacher
6 workday), whichever is longer.

7
8 Probationary employees must be notified of any termination prior to the end of their
9 last workday.

10
11 During an employee’s probationary period, they may request a midpoint evaluation
12 from their supervisor to obtain feedback on their job performance.

13
14 Employees hired as a temporary or seasonal employee who later become regular
15 classified employees shall start their probationary period with the date of hire as a
16 temporary or seasonal employee.

17
18 a. Paraeducators’ term of employment concludes at the end of the school year in
19 which they were hired. If re-hired prior to October 1 of the following year, they
20 will move to regular status.

21
22 8.2 When an employee is hired into a new job classification, they shall serve a trial
23 service period of six (6) months. In the event the employee does not successfully
24 complete the trial service period, they will return to their prior job classification and
25 pay rate.
26

ARTICLE 9 – WORKING HOURS

9.1 Full-time employees will work a weekly average of eight (8) hours per day except for holiday or vacation provided in this agreement. Although the “normal workweek” will be defined as Monday through Friday and/or those days on which students are in school attendance, the District may periodically assign employees to work Saturdays and/or Sundays for limited periods of time (emergencies, special events such as Saturday gym or Sunday church services, etc). Subject to District approval, employees may request to work weekends in addition to their normal work week. The working hours will be determined by the principal or supervisor.

When there is a need for an employee, with prior approval by the supervisor, to work more than eight (8) hours a day or forty (40) hours a week, the employee and supervisor shall mutually agree beforehand if this time will be paid via overtime on the timecard or tracked at the building level for compensatory time off work.

a. Overtime

i. With prior approval of the supervisor, employees will receive one and one-half (1 ½) times their established wage for all hours worked over forty (40) hours per workweek or eight (8) hours per day. No employee will work beyond forty (40) hours per workweek or eight (8) hours in a day for overtime pay unless such time is preapproved by the principal or supervisor.

ii. In emergencies, involving security of the building and when the supervisor or principal cannot be contacted, the District employee on duty and in charge of the building shall determine the necessity for overtime, not to exceed one (1) hour at any one occurrence.

b. Compensatory Time

i. With prior approval of the supervisor, all hours worked over forty (40) hours per workweek or eight (8) hours per day will be granted compensatory time off at the rate of one and one-half (1 ½) times the amount of time worked. Use of compensatory time shall be arranged with the employee’s supervisor within sixty (60) calendar days of the date on which the compensatory time is earned. This means the compensatory time must be scheduled but not necessarily taken within the sixty (60) days.

ii. If compensatory time off is not arranged within the sixty (60) days, the affected employee will submit the hours for overtime pay.

c. Flexible Time

1
2 If, with supervisor approval, the employee works more than their regularly
3 scheduled hours in a workday, they can request to flex their time on a
4 day that week with approval of their supervisor. This flexing of time shall
5 not exceed more than forty (40) hours worked in a single week.
6

7 d. Additional Time

8
9 With approval of the supervisor, when a less than full-time employee is
10 required or asked to work beyond their regularly scheduled hours, they will
11 be paid their hourly rate for the additional time. If the employee works
12 more than forty (40) hours in a week, the hours over forty (40) will follow
13 the overtime or compensatory time guidance.
14

15 e. On Call

16
17 No employee shall be paid for less than two (2) hours of straight time or
18 time and one half (1 ½) for hours actually worked, whichever is greater,
19 when called back to the job in emergency situations.
20

21 f. Alternative Work Calendars

22 i. Nothing in this Article shall prevent the District from scheduling
23 employees to work on the weekend if the District adopts a
24 schedule that creates a state student attendance day on the
25 weekend.
26

27 ii. Should an employee desire to work a four (4) day workweek (ten
28 (10) hours/day), such requests shall not be unreasonably denied.
29 Any requests for the four (4) day workweek scheduled shall be
30 approved by the Director of Human Resources and reviewed on
31 an annual basis with the direct supervisor to ensure the schedule
32 meets the needs of the District.
33

34 iii. The District may establish an alternate five (5) day workweek for
35 open positions and voluntary reassignments. Each employee shall have
36 an individual written work plan for work hours and days and holiday hours.
37

38
39 9.2 Employees will receive one and one-half (1 ½) times their established wage for
40 all hours worked in excess of forty (40) hours per week including the hours paid
41 for holiday pay. Essentially, the holiday will count as hours worked in calculating
42 the forty (40) hours. No other leave will apply in calculating hours for overtime or
43 compensatory time (i.e., sick leave, jury duty, vacation or personal).
44

45 9.3 Rest Periods: Each employee shall receive a rest period of fifteen (15) minutes
46 each period of consecutive service over two (2) and up to four (4) hours. Such rest

1 period shall be, in the immediate supervisor's judgment, close to the midpoint of
 2 the work segment. Such rest periods will be controlled by the employee's
 3 immediate supervisor.

<u>Length of Work Period</u>	<u># of Rest Periods</u>	<u># of Meal Periods</u>
2 hrs or less	0	0
2 hrs 1 min – 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min and above	2	1

11
 12 9.4 Each employee who is scheduled to work six (6) hours or more per day shall
 13 receive an uninterrupted, unpaid meal period of one-half (½) hour. Such time shall
 14 be scheduled by the employee's immediate supervisor near the midpoint of the
 15 shift. If a classified employee is required to remain on duty or to perform any tasks
 16 during the meal period, the time will be considered time worked and the employee
 17 will be paid for the meal period. If this causes the employee's work time to exceed
 18 eight (8) hours, the employee will be paid time and one-half (1 ½) for the work time
 19 exceeding eight (8) hours.

20
 21 In the event that a thirty (30) minute meal period is granted to employees
 22 scheduled for less than six (6) hours, the meal period will be provided on an
 23 uninterrupted basis. If emergency interruptions occur, they will be handled in the
 24 same manner as outlined above for employees scheduled to work in excess of six
 25 (6) hours.

26
 27 9.5 Adequate work: The District shall not require an employee to report for work
 28 without providing sufficient work to earn at least one-half (½) of their normal daily
 29 wage for the shift or, if insufficient work, paying the employee for one-half (½) of
 30 their scheduled work shift.

31
 32 9.6 Employees who are on call shall receive a minimum of two (2) hours a day of their
 33 regular pay.

34
 35 9.7 Nutrition services and paraeducators shall receive a calendar indicating the days
 36 to be worked during the school year (to the best of the District's ability) by the end
 37 of the prior school year or within two (2) weeks of hire.

38
 39 9.8 In the event the District determines that an emergency exists requiring the
 40 presence of a regular classified employee, the District shall attempt to call in the
 41 appropriate bargaining unit employee prior to calling in a temporary or substitute
 42 employee to respond to the emergency.

1 **ARTICLE 10 – MEDICAL/DENTAL INSURANCE**

2
3 10.1 Effective October 1, 2024, the maximum employer contribution toward health
4 insurance premiums shall be \$1,723.

5
6 Effective October 1, 2025, the maximum employer contribution toward health
7 insurance premiums shall be \$1,823.

8
9 In each year of the contract, employees who work thirty-five (35) or more hours
10 weekly will receive the maximum employer contribution. For employees who work
11 between six (6) and six point ninety-nine (6.99) hours daily, the employer
12 contribution shall be eighty percent (80%) of the maximum contribution. For
13 employees who work between four (4) and five point ninety-nine (5.99) hours daily,
14 the employer contribution shall be sixty percent (60%) of the maximum
15 contribution.

16
17 Full-time employees (thirty-five (35) and above hours per week, ten (10) or more
18 months) may have payroll deductions for health and dental benefits, depending
19 upon which health plan is selected.

20
21 10.2 The Association and the District will establish a joint committee for the purpose of
22 reviewing insurance coverage. The committee may recommend a change of
23 insurance to the Board for its approval. Both the Association and the Board must
24 ratify the proposed changes prior to any change in benefits or carriers. The
25 committee will be chaired by an Association member.

26
27 The joint District/Association insurance committee will research various insurance
28 programs and structures in an attempt to establish a new insurance structure. Any
29 new structure must be ratified by both the School Board and by the Association
30 membership. If the structure is changed, the employer commits to providing a total
31 dollar amount equal to the aggregate estimated sum that would have been spent
32 by the employer had the structure not been changed.

33
34 10.3 An employee’s spouse who is over sixty-five (65) years of age may remain on the
35 District medical and dental plans if permitted by the carriers. Monthly out-of-pocket
36 payment will be the responsibility of the employee not the District.

1 **ARTICLE 11 – SICK LEAVE BENEFITS**

2
3 11.1 The District shall allow each employee at least ten (10) days sick leave at full pay
4 for each school year or one (1) day per month employed, whichever is greater.
5 Accumulation of such leave shall be unlimited.

6
7 a. A new employee from another Oregon school district may transfer up to
8 seventy-five (75) days of unused accumulated sick leave from their most recent
9 employing Oregon school district. Use of transferred sick leave shall be in
10 accordance with ORS 332.507.

11
12 b. Upon retirement, employees may use their accumulated sick leave in their
13 retirement benefits calculation in accordance with ORS 238.350 based on
14 public employee retirement system (PERS) eligibility.

15
16 11.2 When absence is due to a compensable injury incurred in the course of the
17 employee’s District job responsibility, at the request of the employee, the District
18 will pay the difference between the employee’s regular compensation and the
19 benefits received by the employee under the workers’ compensation law; the
20 amount paid by the District to be subject to, and deducted on a pro-rata basis from
21 the employee’s accumulated sick leave. At no time will an employee be
22 compensated a total amount greater than their regular compensation.

23
24 11.3 Any paid leave days (personal, sick, vacation) available to an employee may be
25 used during an approved leave under Family Medical Leave Act (FMLA), Oregon
26 Family Leave Act (OFLA), and/or Paid Leave Oregon (PLO). Staff may use their
27 paid leave in order of their preference.

28
29 11.4 A sick leave bank shall be established to provide additional sick leave for classified
30 employees when:

31
32 a. An extended absence due to illness or injury has depleted an individual’s
33 available leave resulting in a financial crisis for the employee;

34
35 b. No other resources are reasonably available to make up the loss of income
36 resulting from a lack of paid leave;

37
38 c. A sufficient amount of sick leave has been contributed by other classified
39 employees from which to make allocations.

40
41 11.5 Membership in the sick leave bank shall be optional. Employees who choose to
42 join the bank must contribute four (4) hours earned personal sick leave to the bank
43 at the beginning of each school year. Only employees who contribute to the bank
44 at the beginning of the school year may request a grant. Forms will be available
45 online to join the bank. Earned sick leave donated to the bank is not retrievable
46 except by receiving a grant from the bank. If there are any hours remaining in the

1 sick leave bank at the end of each fiscal year, the full amount of those hours shall
2 be carried forward into the succeeding fiscal year in the sick leave bank account.
3 Any employee hired during the school year after the enrollment date specified in
4 Article 11 has passed shall have thirty (30) days from their date of hire to enroll in
5 the sick leave bank if the employee chooses to do so. Membership in the sick leave
6 bank shall expire for all employees, including those hired after the beginning of the
7 school year, on June 30 of each year and must be renewed, if desired, at the
8 beginning of the succeeding school year. No individual employee may deplete the
9 sick leave bank.

10
11 11.6 The District shall be responsible for recording membership, setting the enrollment
12 dates, maintaining all sick leave bank records, and developing necessary forms.
13 The Sick Leave Bank Committee shall be responsible for the administration of
14 other aspects of the bank. The Committee shall be composed of four (4) members:
15 Two (2) appointed by the chapter president, OSEA Chapter 102; and two (2)
16 appointed by the District. The members shall serve two (2) year alternating terms
17 and may be reappointed at the discretion of the appointing party. The Committee
18 shall have the authority to review applications from members and make grants
19 from the bank to bank members using the following criteria for granting sick leave
20 from the bank.

- 21
22 a. The total absence for the sick leave bank time being requested must be at least
23 five (5) consecutive days, with the exception of Article 11.6 (h). If granted,
24 payment will begin upon the first day regardless of the amount of the sick leave
25 being requested from the bank;
26
27 b. No grants will be made for absences due to on-the-job illness or injury for which
28 workers' compensation benefits are payable;
29
30 c. No grants will be made for absences for which compensation is payable from
31 any other source, such as third party, litigation, liability claims, etc.
32
33 d. All earned leave must be used by a bank member before the member is eligible
34 to receive a grant;
35
36 e. A doctor's statement is required with the application to verify the nature of the
37 illness or injury, and to document the required length of the absence. This
38 requirement may be modified or eliminated at the sole discretion of the
39 Committee.
40
41 f. The Committee will act upon all applications as early as possible to avoid lost-
42 time deduction in payroll, but no later than the tenth (10th) of the month following
43 receipt of completed application provided the application is received by the first
44 (1st) day of the month. The Committee shall notify applicants of the Committee's
45 decision within five (5) working days after meeting. The decisions of the
46 Committee are final and are not subject to appeal and may not be grieved. If

1 the denied applicant wishes to submit further information to the Committee, the
2 Committee may or may not hear the appeal at its discretion.

3
4 g. Requests will be considered only for the period of incapacity due to pregnancy
5 or prenatal care that is medically necessary. Requests shall not be made to
6 extend maternity leave for reasons that are not medically necessary.

7
8 h. A sick leave bank member who has exhausted all of their available
9 compensatory leave and is at risk of using unpaid leave, may request up to five
10 (5) days from the sick leave bank to be used for sick purpose through June 30
11 of the current year. This request will need to be reviewed and approved by the
12 Sick Leave Bank Committee. Any unused hours granted from the bank will be
13 deposited back into the bank on July 1. Any used hours will be repaid at the
14 current rate per Article 11.7.

15
16 11.7 An employee granted sick leave hours from the sick leave bank shall repay twenty-
17 five percent (25%) of the hours granted over a two (2) year period effective July 1
18 of each year at the rate of twelve and ½ percent (12.5%) in the first year and twelve
19 and ½ percent (12.5%) in the second year.
20

1 **ARTICLE 12 – PAID/UNPAID LEAVES**

2
3 12.1 Emergency or personal leave shall be provided for each classified employee for a
4 total of four (4) days each year, upon request and with approval of the principal
5 and/or supervisor. A less than twelve (12) month employee who has exhausted all
6 of their personal leave may use up to two (2) days from their allotted vacation days
7 as emergency or personal leave. Vacation days used in this manner will be
8 removed from the total vacation days paid out to less than twelve (12) month
9 employees at the end of the school year. For less than twelve (12) month
10 employees, emergency or personal leave days shall not be used to extend the
11 school break periods (winter and spring). For all classified employees, emergency
12 or personal leave may not be used for activities related to a second business or
13 occupation, including those of a spouse. These days cannot be accumulated. The
14 District agrees not to deny the otherwise legitimate use of this leave because an
15 emergency occurs the day before or the day after a break period. In this case, the
16 employee needs to contact the Director of Human Resources.

17
18 12.2 Bereavement Leave: Up to five (5) days shall be allowed for each death in the
19 immediate family.

20
21 The immediate family shall include:

- 22
23 a. Spouse;
24 b. Children, grandchildren, or grandparents of employee or spouse;
25 c. Parents or siblings of employee or spouse;
26 d. Step-relatives of employee or spouse;
27 e. Persons who have lived in the employee’s household as a family member;
28 f. Persons with whom the employee has lived as a family member;
29 g. Significant other or close personal friend of long-standing;
30 h. Loss of pregnancy.

31
32 Under the Oregon Family Leave Act (OFLA), an employee may be eligible for up
33 to two (2) weeks of bereavement leave. Work days after the five (5) paid
34 bereavement days can be covered by available sick or personal leave.

35
36 12.3 Jury Duty: Employees are not discouraged from serving on jury duty when called
37 by the courts. Only in extreme situations will requests be made to excuse
38 employees from this service. Employees who are called to serve will receive their
39 regular check in-full with no deductions and must, in turn, submit to the Business
40 Office the check received as a result of their jury duty.

41
42 Allowance made by the court for travel will be returned to the employee.

43
44 12.4 Family leave and parental leave may be granted consistent with the Family Medical
45 Leave Act (FMLA), Paid Leave Oregon (PLO) and/or OFLA. Continued pay while
46 on leave would be through an approved claim with PLO and/or employee’s own

1 sick, vacation, and personal leave. The following language outlines the terms and
2 conditions surrounding use of PLO for classified employees.

- 3
- 4 a. Notice of Right to Benefits and Options: The District will provide employees with
5 notice of their rights to PLO benefits as required by law and make details regarding
6 the process for applying for and receiving benefits available to employees online.
7 When an employee submits an application for PLO benefits to the state, the District
8 will provide the employee with the information available to the District at the time.
9
- 10 b. Supplementing PLO Benefits: Many employees' PLO payments will be less than
11 one hundred percent (100%) of their regular wages. The District agrees that
12 employees may choose to supplement the PLO benefits by utilizing accrued paid
13 leaves (including sick leave, vacation leave, personal leave, holiday pay – for
14 holidays that occur during the leave period). Employees who choose to
15 supplement their PLO benefit will determine what order they use their paid leave.
16 Employees may not receive more than one hundred percent (100%) of their regular
17 wages, but it will be as close to one hundred percent (100%) as possible without
18 being over, if they choose to supplement their PLO payments. The District will
19 calculate the number of hours required to cover the difference between PLO
20 benefits paid to the employee and the employee's regular weekly average
21 earnings, if the employee provides their PLO weekly payment information to the
22 District for calculation purposes. The employee will then submit those leave hours
23 using their available paid leave (sick leave, vacation leave, personal leave, holiday
24 pay – for holidays that occur during the leave period).
25
- 26 c. Continuation of Benefits: While receiving PLO benefits, the District will continue to
27 provide all District-provided insurance benefits (e.g., health insurance) and
28 continue to pay any contributions required by the CBA. Any required employee
29 contributions towards those benefits will be deducted from employee paychecks if
30 the employee elects to supplement their benefits with accrued leaves as allowed
31 above. Employees who do not elect these options are responsible for remitting the
32 employee portion to Payroll by personal payment or paycheck deduction upon their
33 return from leave for continuation of these benefits.
34
- 35 d. Seniority Accrual: Employees' seniority will continue to be credited during any
36 protected leave covered by the CBA. However, an employee's probationary period
37 will be adjusted proportional to their PLO use if the period of PLO leave exceeds
38 two (2) weeks to ensure adequate observation time for the District to evaluate
39 suitability for regular status.
40

41 12.5 Inclement Weather/Emergency Closure Leave

42

- 43 a. Leave of absence not to exceed three (3) total days per work year shall be allowed
44 for District-wide school closures caused by inclement weather when staff is

1 instructed not to report to work. Such leave time granted is with full pay of the
2 employee's normal work schedule and is non-accumulative.
3

4 b. On days when all schools are closed due to inclement weather, employees who
5 **have been instructed to report to work** to address safety concerns resulting from
6 weather or emergency conditions shall receive time and a half (1 ½) of their regular
7 pay for hours worked during the closure. Employees who report to work prior to
8 notification of District closure will contact their immediate supervisor to report their
9 attendance at the worksite and will be paid a two-hour (2) minimum at their regular
10 rate. All other employees shall not be expected to report for work. Employees
11 may use their regular inclement weather leave for the balance of their regular day.
12 Employees who work less than twelve (12) months and had no loss of pay for
13 inclement weather, shall work any days added as a result of inclement weather to
14 extend the school year and will not be further compensated.
15

16 c. If the emergency pertains to an individual school closure, employees will be paid
17 their regular rate for the remainder of the closure when staff is instructed not to
18 report to work. If an employee has already reported to work prior to the notification
19 of the closure or has been instructed to report to work, they will be paid their regular
20 rate for the duration of the closure. The District retains the right to reassign staff
21 or extend the work year.
22

23 d. Employees who are scheduled to work twelve (12) months may choose to use
24 vacation or accumulated compensatory time to offset the loss of work days beyond
25 the three (3) granted for inclement weather or emergency closure when staff is
26 instructed not to report to work. If an employee does not have paid leave available,
27 then the employee will be granted leave without pay and such leave will not be
28 detrimental to the employee's attendance record. If a twelve (12) month employee
29 is able to work remotely with supervisor approval or the employee is able to safely
30 come into their work space during an inclement weather event, these employees
31 can do so in lieu of using their own leave accruals or taking unpaid leave. These
32 employees would receive their regular rate of pay for this work during the closure
33 as they are not being asked to address safety concerns resulting from the
34 inclement weather.
35

36 12.6 Employees who have been in the District for five (5) years or more may request a
37 leave of absence for one (1) year for any reason deemed appropriate by the
38 employee. Employees granted such a leave will receive no pay and no fringe
39 benefits, but the District will make a good faith effort to return them to their original
40 position or allow them to return to a position within their former job classification;
41 employee shall retain number of hours, pay and seniority provided no reduction in
42 force has occurred affecting positions in their job classification. Sick leave and
43 seniority will not accrue while the employee is on a leave of absence. Employee
44 will give notice (of their intent to return to work or not) by June 1. If notice is not
45 received, then employment will be terminated.
46

1 12.7 The use of any unpaid leave must be approved by the Department of Human
2 Resources and the employee's direct supervisor. If unpaid leave is taken without
3 approval it will be addressed in accordance with Article 7.1.ii. Unauthorized
4 absence.
5

1 **ARTICLE 13 – VACATION BENEFITS**

2
3 13.1 Twelve (12) month employees working twenty (20) hours or more weekly shall be
4 entitled to proportionate paid vacation on the following schedule:
5
6

Vacation Days	
Years of Continuous Service	12-month Employees
1-3	10
4	11
5	12
6	13
7	14
8	15
9	16
10	17
11	18
12	19
13	20
14 or more	21

7
8

Vacation Days	
Years of Continuous Service	Less than 12-month Employees
1-5	5
6-8	6
9	7
10	8
11 or more	9

9
10
11 13.2 The vacation pay for the less than twelve (12) month employees shall be paid in
12 one lump sum and by separate check on the last working day of the school year.
13 Less than twelve (12) month employees will take vacations during the summer
14 when school is not in session.

15
16 13.3 Less than twelve (12) month employees will receive the vacation benefit described
17 in section 13.1 above provided they work thirty (30) or more hours weekly. New
18 employees hired prior to October 1 and completing their Individual Assigned Work
19 Calendar will receive the vacation benefit described in section 13.1 above provided
20 they work thirty (30) hours or more weekly.
21

- 1 13.4 Vacation days will be earned and credited at the end of each month for twelve (12)
2 month employees. Vacation schedules for twelve (12) month employees require
3 the approval of the employee's principal or supervisor prior to the beginning of the
4 vacation.
5
- 6 13.5 Years of continuous service for this and all other purposes will be counted from
7 date of initial employment for twelve (12) month employees. For less than twelve
8 (12) month employees, years of continuous service will be counted by school
9 years.
10
- 11 13.6 Twelve (12) month employees who terminate before the end of their first year of
12 employment will not be paid for any unused vacation. Twelve (12) month
13 employees who have been employed more than one (1) year may receive pay for
14 unused vacation, provided the employee notifies the department supervisor, in
15 writing, at least ten (10) days before the separation date.
16
- 17 13.7 Unused vacation days shall not accumulate, but shall be forfeited by the employee
18 if not taken during the fiscal year following earning the vacation days; however, if
19 previously scheduled before end of fiscal year and will be used before upcoming
20 first day of school for students then the employee has the right to take unused
21 vacation days with approval without forfeiture.
22
- 23 13.8 For twelve (12) month employees in order to receive pay for unused vacation days,
24 the employee will notify the department supervisor, in writing, at least ten (10) days
25 before separation date. For a less than twelve (12) month employee to receive pay
26 for unused vacation pay, they must work six (6) hours per day or more of their
27 Individual Assigned Work Calendar the full school year for which they are
28 scheduled.
29
- 30 13.9 As an exception to section 13.8, employees who retire with PERS benefits prior to
31 the end of the working year will receive vacation days prorated to their retirement
32 day.
33

ARTICLE 14 – HOLIDAY BENEFITS

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21

14.1 Active employees working on a twelve (12) month regular basis shall be entitled to proportionate holiday pay when the following fall on a regular workday provided the employee works or is on a paid leave the day before or the day after the holiday. If a holiday falls on a weekend, compensatory time off with pay will be given. If a holiday falls on a Saturday, the Friday prior is taken as the holiday. If a holiday falls on a Sunday, the holiday is observed on the Monday following.

- | | |
|----------------------------|------------------------|
| New Year’s Day | Labor Day |
| Martin Luther King Jr. Day | Veterans’ Day |
| Presidents’ Day | Thanksgiving |
| Memorial Day | Day after Thanksgiving |
| Juneteenth | Day before Christmas |
| Fourth of July | Christmas |

14.2 Less than twelve (12) month employees working on a regular basis shall be entitled to proportionate holiday pay on each of the holidays above except Presidents’ Day, Juneteenth, Fourth of July, and Day before Christmas.

1 **ARTICLE 15 – GRIEVANCE PROCEDURE**

2
3 15.1 Scope of the Grievance Procedure: The purpose of this grievance procedure is to
4 establish effective machinery for the fair, expeditious, and orderly adjustment of
5 grievances. Only matters involving the interpretation, application, or enforcement
6 of the express terms of this Agreement shall constitute a grievance.

7
8 Association grievances shall enter the procedure at Step 3 and be subject to all
9 applicable time limits, other provisions, and to mediation/arbitration.

10
11 15.2 STEPS

12
13 Step 1. The aggrieved employee shall discuss the grievance with their immediate
14 supervisor within ten (10) days of the date of the occurrence prompting the
15 grievance. The immediate supervisor shall attempt to adjust the matter and shall
16 respond to the employee within five (5) working days.

17
18 Step 2. If the grievance is not resolved at Step 1, the aggrieved employee or
19 representative shall submit a written grievance to the Human Resources Director
20 with a copy to the supervisor within five (5) working days following the supervisor’s
21 oral response. The written grievance at this step and at all steps thereafter shall
22 contain the following information:

- 23
24 a. A statement of the grievance and the facts upon which it is based;
25 b. The alleged violation of the Agreement;
26 c. The remedy or adjustment sought; and
27 d. The signature of the aggrieved employee.

28
29 The Human Resources Director shall respond in writing to this grievance within
30 five (5) working days of its receipt. The written response at this step, and
31 management responses at all steps thereafter, shall contain the following
32 information:

- 33
34 a. An affirmation or denial of the facts upon which the grievance is based;
35 b. An analysis of the alleged violation of the Agreement;
36 c. The remedy or adjustment, if any, to be made; and
37 d. The signature of the appropriate management representative.

38
39 Step 3. If the grievance is not resolved at Step 2, the aggrieved employee or
40 representative shall submit the grievance to the superintendent within five (5)
41 working days following the Director of Human Resources written response. The
42 superintendent or designee shall respond in writing to this grievance within fifteen
43 (15) working days of its receipt. The requirement in Step 3 for written grievances
44 and responses shall not preclude the aggrieved employee and the appropriate
45 management representative from orally discussing and resolving the grievance.
46

1 Step 4. If the grievance has not been resolved at Step 3, the Association may
2 refer the dispute to arbitration as provided below. The Association shall notify the
3 District in writing of submission to arbitration within ten (10) working days after
4 receipt of the superintendent's written response at Step 3.
5

6 15.3 Within ten (10) working days of the date of the Association's notification of
7 submission to arbitration, the District and the Association (or their legal
8 representative) shall attempt to agree upon a mutually acceptable arbitrator who
9 will make a commitment to serve. If none can be agreed to within said period, then
10 either the Association or the District may request the Employment Relations Board
11 (ERB) to furnish a list of seven (7) arbitrators, and the selection of the arbitrator
12 shall be in accordance with the voluntary labor arbitration rules of the American
13 Arbitration Association.
14

15 The arbitrator shall confer with the representatives of the parties and hold hearings
16 promptly and shall issue their decision generally not later than thirty (30) days from
17 the date of the close of the hearings.
18

19 The mediator/arbitrator shall not have the power to add to, subtract from, or modify
20 the provisions of this Agreement in arriving at a decision of the issue or issues
21 presented and shall confine their decision solely to the interpretation, application,
22 or enforcement of this Agreement. The mediator/arbitrator shall confine
23 themselves to the precise issue submitted for arbitration and shall have no
24 authority to determine any other issues not so submitted to them. The decision of
25 the mediator/arbitrator shall be final and binding upon the aggrieved employee,
26 Association and District.
27

28 The District and the Association shall share equally the fees and expenses of the
29 mediator/arbitrator.
30

31 Either party has the right to have a representative represent them at any step of
32 the grievance procedure.
33

34 The following grievance principles shall govern and be controlling in any and all
35 grievances:
36

- 37 a. While a grievant may be "made whole," any punitive award shall be void and
38 unenforceable.
- 39 b. Unless agreed otherwise, only one (1) grievance will be heard at a time by an
40 arbitrator.
41

1 **ARTICLE 16 – TUITION REIMBURSEMENT/PROFESSIONAL**
2 **DEVELOPMENT**

3
4 16.1 Where specific job deficiencies of the classified employee are determined to exist
5 by the supervisor or the principal, said supervisor or principal shall have the right
6 to require, as a condition of further employment, that the employee complete
7 training or class work to remedy said deficiency. Tuition for such class work or
8 training and all directly related costs may be prepaid by the District if requested by
9 the employee. Directly related costs include textbooks or training materials, meals
10 and lodging and shall be preapproved by the employee’s supervisor. Mileage will
11 be reimbursed for all workshops and seminars, but not for college course work.
12 Upon request of the employee and completion of the appropriate forms, the District
13 shall issue a check payable to the college or university for prepayment of tuition.
14 Twenty-one (21) day notice will be required.

15
16 If, after receiving prepayment of tuition, the employee is unable to provide evidence
17 of successful completion of the course (grade card or transcript showing a grade
18 of A, B, C or Pass for the course), the employee shall make reimbursement to the
19 District in the form of payroll deduction.

20
21 16.2 Classified employees desiring to complete tuition reimbursement to upgrade
22 capabilities for their current job may apply for prepayment/reimbursement of fees
23 using the appropriate forms under the following guidelines:

- 24
25 a. Prior approval, using tuition prepayment/reimbursement form, must be
26 obtained from employee’s principal/supervisor and the Director of Human
27 Resources. Forms are available through the online professional development
28 system.
- 29
30 b. Rate of individual annual benefit will not exceed the cost of the undergraduate
31 rate at Portland State University (PSU) for twelve (12) quarter credits or the
32 equivalent of eight (8) semester credits.
- 33
34 c. Employees will be eligible for up to the cost of one (1) three (3) credit college
35 quarter undergraduate level course maximum per quarter and equivalent for
36 semester courses. However, during the summer term, employees not working
37 during the recess period may utilize their full annual limit, subject to approval
38 by the superintendent or designee.
- 39
40 d. Reimbursement for tuition only will be made after the submission of the
41 completed request form, proof of payment and a transcript (official or unofficial)
42 showing a grade of A, B, C or Pass shall be required. Tuition (distinct from other
43 forms of professional development) and all directly related costs may be
44 prepaid by the District if requested by the employee upon evidence of
45 satisfactory enrollment in the course. Incidental fees, books, mileage are not
46 covered under Tuition Reimbursement.

- 1
2 e. Request for reimbursement must be submitted to human resources during the
3 school year in which the tuition reimbursement was requested and completed.
4 Twenty-one (21) days' notice is required prior to the date the prepayment is
5 needed for tuition. For prepayment to be granted the appropriate District forms
6 must be used.

7
8 If, after receiving prepayment of tuition, the employee is unable to provide
9 evidence of successful completion of the course (grade card or transcript
10 showing a grade of A, B, C or Pass for the course), the employee shall make
11 reimbursement to the District in the form of a payroll deduction.
12

- 13 f. Thirty thousand dollars (\$30,000) will be designated specifically for tuition
14 reimbursement on an annual basis for classified staff.
15

16 16.3 Classified employees desiring to complete professional development to upgrade
17 capabilities for their current job may apply for reimbursement of fees using the
18 appropriate forms under the following guidelines:
19

- 20 a. Prior approval, using professional development reimbursement form, must be
21 obtained from employee's principal/supervisor and the Director of Human
22 Resources. Forms are available through the online professional development
23 system.
24
- 25 b. Reimbursement for professional development (training/conference fees,
26 meals, lodging, mileage, etc.) will be made after the submission of the
27 completed request form in the online system, proof of payment and evidence
28 showing attendance and completion of workshop/training, as well as receipts
29 for meals, lodging and travel. The rate of individual fiscal year professional
30 development fund reimbursement will not exceed two thousand (\$2,000).
31 Reimbursement for meals, lodging and mileage will be done on the IRS per
32 diem rate.
33
- 34 c. Request for reimbursement must be submitted to human resources during the
35 school year in which the professional development was requested and
36 completed.
37
- 38 d. Twenty thousand dollars (\$20,000) will be designated specifically for
39 professional development on an annual basis for classified staff.
40

ARTICLE 17 – NO STRIKE

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16

- 17.1 The Association, and the classified employees represented thereby, agree that during the term of the Agreement they will not promote, aid, or participate in a strike, work stoppage, slowdown, or interruption in the program and activities of the District.
- a. The provisions of this section shall not apply in the event that the contract is reopened in whole or in part, as a result of other provisions of this Agreement.
 - b. There will be no lockout of employees in the unit by the District as a consequence of a labor dispute during the life of this Agreement except as the right to strike is available to the Association. Thus, the period of time when a lockout could legally occur would be the same as the period of time when a strike could legally take place.

1 **ARTICLE 20 – JOB CLASSIFICATION**

- 2
- 3 20.1 The District and the Association shall establish a permanent joint Reclassification
4 Committee composed of equal numbers of Association and District
5 representatives. The committee shall make decisions by majority vote. In the case
6 of a tied vote, the decision shall be determined to be turned down.
7
- 8 20.2 The Reclassification Committee shall meet an adequate number of times per year
9 to ensure all requests are disposed of in a timely fashion.
10
- 11 20.3 The Reclassification Committee shall review and update classified job
12 descriptions.
13
- 14 20.4 Pay adjustment for reclassified employees will be made effective from the date of
15 the reclassification request.
16
- 17 20.5 A person wishing to be reclassified into an existing classification shall follow this
18 procedure: 1) Consult with the building principal or supervisor; 2) Write a letter to
19 the Director of Human Resources describing the current position, the duties
20 expected of them, and why the employee believes they should be in a higher
21 classification; and 3) The employee will be asked to appear before the
22 Reclassification Committee to answer any questions.
23
- 24 20.6 The employee realizes that the Reclassification Committee does not have the
25 authority to invent new classifications. The employee realizes that the principal or
26 supervisor may be called upon to discuss the reclassification with the
27 Reclassification Committee. A decision will not be made in front of the employee.
28 The proposal will be voted upon by the committee members, and the results of the
29 vote will be made known to the employee within a reasonable amount of time.
30
- 31 20.7 Paraeducator Certification: Paraeducators who are “certified” in particular
32 programs or courses of study may make application to the Reclassification
33 Committee for consideration of Paraeducator IIIA status. Each request will be
34 considered on a case-by-case basis. Employees must be prepared to produce
35 evidence of such certification.
36

ARTICLE 21 – FUNDING

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21.1 The parties recognize that the revenue needed to fund the compensation provided by this Agreement must be approved by established budget procedure.

21.2 The District agrees to include in its budget requests amounts sufficient to fund the compensation provided by this Agreement. The District agrees not to modify the compensation specified in this Agreement unless mutually agreed to by the District and the Association but cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement.

1 **ARTICLE 22 – COMPENSATION**

2
3 22.1 The compensation schedules for 2024-25 and 2025-26 are found in Appendix A
4 and B.

5
6 Effective July 1, 2024, the 2024-25 compensation schedule will be increased by
7 four percent (4%) or more (dependent on your position). Effective July 1, 2025 the
8 2025-26 compensation schedule will be increased by four percent (4%).
9 Employees who are eligible for step increase shall be advanced one step on the
10 2024-25 schedule effective July 1, 2024 and shall be advanced one step on the
11 2025-26 schedule effective July 1, 2025.

12
13 22.2 Classified employees hired on or before the dates listed below will receive step
14 movement effective July 1 of each fiscal year. Employees hired after these dates
15 will receive step advancement on July 1 of the following year:

- 16
17 • Twelve (12) month employees – hire date between July 1 and October 15
18 (employees that work twelve (12) months and are on contracts of 259/262
19 days).
- 20
21 • Eleven (11) month employees – hire date between July 1 and October 31
22 (employees that work eleven (11) months and have contracts between 224 and
23 240 days).
- 24
25 • Ten (10) month employees – hire date between July 1 and November 15
26 (employees that work ten (10) months and have contracts between 172 and
27 209 days).

28
29 Placement on the compensation schedule will be made according to the following:

30
31 New hires having prior experience may be placed up to step six (6) at time of hire
32 based on experience in like job position(s) with verifiable experience. Experience
33 must be verified in writing and provided to the Department of Human Resources.
34 Employees will advance one (1) step each year as long as they meet the above
35 criteria.

36
37 Employees will be eligible for a Career Employee Recognition payment after they
38 have completed ten (10) years of continuous employment. Once an employee
39 reaches twenty (20) years of continuous employment their career employee
40 recognition payment increases by half a percent (.5%). This payment will be
41 calculated based on the table below, and shall be paid in December of each year.
42 The employee’s base pay will be the employee’s base wages. It will not include
43 any additional pay such as overtime, extra hours, call time, extra duty contracts or
44 Career Employee Recognition payments, etc.

Years of Service	Payment
10-19	2% of base pay of prior year
20+	2.5% of base pay of prior year

- 1
2 22.3 Employees may be temporarily reassigned (to fill a position of an employee who is
3 absent but has not resigned) by the District to a higher classification. Such
4 reassigned employee will receive the hourly pay for the higher range at their
5 current step after they have worked five (5) consecutive workdays in the higher
6 classification until they return to their regular classification duties. In addition, any
7 employee who is temporarily assigned to a lower classification will receive their
8 previous classification rate of pay.
9
- 10 22.4 The District agrees that if an employee is temporarily assigned to a position for
11 which the substitute pay is higher than the employee's current pay, the employee
12 will receive the substitute pay for the temporarily assigned position until such time
13 as the five (5) consecutive day requirement in section 22.3 has been met.
14
- 15 22.5 Paraeducators who hold a four-year (4) degree from an accredited college or
16 university or who complete a Paraeducator Certification Program shall be placed
17 in the classifications of Paraeducator IIIA at the appropriate pay codes as indicated
18 in the compensation schedules in effect at the time. It is the responsibility of the
19 employee to present the completion certificate, transcripts or a copy of the diploma
20 to the Department of Human Resources to receive the higher status. Such
21 employees will remain as Paraeducator III, in job description, seniority, hours, and
22 in other ways.
23
- 24 22.6 Effective July 1, 1998, the District shall pick-up the employee contribution to PERS
25 retirement. All employees in the bargaining unit who are employed by the District
26 during the work year but do not have the membership in the PERS during the work
27 year, shall receive a payment equal to six percent (6%) of their hourly wage for all
28 time worked during the work year in which they were not PERS members. Such
29 payment shall be made at the end of the employee's work year or at the time the
30 employee leaves the employ of the District during the work year. Should the PERS
31 pick-up be declared illegal or discontinued by voter action, administrative rule or
32 legislation, then the classified compensation schedule shall be increased by six
33 percent (6%) on the same date the PERS pick-up is discontinued.
34
- 35 22.7 TWELVE (12) EQUAL PAYCHECKS:
36
- 37 A. **EMPLOYEES WORKING A TWELVE (12) MONTH SCHEDULE** (July 1-June
38 30) will have their pay calculated based on the number of workdays multiplied
39 by the appropriate hourly rate of pay (based on their classified pay schedule)
40 multiplied by the number of hours they are scheduled to work each day. Paid
41 holidays, if eligible, will be counted as workdays for calculation purposes. The
42 total amount of this calculation will be divided into twelve (12) equal checks.
43 Twelve-month (12) employees hired after July 1 of any given fiscal year will still

1 receive equal checks based on the same calculation but done on a pro-rated
2 fiscal year basis. The fiscal year is defined as July 1 through June 30. Checks
3 for twelve-month (12) employees will begin in July with the last check for the
4 year being paid in June.

5
6 Twelve (12) month employees hired after July 1 of any given fiscal year will
7 receive equal checks based on the same calculation as above, with the
8 exception of the first (1st) paycheck, which will be on a prorated basis. The new
9 employee whose first day of work is between the first (1st) and the twenty-first
10 (21st) of the month will receive a prorated check that first month. For a new
11 employee whose first day is the twenty-second (22nd) or after, they will receive
12 their first paycheck on the regularly scheduled payday in the following month,
13 which will include the pro-rated days worked during the prior month.

14
15 **B. EMPLOYEES WORKING LESS THAN TWELVE (12) MONTH SCHEDULE**

16 will have their pay calculated based on the number of workdays multiplied by
17 the appropriate hourly rate of pay (based on the classified compensation
18 schedule) multiplied by the number of hours they are scheduled to work each
19 day. The number of work days will be established with Board adoption of the
20 school calendars prior to each year. Paid holidays, if eligible, will be counted
21 as workdays for calculations purposes. All less than twelve (12) month
22 employees working the entire school year will receive twelve (12) equal checks.
23 For eleven (11) month employees these checks will begin in August and the
24 last one will be in July. For ten (10) month employees these checks will begin
25 in September and the last will be in August. Twelve (12) equal monthly
26 payments of wages and fringe benefits to be received by the employee on the
27 twenty-fifth (25) day of each month (unless the 25th falls on a holiday or
28 weekend, payment is made the workday or two prior).

29
30 Less than twelve (12) month employees hired after their position start date for
31 the new school year will receive equal checks based on the same calculation
32 as above, with the exception of the first paycheck, which will be on a pro-rated
33 basis. The new employee whose first day of work is between the first (1st) and
34 the twenty-first (21st) of the month will receive a pro-rated check that first month.
35 For a new employee whose first day is the twenty-second (22nd) or after, will
36 receive their first paycheck on the regularly scheduled payday in the following
37 month, which will include the pro-rated days worked during the prior month.

38
39 **22.8 FINAL PAY FOR EMPLOYEES WHO TERMINATE** prior to the completion of the
40 fiscal year for twelve (12) month employees and the school year for less than
41 twelve (12) month employees will be based on the number of days actually worked
42 multiplied by the number of hours worked each day multiplied by the appropriate
43 hourly rate of pay. The total dollars paid to date will be deducted and the balance
44 will be paid upon termination. When an employee separates from employment with
45 the District, all wages earned and owed to the employee at the time of separation
46 will be paid as follows:

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- A. **For Retirement:** If you are retiring from PERS and the District, thirty (30) days notice to the District is required to ensure you are separated and paid out accurately to prevent any delays or issues with PERS processing your retirement paperwork. You would receive your final paycheck on your regularly scheduled payday of your last month and any vacation days paid out (for twelve (12) month staff) would be paid on the last day of the month.
- B. If the separation is on or between the first (1st) through the ninth (9th) of the month, final payment is received on the fifteenth (15th) of the month or the business day immediately following if the 15th falls on a weekend.
- C. If the separation is on or between the tenth (10th) through the nineteenth (19th) of the month, final payment is received on the regularly scheduled payday for that month.
- D. If the separation is on or between twentieth (20th) through the last day of the month, final payment is received on the fifth (5th) of the month following or the business day immediately following if the 5th falls on a weekend.

22.9 Payroll cut-off dates will be established each year. Payroll cut-off dates will only be used to track paid leaves, unpaid leaves and additional pay since the prior cut-off date. Cut-off dates will not be used to calculate classified employee base pay. Cut-off dates are available for viewing on the district website.

22.10 If there is an error on an employee's paycheck that results in an identified underpayment, the Payroll Department will immediately work with the employee to correct the situation. An error that results in an overpayment to an employee's paycheck will similarly be addressed and rectified following Oregon State Statutes and a negotiated agreement between the employee and the Department of Human Resources. An employee may request Association representation at any meetings involving the correction of an underpayment or overpayment to an employee's paycheck.

22.11 The District and Association agree to engage in continued conversation to determine a solution for wireless communication or potential related stipends. Solution to be determined before the end of the first quarter of the 2024-2025 school year and ratified with an MOU.

ARTICLE 23 – SAFETY

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23.1 An employee shall have the right to refuse to place themselves in immediate danger created by an unsafe working condition, including asbestos exposure, where such danger threatens substantial bodily injury.

The employee shall give notice of the conditions to their supervisor and shall be assigned to another location of duty while the condition is being investigated and/or corrected.

No employee shall be disciplined for refusal to violate the safety codes of the District or the laws of the State of Oregon.

23.2 Membership in District safety committees shall comply with applicable State of Oregon statutes and rules.

23.3 The District recognizes that classified employees have the right to a safe and welcoming workplace. The District and the Association agree that personal safety can include both physical and emotional factors and that everyone has a role to play in the safety of themselves and others.

23.4 Classified employees who identify unsafe or hazardous conditions in their work environment shall report such conditions to the building principal, immediate supervisor or Association representative as soon as possible. The principal, supervisor or appropriate safety committee member shall respond in writing to the classified employee indicating what action(s), if any, the District intends to take to address the reported condition. In situations where a classified employee is injured, the Association President shall be permitted to view incident reports in the office of Human Resources, upon request.

23.5 If a classified employee experiences an injury or a traumatic event at work, the employee shall report it to their immediate supervisor or designee and complete an incident report or file a worker’s compensation form (801) within 24 hours, or as agreed by both parties. Upon receipt of a report, the Administrator or District shall offer the affected classified employee an opportunity to debrief, process and/or receive emotional support as soon as possible.

23.6 A classified employee absent from work as the result of workplace injury while acting in their capacity as an employee for the District will receive up to three (3) days of paid leave with a note from a physician, per instance, not to be charged to sick leave or any other leave. These are the three (3) days not covered by time loss when off work for an on the job injury per current worker compensation statutes.

ARTICLE 24 – STAFFING

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- 24.1 The District and the Association agree that an appropriate assignment of employees to a workplace is an important factor in maintaining quality education for a diverse student population and community standards of facilities.
- 24.2 Employees who believe their workload is excessive compared to other similarly job assigned employees in the District, shall discuss the situation with their supervisor. If the employee is still unsatisfied, the employee will contact the Association for support.
- 24.3 The Association will work with the appropriate District level leader to address the situation, which may or may not include a change in assignment or workload.
- 24.4 The District and Association will meet during the beginning of each school year, but no later than winter break, to discuss overall workload distribution across classified employee groups.

ARTICLE 25 – EARLY RETIREMENT

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3 25.1 The District will not negotiate with individual members of the bargaining unit for
4 early retirement benefits.
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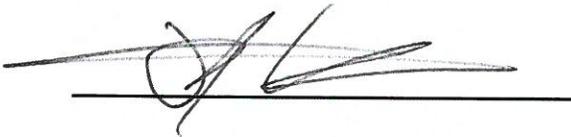
ARTICLE 26 – DURATION OF AGREEMENT

26.1 This Agreement shall become effective July 1, 2024, and continue through June 30, 2026.

IN WITNESSETH WHEREOF the District has caused this Agreement to be executed by its chairman and attested to by its clerk; and the Association by their representative, Oregon School Employees Association, Chapter 102, acting on behalf of authority granted by its membership and executed by its Chapter President.

FOR THE
Oregon School Employees Association
Chapter No. 102

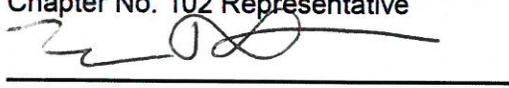
FOR THE
West Linn-Wilsonville School Board
West Linn-Wilsonville School District No. 3Jt



7-22-24
Date Signed

7/19/2024
Date Signed

FOR THE
Oregon School Employees Association
Chapter No. 102 Representative



7/25/24
Date Signed

APPENDIX A: 2024-25 WAGE SCHEDULE
Effective 7/1/2024

RANGE		Step 1	Step 2	Step 3	Step 4	Step 5
A	Nutrition Services I	\$16.79	\$17.29	\$17.81	\$18.34	\$18.89
B	Nutrition Services III	\$18.05	\$18.60	\$19.15	\$19.73	\$20.32
C	Custodian Paraeducator III	\$19.10	\$19.67	\$20.26	\$20.87	\$21.49
D	Administrative Assistant III Paraeducator IIIA Health Assistant	\$20.41	\$21.02	\$21.65	\$22.30	\$22.97
E	Administrative Assistant IV Bookkeeper Custodian Lead (HS only) Engineer I Nutrition Services Specialist Warehouse I	\$22.25	\$22.92	\$23.61	\$24.32	\$25.05
F	Accounting Technician Administrative Assistant V Maintenance II Payroll Clerk	\$23.24	\$23.94	\$24.65	\$25.39	\$26.16
G	Engineer II	\$24.29	\$25.02	\$25.77	\$26.55	\$27.34
H	Internship Coordinator CREST School Garden Coordinator ISEF Program Coordinator School Engagement Specialist Transition Specialist	\$25.38	\$26.14	\$26.93	\$27.74	\$28.57
I	Engineer III IT Specialist Maintenance III	\$26.50	\$27.29	\$28.11	\$28.95	\$29.82
J	Maintenance IV	\$29.40	\$30.28	\$31.19	\$32.13	\$33.09
K	Athletic Trainer Journeyman Craft Specialist	\$34.41	\$35.44	\$36.50	\$37.60	\$38.72
L	Licensed Journeyman Carpenter Licensed Journeyman Electrician Licensed Journeyman HVAC Licensed Journeyman Plumber	\$46.83	\$48.24	\$49.69	\$51.18	\$52.71

APPENDIX A: 2024-25 WAGE SCHEDULE
Effective 7/1/2024

RANGE		Step 6	Step 7	Step 8	Step 9
A	Nutrition Services I	\$19.46	\$20.04	\$20.64	\$21.26
B	Nutrition Services III	\$20.93	\$21.56	\$22.20	\$22.87
C	Custodian Paraeducator III	\$22.14	\$22.80	\$23.49	\$24.19
D	Administrative Assistant III Paraeducator IIIA Health Assistant	\$23.66	\$24.37	\$25.10	\$25.85
E	Administrative Assistant IV Bookkeeper Custodian Lead (HS only) Engineer I Nutrition Services Specialist Warehouse I	\$25.80	\$26.57	\$27.37	\$28.19
F	Accounting Technician Administrative Assistant V Maintenance II Payroll Clerk	\$26.94	\$27.75	\$28.58	\$29.44
G	Engineer II	\$28.16	\$29.01	\$29.88	\$30.78
H	Internship Coordinator CREST School Garden Coordinator ISEF Program Coordinator School Engagement Specialist Transition Specialist	\$29.43	\$30.31	\$31.22	\$32.15
I	Engineer III IT Specialist Maintenance III	\$30.72	\$31.64	\$32.59	\$33.56
J	Maintenance IV	\$34.08	\$35.11	\$36.16	\$37.24
K	Athletic Trainer Journeyman Craft Specialist	\$39.89	\$41.08	\$42.32	\$43.58
L	Licensed Journeyman Carpenter Licensed Journeyman Electrician Licensed Journeyman HVAC Licensed Journeyman Plumber	\$54.29	\$55.92	\$57.60	\$59.33

APPENDIX B: 2025-26 WAGE SCHEDULE
Effective 7/1/2025

RANGE		Step 1	Step 2	Step 3	Step 4	Step 5
A	Nutrition Services I	\$17.46	\$17.98	\$18.52	\$19.08	\$19.65
B	Nutrition Services III	\$18.78	\$19.34	\$19.92	\$20.52	\$21.13
	Custodian					
C	Paraeducator III	\$19.86	\$20.46	\$21.07	\$21.70	\$22.35
	Administrative Assistant III					
	Paraeducator IIIA					
D	Health Assistant	\$21.22	\$21.86	\$22.52	\$23.19	\$23.89
	Administrative Assistant IV					
	Bookkeeper					
	Custodian Lead (HS only)					
	Engineer I					
	Nutrition Services Specialist					
E	Warehouse I	\$23.14	\$23.84	\$24.55	\$25.29	\$26.05
	Accounting Technician					
	Administrative Assistant V					
	Maintenance II					
F	Payroll Clerk	\$24.17	\$24.89	\$25.64	\$26.41	\$27.20
G	Engineer II	\$25.27	\$26.02	\$26.80	\$27.61	\$28.44
	Internship Coordinator					
	CREST School Garden Coordinator					
	ISEF Program Coordinator					
	School Engagement Specialist					
H	Transition Specialist	\$26.40	\$27.19	\$28.01	\$28.85	\$29.71
	Engineer III					
	IT Specialist					
I	Maintenance III	\$27.56	\$28.38	\$29.23	\$30.11	\$31.01
J	Maintenance IV	\$30.58	\$31.49	\$32.44	\$33.41	\$34.41
	Athletic Trainer					
K	Journeyman Craft Specialist	\$35.78	\$36.86	\$37.96	\$39.10	\$40.27
	Licensed Journeyman Carpenter					
	Licensed Journeyman Electrician					
	Licensed Journeyman HVAC					
L	Licensed Journeyman Plumber	\$48.71	\$50.17	\$51.67	\$53.22	\$54.82

APPENDIX B: 2025-26 WAGE SCHEDULE
Effective 7/1/2025

RANGE		Step 6	Step 7	Step 8	Step 9
A	Nutrition Services I	\$20.24	\$20.84	\$21.47	\$22.11
B	Nutrition Services III	\$21.77	\$22.42	\$23.09	\$23.79
C	Custodian Paraeducator III	\$23.02	\$23.71	\$24.43	\$25.16
D	Administrative Assistant III Paraeducator IIIA Health Assistant	\$24.60	\$25.34	\$26.10	\$26.89
E	Administrative Assistant IV Bookkeeper Custodian Lead (HS only) Engineer I Nutrition Services Specialist Warehouse I	\$26.83	\$27.63	\$28.46	\$29.32
F	Accounting Technician Administrative Assistant V Maintenance II Payroll Clerk	\$28.02	\$28.86	\$29.72	\$30.62
G	Engineer II	\$29.29	\$30.17	\$31.07	\$32.01
H	Internship Coordinator CREST School Garden Coordinator ISEF Program Coordinator School Engagement Specialist Transition Specialist	\$30.60	\$31.52	\$32.47	\$33.44
I	Engineer III IT Specialist Maintenance III	\$31.94	\$32.90	\$33.89	\$34.91
J	Maintenance IV	\$35.45	\$36.51	\$37.61	\$38.73
K	Athletic Trainer Journeyman Craft Specialist	\$41.48	\$42.73	\$44.01	\$45.33
L	Licensed Journeyman Carpenter Licensed Journeyman Electrician Licensed Journeyman HVAC Licensed Journeyman Plumber	\$56.47	\$58.16	\$59.90	\$61.70

APPENDIX C
Sick Leave Bank
Classified Bargaining Unit
West Linn-Wilsonville School District

The Sick Leave Bank is established to provide additional sick leave for classified employees when:

- 1) an extended absence due to illness or injury has depleted an individual's available leave resulting in a financial crisis for the employee;
- 2) no other resources are reasonably available to make up the loss of income resulting from a lack of paid leave;
- 3) a sufficient amount of sick leave has been contributed by other classified employees from which to make allocations.

Membership in the sick bank is **optional**. Employees who choose to join the bank must contribute **4 hours of earned personal sick leave to the bank by September 15 of each school year. Only employees who contribute at the beginning of the school year to the bank may request a grant during that school year.** The four hours of contributed sick leave time will be deducted on the October or November pay period. **This form is to be filled out and returned to the Department of Human Resources at the Administration Building no later than September 15.**

Additional criteria:

- 1) The total absence for the Sick Leave Bank time being requested must be at least five (5) consecutive days.
- 2) No grants will be made for absences due to on-the-job illness or injury for which Worker's Compensation benefits are payable.
- 3) No grants will be made for absences for which compensation is payable from any other source.
- 4) All earned sick leave and personal leave must be used by a bank member before the member is eligible to receive a grant.
- 5) A doctor's statement is required with the application to verify the nature of the illness or injury and to document the required length of the absence.
- 6) To make application for a withdrawal request an employee must contact either the President of the OSEA Chapter or the Director of Human Resources at the district office in order for the Sick Leave Bank committee to meet. The employee will submit the request and accompanying explanation in writing along with the number of hours requested. A copy of the doctor's statement must be included.
- 7) Per Addendum dated March 11, 2008, the Sick Leave Bank may not be used for maternity leave except for medically urgent reasons.
- 8) No employee shall be granted more than 200 hours during a school year.
- 9) A request may be made for up to five (5) days from the sick leave bank to be used for sick purposes if all other leave is exhausted per Article 11.6h.
- 10) All members shall review Article 11.7 regarding future repayment of sick leave bank hours granted for use of the Sick Leave Bank.

I hereby agree with the terms of the Sick Leave Bank as outlined in the Agreement between the OSEA Chapter 102 and the West Linn-Wilsonville School District. I understand that I will donate four hours of my earned sick leave in order to be eligible.

Please **Print** your Full Name: _____

Employee's Signature Last Four Digits of SS # Building Date

Return this form to the Dept. of Human Resources by September 15 to be eligible for the current school year.

Send one copy to the HR Office. Make a photocopy of this signed form and retain with your records.