Collective Bargaining Agreement

between

Clatskanie School District 6J

CONFIDENT • CONSIDERATE • CREATIVE

CLATSKANIE
SCHOOL DISTRICT

and

OSEA Clatskanie Chapter 53

A Member's Union
OSEA
AFT Local 6732

Effective September 21, 2026 – June 30, 2028

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ARTICLE ONE: RECOGNITION

1.1 The Board recognizes the Association as the sole exclusive bargaining representative for all classified employees in the unit as determined by the Employment Relations Board, excluding substitutes, temporary employees, and confidential and supervisory employees.

For the purposes of this contract, the following terms shall be defined:

a. A "temporary employee" is defined as an employee hired to perform duties which may arise from unforeseen enrollment increases or extra-ordinary duties not normally performed by members of the bargaining unit. In the event a temporary position is anticipated to, or in fact does, exceed the ninety (90) consecutive working days the District agrees to post the position as a regular job in the bargaining unit as required by Article 17.2. Temporary employees may be allowed one (1) incident of absence of up to three (3) consecutive workdays during their assignment without breaking consecutive status. Any additional absences will break consecutive status.

In the event a temporary assignment exceeds ninety (90) consecutive working days, and the District has fulfilled their requirements under Article 17, the temporary employee shall become a regular employee and shall be granted all provisions and rights herein this Agreement.

i. The District shall provide notice to the Chapter President for each temporary employee within fourteen (14) calendar days of their hire.

b. A "substitute employee" is defined as an employee temporarily hired to replace a specific employee who has been excused from work for a period of time, not to exceed ninety (90) consecutive working days.Substitute employees may be allowed one (1) incident of absence of up to three (3) consecutive workdays during their assignment without breaking consecutive status. Any additional absences will break consecutive status.

Substitute employees shall be compensated at Step 1 of the salary schedule for the classification in which they are substituting.

A substitute employee who previously retired from the District may be paid at the step they held at the time of retirement when substituting in the same classification from which they retired. When substituting in any other classification, the substitute employee shall be paid at Step 1 of the applicable classification.

In the event a substitute assignment exceeds ninety (90) consecutive working days, the substitute employee shall be eligible for benefits in accordance with this Agreement.

c. A "confidential employee" is an employee whose employment responsibilities meet the definition of confidential employee in accordance with ORS 243.650(6).

ARTICLE TWO: MANAGEMENT

2.1 The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights and authority, duties and responsibilities conferred upon and invested in it by the laws and Constitution of the state of Oregon. Except as limited by this Agreement and applicable state and federal law, such powers, rights, authority, duties and responsibilities shall include but are not limited to the right:

a. To executive management and administrative control of the school system, its properties and facilities.

b. To hire all employees, determine their qualifications and conditions of their continued employment, or their discipline, suspension, dismissal, demotion, transfer, but not in conflict with the specific provisions of the Agreement.

c. Of assignment and direction of work of all of its personnel, determine the number of shifts, hours of work, starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.

d. To establish the school calendar and make modifications as necessary for the operation of the District, provided that such changes do not violate the terms of this Agreement or applicable collective bargaining requirements.

e. To determine the service, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods and processes of carrying on the work, including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.

f. To adopt reasonable rules and regulations in accordance with state and federal law.

g. To determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

h. To determine the placement of operations, production, services, maintenance or distribution of work and the source of materials and supplies.

i. To determine the financial policies, including all accounting procedures and all matters pertaining to public relations.

j. To determine the size of the management organization, its functions, authority, amount of supervision and table of organization.

k. To determine the policy affecting the selection, testing or training of employees providing such selection shall be based on lawful criteria.

l. The enumeration of the District's rights in this Article shall not constitute an express or implied waiver of the Association's statutory right to bargain under the Public Employee Collective Bargaining Act (PECBA). The District retains the obligation to bargain with the Association to the extent required by law prior to implementing changes in mandatory subjects of bargaining.

ARTICLE THREE: ASSOCIATION DUES CHECKOFF - SALARY DEDUCTIONS

3.1. The District agrees to deduct from the salaries of its regular employees as requested in writing by the employee:

a. Association dues;

b. Premiums for Board-approved insurance programs;

c. Payments to the employees' credit union;

d. Contributions to the United Fund; and

e. Tax-sheltered annuities provided five (5) or more employees subscribe to the annuity.

3.2. The District, upon appropriate authorization of the employee, shall deduct from the salary of any employee and make proper remittance for any other plans or programs mutually agreed to by the District and staff.

3.3. The District agrees to deduct the amount of dues determined by OSEA in equal monthly amounts according to the pay schedule of each employee who is a member of the Association, beginning with the paycheck for the month of October. Prior to the first dues deduction of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each. In addition, the Association shall provide a formal letter from the OSEA Membership Department that confirms that OSEA possesses sufficient documentation of dues deduction authorization for those members. Upon request by the District, the Association shall make available to the District for review the documented proof of dues deduction authorization for employees. The Association shall also notify the District when a bargaining unit member should no longer have dues deducted. This notification will also include written proof of authorization by the employee. The District shall enact dues deduction changes on the pay period following a written notification.

3.4. Along with the monthly dues remittance to OSEA, the District shall provide to OSEA an electronic database with the name of each employee from whom dues deductions have been made and the amount of deductions.

3.5. Data Disclosures

a. The District shall provide the Association with an editable Excel spreadsheet, via email to the Chapter President, OSEA Field Representative, and classified@osea.org, containing the following information within their records for each employee in the bargaining unit within ten (10) calendar days from the date of hire and every one hundred twenty (120) calendar days for employees in the bargaining unit who are not newly hired:

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

ii. Contact information including:

iii. Cellular, home, and work telephone number(s);

iv. Personal and work electronic mail addresses; and

v. Home or personal mail address; and

vi. Employment information including the employee's job title, salary, and worksite location.

b. Upon ten (10) days of each employee separation, the District shall provide notice to the Association, via email to the Chapter President, OSEA Field Representative, and classified@osea.org, the following information:

i. Employee's name;

ii. Effective separation date; and

iii. Separation reason.

3.6. 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 District's reliance on written authorization or instruction provided by OSEA under provisions of this Article. The District agrees to notify the Association promptly of any claim and to cooperate with the Association and its designated counsel in the defense of any claim.

3.7. Overpayment / Payroll Errors

a. The District may recover an erroneous overpayment, subject to the following:

i. The deduction must relate to an overpayment that occurred during the three hundred sixty-four (364)-day period preceding the date notice is provided to the employee, except as otherwise permitted by law for benefit-related overpayments.

ii. A written statement itemizing the overpayment amounts and purpose of deductions is provided to the employee.

iii. The employee shall be provided with at least thirty (30) days' notice before making any deduction.

iv. No deduction amount may exceed five percent (5%) of the public employee's gross pay for each pay period, unless the public employee requests/authorizes a greater percentage to be deducted.

v. Minor errors, which are defined as payroll errors that result in gross pay being incorrect by less than five percent (5%) of normal correct gross pay, may generally be paid or repaid with the next paycheck following discovery. Upon request and notice prior to deduction, the employee shall receive two (2) additional months for repayment. Upon mutual agreement, and under extenuating circumstances, other payment plans may be reached.

vi. When major errors occur, which are defined as payroll errors that result in gross pay being five percent (5%) or greater than normal correct gross pay or accumulates to more than five percent (5%) of a single month's normal gross pay, the employee will be notified immediately upon discovery if the District intends to recover the major error. Repayment terms will be mutually agreed upon between the District and the employee. Such repayment terms shall not exceed monthly amounts larger than specified in provision '4' above, unless mutually agreed.

vii. Overpayments may include, but are not limited to, wages, stipends, insurance contributions, opt-out payments, or other fringe benefits provided in error.

viii. The District will provide a statement informing the employee that, if the employee separates from employment, the District may recover any remaining balance from the employee's final paycheck to the extent permitted by law.

ix. Should an employee dispute the deduction through the grievance process prior to the deduction, no deduction shall be made until the grievance is resolved.

b. The above does not apply to acts of fraud or acts of commission.

ARTICLE FOUR: ASSOCIATION RIGHTS

4.1. The Association, committees of the Association, and/or designated Association representatives shall be allowed the use of facilities. Association use of District facilities provided in this Article will be subject to applicable laws and District policies.

4.2. The Association shall be allowed use of such office equipment as needed outside the regular workday and/or on designated breaks for the purpose of preparing and distributing Association information. Association use of equipment provided for in this Article will be subject to applicable laws and Board policies.

4.3. The District shall provide classified employees with information on how to access digital copy of this Agreement upon hire.

4.4. The District shall provide the Association with reasonable bulletin board space in each building where employees work for the Association. Association use of bulletin board space provided in this Article will be subject to applicable laws and District policies.

4.5. Up to four (4) Association representatives shall be granted a total of three (3) days each without pay and no loss in benefits from their regular school duties to attend the OSEA Annual Conference with approval of the superintendent.In lieu of time off without pay employees may elect to use accrued vacation time (if eligible), compensatory time (if available) or personal business leave.

4.6. The District shall allow designated union representatives to engage in the following activities and at the District's facilities, without loss of compensation or benefits:

a. Investigate and process grievances and other workplace-related complaints;

b. Attend investigatory meetings, hearings, and other due process proceedings;

c. Participate in, or prepare for, proceedings under ORS 243.650 to 243.809, or that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;

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

e. Attend labor-management meetings, safety committee meetings, and any other meetings between representatives of the District and OSEA to discuss employment relations and/or safety matters;

f. Testify in legal proceeding in which the designated union representative has been subpoenaed as a witness; and

g. Perform any other duties agreed upon by the District and Association in a collective bargaining agreement or any other agreement.

For the purpose of this Article, "designated representatives" shall include Chapter executive board officers, building representatives, OSEA staff members, and their designees. The District shall not reduce a designated representative's work hours to accommodate the performance of the activities listed above; however, the designated representative and supervisor may agree to a flex schedule that allows the designated representative to perform the activities above during paid work hours.

So long as it does not disrupt student contact time and the OSEA staff members follow building check-in procedures during student operating hours, OSEA staff members shall be permitted access to the District's facilities as needed to effectuate the Association's legal right to meet with employees within the bargaining unit, as set forth in ORS 243.798 and ORS 243.804.

4.7 New Hire/Non-Union Employees Meetings:

a. The Association has the right to meet with new employees, without loss of compensation or benefits within thirty (30) calendar days from the date of hire for a period of one (1) hour during new employee orientation or, if the District does not conduct new employee orientations, thirty (30) minutes at individual meetings. The District shall work the Chapter president/designee in scheduling individual meetings.

b. When hiring a bargaining unit member that will not attend a new employee orientation/group orientation, the District shall make every reasonable effort to provide the Association with ten (10) minutes paid time at the time the new employee is hired and/or signing paperwork to meet with the employee and schedule an individual meeting consistent with section 4.7(a). Every reasonable effort will be made to have these meetings so that they don't disrupt any employee's workday.

c. All non-union employees shall, upon request to their designated Union representatives and notification to their supervisor, be able to review Association information with their designated Association representatives for a total of thirty (30) minutes paid time during in-service.

ARTICLE FIVE: LAYOFF

5.1 Seniority shall be defined as the total length of continuous service as a classified employee within the District from the most recent date of hire. For accounting purposes, all authorized paid leave will be counted towards seniority, with the exception of FMLA/OFLA/PFMLI. Authorized, unpaid leaves of absence in excess of thirty (30) consecutive days will not count towards seniority, but will not break seniority. Classified employees who are laid off and subsequently recalled shall retain cumulative seniority for all periods worked except for the period of layoff.

When a layoff occurs within the bargaining unit, the Association and those employees affected will be notified at least thirty (30) calendar days in advance. This Article shall be interpreted to cover reductions in hours (except those instituted for disciplinary reasons), subject to the following conditions:

a. Reductions in hours may be made twice a year per employee.

b. In the event hours are reduced and the employee is eligible for benefits, such benefits (at the existing level at the time) shall continue through the current school year, unless the reduction is a total elimination of hours.

5.2 Layoff of bargaining unit employees will be based upon seniority, but such layoff will occur by classification.

5.3 Laid off employees will not be paid any salary or benefits during the period of layoff, except that the District shall continue paying the employer-portion of insurance premiums for laid off employees until the last day of the month in which the layoff occurred. Notwithstanding, a laid off employee may, at their own expense, continue insurance coverage subject to the approval of the insurance carrier(s) and consistent with the Consolidated Omnibus Budget Reconciliation Act (COBRA) as appropriate.

The employee to be laid off will be determined by inverse order of unbroken length of service with the District. When employees have equal seniority, the Association and District shall determine seniority by a mutually agreeable drawing method.

5.4 A laid off employee who previously worked in a different classification for the District may "bump down" an employee in that previous classification as long as the laid off employee has seniority, still meets the minimum requirements over the person to be bumped.

5.5 Recall rights shall exist for twenty-seven (27) months from the date of layoff. A laid off employee not recalled according to this procedure within the twenty-seven (27) months will be deemed to have been terminated in good

standing.

Whenever the District determines that a vacancy exists within a classification which has experienced a layoff within the last twenty-seven (27) months, laid off employees from that classification will be recalled in reverse order of layoff. The recall notice will be sent by certified mail to the last address the District has on record for the laid-off employee and via email if the District has retained an email address record for the laid-off employee. The laid off employee will have ten (10) workdays to respond to the recall notice. Recalled employees will not be required to accept the offered position, but will be required to acknowledge receipt of the offer and inform the District of their decision. Failure to respond within the ten (10) workdays to any recall notice will cause the laid off employee to forfeit all recall rights and will be deemed to be a resignation.

If no laid off employee has responded to the recall by classification, or if no further laid off employees exist from the classification, all other laid off employees may apply for the regular vacancy. Such application shall not prejudice the employee's rights to recall in their own classification.

5.6 For the purpose of administering this Article, and solely for this purpose, "classification ranges" for layoff shall be as listed below. In addition to the bumping allowed in paragraph 5.4 above, it is the intent of the parties that a senior employee may bump down within a "classification range," if the employee meets the requirements for the position as determined by the District, as listed below.

Job titles are arranged vertically in rank order within a classification group. This 'bumping' list is based on the assumption that the skills and experiences involved in performing higher ranked job functions are presumed to be transferable to jobs ranked below them.

<u>Range 1</u>
Maintenance
Head Custodian
Custodian
Grounds

<u>Range 2</u>
Administrative Asst. II
Administrative Asst. I
Bookkeeper

<u>Range 3</u>
Head Cook
Cook

Range 4
Mechanic
Mechanic Helper
Dispatcher/Trainer
Bus Driver

Range 5
Computer Tech

Range 6
Licensed Speech-Language Pathology Asst.

Range 7
SLC/Life Skills Asst.
Media Tech
Certified Educational Asst.

5.7 Association/Management Discussions: The Association may, upon notification of the layoffs, request to meet with a designated District representative to discuss the pending layoff(s) prior to the implementation of the layoff. As part of the discussion relative to displacement procedures, the Association may provide the District with suggestions or recommendations for reductions. However, such suggestions or recommendations shall not be construed as a right to bargain such issues, nor shall it cause timelines to be extended unless the District so desires; nor shall it deter the District from placing its determined course of action into effect.

ARTICLE SIX: MEAL AND REST PERIODS

6.1 Each employee working five (5) or more hours per day shall receive an uninterrupted meal period of at least one-half (½) hour. Such time shall be as scheduled by the employee's immediate supervisor and be as near as possible to the halfway point of the workday.

If an employee is unable to take their meal period, the employee shall notify their immediate supervisor as soon as practicable, but no later than two (2) working days after the missed meal period. Time worked in lieu of the scheduled meal period must be reported on the employee's timesheet. Time worked during a missed meal period shall be compensated in accordance with applicable wage and hour laws.

6.2 Each employee shall receive a fifteen (15) minute uninterrupted rest period during each four (4) hour period of consecutive service, or major portion thereof. Rest periods shall be scheduled as near as possible to the midpoint of the work segment. It is the responsibility of the District to provide rest periods. Such rest periods will be determined by the employee's immediate supervisor. Chronic or repeated missed rest periods shall be reported to the employee's immediate supervisor and reviewed to determine the cause and whether corrective action is warranted.

The District shall designate an appropriate location for employees to take required rest and meal periods. Employees may choose to take their rest period at an alternate location; however, in such cases, the rest period shall begin at the time the employee leaves their assigned work area and shall include any travel time to and from the alternate location.

Work schedules will be developed to allow employees a reasonable opportunity to take their rest periods.

6.3 Bargaining unit members may request to combine one or more rest periods with their meal period to create an extended meal period, subject to supervisor approval based on operational needs. This election is voluntary and shall not be imposed or required by the District.

Such requests may be considered for legitimate personal needs that require additional time during the workday.

Requests to combine rest periods with the meal period must be submitted in writing to the employee's immediate supervisor. Approval of such requests shall be based on the operational needs of the District. The District shall not unreasonably deny any such requests.

ARTICLE SEVEN: PERSONNEL RECORDS

7.1. The personnel records of all classified employees shall be maintained in the District's Personnel Office. Such personnel records shall not contain any information of a critical nature that does not bear either the signature of the employee indicating that they have been shown the material or documentation that the employee has refused to sign it. A copy of such material shall be furnished to the employee upon request. The employee's personnel records shall be available for inspection upon their request during the district office hours. Employees shall make an appointment with the District Office to inspect their personnel file and a District Office employee will be present during the review of the file. Upon request, classified employees may receive a digital copy of their personnel file provided through a secure file transfer method.

7.2. Employees have the right to respond to any comments in the file and permanent record by attaching a written statement. The written statement must be received by the Human Resources Department within twenty (20) working days after the material in question was presented to the employee (as shown by employee's initials or signature or witnessed statement that the employee was given the opportunity to read and sign the material). Any materials produced prior to July 1, 2026, shall be subject to written statements upon request notwithstanding the twenty working day window established above.

7.3. An employee will have the right to indicate those documents and/or other materials in their file which the employee believes to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by the superintendent or designee and if the superintendent or designee agrees, the documents will be destroyed.

7.4. Material placed in the personnel record of an employee without conformity with the provisions of this Agreement will not be used in any subsequent evaluation or disciplinary procedure involving the employee.

ARTICLE EIGHT: SEPARABILITY OF PROVISIONS

8.1 In the event that a provision of this Agreement is declared invalid by any court of competent jurisdiction, such decision shall apply only to a specific article, section, or portion thereof directly specified in the decision. Such a decision shall not invalidate the entire Agreement, it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE NINE: WAGES

9.1 Rate of Pay Definitions for purposes of this Article:

a. Regular Rate: Hours worked Monday through Friday, up to and including forty (40) hours in the workweek, shall be paid at the employee's regular hourly rate

b. Overtime Rate: All hours worked in excess of forty (40) hours in a workweek shall be paid at one and one-half (1½) times the employee's regular hourly rate.

c. The workweek shall run from Sunday through Saturday.

9.2 Cost of Living Adjustment (COLA):

Wages shall be as indicated on the attached hourly wage schedule (Appendix A and B) and by this reference incorporated herein.

The salary schedule for the 2026-27 contract year shall be increased by a cost of living adjustment (COLA) of three percent (3%).

The salary schedule shall be modified to include an additional step, Step 9, indexed in accordance with the provisions of this Article effective upon ratification. All employees currently placed on Step 8 and eligible for step advancement shall be advanced to Step 9.

The salary schedule for the 2027-28 contract year shall be increased by a cost of living adjustment (COLA) of three percent (3%).

9.3 Salary Schedule Index:

Increases between each step shall be three and three-quarters percent (3.75%).

Step increases shall be awarded in the first pay period of the new contract year (on or after July 1), provided the employee has completed six (6) months of service.

Employees hired after February 1 shall be eligible for step advancement in the first pay period of their new contract year following their initial year of employment.

Employees who work less than sixty percent (60%) of their scheduled workdays in a contract year shall not receive a step increase until the following contract year. Protected leave types shall be excluded when calculating the sixty percent (60%).

9.4 Longevity Steps:

Employees shall receive an additional fifty cent ($0.50) increase to their regular hourly rate upon completion of ten (10) consecutive years of service with the District and an additional fifty cent ($0.50) increase upon completion of fourteen (14) consecutive years.

Employees eligible will receive this benefit upon ratification, retroactive to July 1 if applicable.

9.5 A permanent change in position involving new duties with higher pay shall be accomplished by moving the employee affected to the appropriate hourly wage classification range and step for the new position, which provides an hourly wage rate higher than they were receiving prior to the change.

9.6 The regular full-time work schedule shall consist of an eight (8) hour workday and a forty (40) hour workweek unless mutually agreed upon by the Association, employee and Superintendent or designee to ten (10) hour workdays not to exceed a forty (40) hour workweek. Time worked in excess of the regular workweek shall be compensated for by payment at the overtime rate of one and one-half (1½) hours for each hour of overtime worked. By mutual agreement between the Superintendent or their designee and the individual employee compensatory time may be provided instead of overtime pay at the rate of one and one-half (1½) hours for each one hour of overtime worked.

a. When an employee is granted compensatory time under Oregon wage and hour law and FLSA for overtime work, the following guidelines apply:

i. Employees must receive prior approval from their supervisor/designee before accruing comp time.

ii. An employee may not accrue more than two hundred forty (240) total hours of compensatory time for overtime hours worked.

iii. Employees are encouraged to take accrued compensatory time within the month earned. Accrued compensatory time must be taken during the school year in which it is earned or a plan to use the time by October of the following school year. Supervisors will not unreasonably deny the use of compensatory time.

iv. Any compensatory time not taken within twelve (12) months or such compensatory time in excess of the two hundred forty (240) hour accrual maximum must be paid at a rate equal to one and one-half (1½) times the employee's current rate.

b. Accrued compensatory time must be paid to the employee upon termination.

9.7 An employee in the bargaining unit called back to work, meaning they are requested to return to the workplace outside of their scheduled work hours to respond to unexpected situations, shall be guaranteed a minimum of two (2) hours pay.

9.8 Step Placement

The District shall place new hires in accordance with Oregon Pay Equity Law requirements. New hire step placement determination shall include following a matrix for salary

Initial step placement shall be determined by the District based upon bona fide factors, including but not limited to:

a. District experience (seniority);
b. relevant position experience;
c. training; and
d. Education.

9.9 Employees shall be entitled to two (2) pay draws each year.

9.10 Qualified employees will be considered for additional hours before the district hires a non-employee substitute. However, employees shall not be placed in a position that would result in work exceeding forty (40) hours per week.

a. An employee voluntarily substituting or performing duties of a different classification shall be paid at their current step level in the different classification.

b. An employee required by their supervisor to perform duties of a different classification shall be paid at their current rate or their current step level in the different classification, whichever is greater.

c. In the event less than twelve (12) month employees are called back to work prior to the actual start of their work year, they shall be paid their regular rate of pay, however such early recall will not change the scheduled work year.

d. Classified employees may be sponsored as certified substitute teachers based on experience and ability.

9.11 When an Educational Assistant who holds a valid TSPC substitute teaching license is assigned by the District, or volunteers and is approved by the District, to serve as the substitute teacher of record to cover a classroom vacancy in the absence of a licensed staff member, the employee shall be compensated at the District's certified substitute teacher rate for the hours worked in that assignment.

This provision applies only when the Educational Assistant is assigned to perform the duties of a substitute teacher and shall not apply to temporary supervision of students or short term coverage that does not require the Educational Assistant to act as the substitute teacher of record.

9.12 Longevity Bonus:

A one-time-only bonus in the amount of five hundred dollars ($500) will be paid to employees who complete their fifth (5th), tenth (10th), fifteenth (15th), twentieth (20th), twenty-fifth (25th), thirtieth (30th) years, and every five years thereafter of consecutive years of service to the District.

Eligible employees shall be paid at the first available payroll following their anniversary of hire. Employees recalled in accordance with Article 5 shall maintain consecutive service for the purpose of longevity.

9.13. Each less-than-twelve (12) month employee shall be paid in twelve (12) equal payments. Paychecks shall be received on the last business day of each month, except December. Payday will be the last student contact day in December.

9.14. Emergency Closure/Delay:

a. Maintenance, grounds, mechanic, mechanic helper, and custodial staff will maintain their regularly scheduled working hours on days when schools are closed or opening late due to an emergency, such as inclement weather. Work schedules may be modified by the Superintendent/designee based on maintenance needs. Notification of the work schedule will be made by the maintenance supervisor in a timely manner. For non-maintenance employees, the Superintendent/designee shall determine which employees are to report to work on days when schools are closed due to emergency situations. Work schedules may be modified by the Superintendent/designee.

b. Employees not required to report to work on days when schools are closed shall not receive a pay reduction for those days.

c. In the event of an emergency school closure the District may reschedule student contact make-up days. Those employees, who were not required to work during days the schools were closed due to an emergency such as inclement weather, shall report for work on the student contact make-up day without compensation on the day for day basis.

d. No employee will suffer a loss nor will any employee profit from a school closure.

9.15 Extracurricular Sporting Events:

a. At the beginning of each athletic season, the District shall solicit all staff interested in working extracurricular sporting events.

b. For each event that does not have enough volunteers to cover the duties, the District shall assign staff from the list on a rotating basis to ensure equitable distribution of opportunities. Rotation shall proceed in order of the list, and any employee who declines or is unavailable for an offered assignment shall be passed over for that event and remain in their current spot in the rotation. Only when all employees on the list decline an assignment may the District utilize other workers.

c. Compensation for working athletic events shall be paid at the applicable Columbia County minimum wage rate in effect at the time the work is performed.

d. All hours worked by classified employees at authorized athletic events in excess of a total of forty (40) hours per week shall be compensated at a rate of one and one-half hours per excess hour.

9.15 Coaching / Extra Duty Stipends:

a. The base compensation for coaching assignments will be equivalent to that established in Appendix D of the certified collective bargaining agreement between the Clatskanie Education Association and the Board of Directors of Clatskanie School District 6J.

b. Employees serving in paid coaching positions shall be eligible for paid Athletic Leave when necessary to perform coaching activities that conflict with the employee's regularly scheduled work hours.

c. Athletic Leave may be used for Oregon School Athletic Association (OSAA) sanctioned competitions, District-identified middle school competitions, or other District-identified events.

d. Paid Athletic Leave shall be available only to employees receiving compensation for coaching assignments and shall not apply to volunteer coaches.

ARTICLE TEN: FRINGE BENEFITS

10.1 District Insurance Contribution and Eligibility

All employees whose position schedules them to work twenty (20) or more hours a week shall qualify for the maximum District contribution.

a. For the 2026-2027 insurance contract year, the district's monthly contribution toward insurance shall be the greater of $2,000.

b. For the 2027-2028 insurance contract year, the district's monthly contribution toward insurance shall be the greater of $2,050.

10.2. Bargaining unit members, at their discretion, may select a different insurance plan utilizing the maximum District contribution to supplement the payment of the insurance premium. The plans available shall be plans offered by OEBB. The District will pay the maximum District contribution for a twelve (12) month period, so long as the employee remains employed with the District.

a. All classified employees shall be eligible to receive the District's insurance contribution. In the event an employee's spouse (or significant other) has District/non-District provided medical insurance, that employee can elect to alter their status (opt out or sign up) on an annual basis. Such an election must be made during District open enrollment in September and is not reversible, except for a major life change or as applicable under local, state, and/or federal law.

b. Any classified employee who is covered by another medical insurance policy (through spouse or significant other), and therefore elects not to be covered under the District policy, may receive instead thirty percent (30%) of the maximum District contribution per month cash payment (subject to taxation). Such payment will be paid for a twelve (12) month period, so long as the employee remains employed with the District. Eligibility for insurance opt-out must comply with OAR 111-040-0050.

c. Should an employee enroll in a Health Savings Account (HSA) eligible plan, the District shall make a contribution to a Health Savings Account each month equivalent to the difference between the maximum District contribution applicable to the employee (e.g., Employee-only, Employee-Children, etc.) and the HSA premium, up to the limit allowed by law. District contributions shall be made in compliance with applicable federal tax law, including Internal Revenue Code limits.

d. Should the maximum District contribution set forth above be insufficient to pay for the monthly premium costs of any or all of the insurances, then the parties agree that excess premium payment will be made by the employees by way of monthly payroll deductions.

e. Employees shall have benefits terminated on the first day of the month following termination of employment.

f. The District will not be obligated and shall not pay for any medical and/or dental expenses not covered by the insurance carrier(s). Such expenses shall be the sole obligation of the employee(s) incurring the expense(s).

10.3. New Hire District Insurance Eligibility

a. Benefit eligibility shall begin on the first (1st) day of the month following the employee's hire date if the hire date occurs on or before the twentieth (20th) day of the month. If the hire date occurs on or after the twenty-first (21st) day of the month, benefit eligibility shall begin on the first (1st) day of the second month following the hire date.

b. The District shall make benefit coverage available to eligible employees and provide notice of enrollment procedures and deadlines. Employees are responsible for timely completing and submitting all required enrollment forms and documentation.

c. The District shall not be responsible for retroactive coverage, premium payments, or reimbursement of expenses resulting from an employee's failure to timely enroll or provide required information, except in cases of District administrative error.

d. Eligibility, enrollment, effective dates of coverage, qualifying events, and all other benefit administration requirements shall be governed by applicable Oregon Educators Benefit Board (OEBB) rules, policies, and procedures, as amended from time to time. In the event of a conflict between this Agreement and OEBB requirements, OEBB requirements shall control.

10.4. Limitation of District Liability

The District shall not be obligated to pay any medical and/or dental expenses not covered by the insurance carrier(s). Any such expenses shall be the sole responsibility of the employee(s) incurring the expense(s). The District shall have no liability beyond the payment of premiums or contributions expressly provided for in this Agreement.

10.5. Life Insurance

Each classified employee of the District shall receive a one hundred thousand dollar ($100,000) District-paid life insurance policy, effective within thirty (30) days from the employee's date of hire, from the District. Coverage shall become effective on the first (1st) day of the month following the employee's hire date if the hire date occurs on or before the twentieth (20th) day of the month. If the hire date occurs on or after the twenty-first (21st) day of the month, coverage shall

become effective on the first (1st) day of the second month following the hire date.

10.6. Reimbursement for District Approved Training/Tuition:

a. The District will pay expenses for training programs for classified personnel, including mileage, meals, registration fees, etc., with prior approval of the superintendent. The District will pay an employee at the regular rate of pay for time spent in District required classroom training programs related to job responsibilities.

b. Classified District employees will be reimbursed for college tuition or workshop or training expenses when the expense is related to attainment of District certification as a CSD Certified Educational Assistant or as a Certified Speech-Language Pathology Assistant. All expenses must have prior approval of the superintendent and be identified in an employee's professional development plan for certification as a CSD Educational Assistant or Speech Pathology Assistant. Salary, travel expense and meals will not be reimbursed by the District if the classified employee is seeking advancement in classification and pay resulting in certification as a CSD Educational Program Assistant or Certified Speech-Language Pathology Assistant.

10.7. In the event an employee is required to use a personal car for the purpose of conducting school business, the employee shall be reimbursed for mileage at the Internal Revenue Service (IRS) rate in effect at the time the mileage is incurred.

10.8. The District shall provide maintenance and groundskeeper employees with appropriate footwear and rain gear necessary to perform their job duties. The District will identify approved footwear and rain gear options from which employees may select.

The District shall purchase such items for eligible employees once every two (2) years, or more frequently if replacement is required due to normal wear and tear, as determined by the District.

The District shall provide mechanics with the tools, equipment, and supplies reasonably necessary to perform their assigned duties.

Items provided under this section shall remain the property of the District and may be required to be returned upon separation from employment. Any such items must meet District safety and job-related specifications.

ARTICLE ELEVEN: LEAVES

11.1 Definitions: For the purpose of this Article, the following definitions apply:

a. Twelve (12) month employees shall be employees whose regularly scheduled work year contains two hundred and forty (240) days or more.

b. Eleven (11) month employees shall be employees whose regularly scheduled work year contains at least two hundred and twenty (220) days.

11.2 Vacation Leave:

a. Vacation shall accrue according to the schedule below.

Years of Service	0-4	5-9	10+
12-Month Employees Vacation Days	10	15	20
11-Month Employees Vacation Days	5	7.5	10

b. Vacation shall be credited to the employee at the beginning of the fiscal year or work year, whichever is applicable. In the case of employees who begin service after commencement of the work year, vacation will be credited on the first day of employment and will be prorated. Such credit for vacation is only an advance on the amount projected to accrue during the employee's work year. Midyear resignations or terminations will result in an adjustment of any unearned vacation.

c. Employees may carry over up to five (5) unused vacation days from one vacation year to the next. Any accrued vacation in excess of five (5) days shall be automatically paid out at the employee's regular hourly rate in the June payroll. Vacation payouts shall be calculated at the employee's rate of pay at the time of payout.

d. Vacations shall be scheduled in such a manner that a minimum number of employees shall be on vacation at any one time. The employee and the District will mutually agree upon dates of vacations. Accepted vacation time may not be rescinded by the District. Where two (2) or more employees request the same vacation period but cannot all be released at the same time, approval shall be granted on a first-come, first-served basis, as determined by the date and time the request was submitted, subject to District operating requirements.

e. If an employee has a qualifying use of sick leave, pursuant to provision

four (4) of this Article, during scheduled vacation leave, the bargaining unit member may convert the affected period to sick leave. The District may request they provide a doctor's certificate stating that the illness or injury would have prevented the employee from working during that time period.

11.2 Personal Business Leave:

a. Twelve (12) Month Employees are granted three (3) personal business days. All other employees shall be granted two (2) days personal business days, renewable each year.

b. One (1) additional personal business leave day will be granted to employees who begin their sixth (6^{th}) year of consecutive service and continue through the duration of their employment.

c. Employees who do not choose to use any portion of their personal leave after May 15 of each fiscal year may elect to roll no more than three (3) personal leave days into the following year's personal leave (accumulated leave not to exceed five (5) days or receive payment at their regular rate of pay for their scheduled amount of hours. Such election must be submitted in writing in accordance with District procedures to the Business Office no later than the last business day in May. Payment, if elected, shall be made on the next regular payroll cycle.

d. Personal business leave black out days shall include the day before and after the holidays listed in Article 14.1, the day before and after fall break, winter break, and spring break, and the first and last day of school. Employees may not utilize Personal Business Leaves on those identified days without supervisor approval.

11.3 Bereavement Leave:

a. Bereavement leave with full pay shall be allowed up to a maximum of five (5) work days, or the equivalent number of scheduled work hours, to be used within sixty (60) calendar days of each death in the immediate family during an employee's work year. Definition of immediate family shall be pursuant to 11.4(e). The Superintendent or their designee may grant additional leave or extend the timeline for taking leave.

b. Bereavement leave will be allowed for the early termination of pregnancy due to the natural loss of a fetus. Definition of immediate family for this section will only include the employee's children and spouse or any relative who is the resident responsibility of the employee.

11.4 Sick Leave Accumulation:

a. Each regular employee shall be allowed ten (10) days sick leave per year or one (1) day per month, whichever is greater, up to a maximum of twelve

(12) per year (prorated in hours for part-time employees).

b. Sick leave shall be credited to the bargaining unit member at the beginning of the fiscal year or work year, whichever is applicable. In the case of bargaining unit members who begin service after commencement of the work year, sick leave days will be credited on the first day of employment and will be prorated. Such credit of sick leave is only an advance on the amount projected to accrue during the employee's work year. Midyear resignations or terminations will result in an adjustment of any unearned but used sick leave.

c. Sick leave not taken shall accumulate on an unlimited basis. Up to seventy five (75) sick leave days may be transferred from another school district; however, the accumulation shall not exceed that carried out by the most recent employing district and shall not be effective until the employee has completed thirty (30) days with the new district.

d. Bargaining unit members may use accrued sick leave for:

   i. For the bargaining unit member's own mental or physical illness, injury, health condition, medical diagnosis, care, treatment, or preventive care.

   ii. To care for a bargaining unit member's family member with a mental or physical illness, injury, health condition, medical diagnosis, care, treatment, or preventive care.

   iii. For absences covered under Oregon Family Leave (OFLA) and/or Paid Leave Oregon, including but not limited to parental leave, bereavement leave, and safe leave related to domestic violence, harassment, sexual assault, or stalking.

   iv. For absences related to a public health emergency, including closure of the workplace or a child's school or place of care, or where the employee or a family member is excluded from the workplace or community for health or safety reasons.

   v. Blood donation

   vi. Any other family member defined by applicable state or federal law.

e. For purposes of leave use under this Agreement, a family member is defined as follows:

   i. A spouse or domestic partner.

   ii. A biological, adoptive, foster, stepchild, or any child for whom the bargaining unit member is or was acting in loco parentis.

iii. A parent, stepparent, foster parent, adoptive parent, parent-in-law, or a person who acted in loco parentis to the bargaining unit member when the bargaining unit member was a child.

iv. A grandparent, grandchild, or sibling (including step-sibling or sibling-in-law).

v. Any individual related by blood or whose close association with the employee is the equivalent of a family relationship (affinity).

vi. Any other family member defined by applicable state or federal law.

f. Upon retirement, the District shall report all accumulated, unused sick leave hours for each eligible employee to the Oregon Public Employees Retirement System (PERS) for purposes of retirement service credit calculation.

g. Any employees who are absent on approved sick leave may, upon use of all accumulated sick leave, be placed on leave without pay for up to three (3) months. An employee approved for sick leave without pay must reapply for approved sick leave without pay each three- (3) month period.

h. An employee who is absent on sick leave in excess of five (5) consecutive school days may be required to furnish the principal or supervisor with a doctor's certificate stating that the illness or injury prevents the employee from working. The District may subsequently require a fitness for duty statement by the doctor before returning to duty.

11.5 Sick Leave Bank:

The purpose of the Sick Leave Bank shall be to provide additional sick leave to eligible and participating Classified employees beyond their accrued personal sick leave For the purpose of access to the sick leave bank, the leave must qualify pursuant to Article 11.4(d) and 11.4(e). When Classified employees are newly hired, they will be given the option to join the sick leave bank by donating one of their sick days to the bank. Current Classified employees who are not yet sick bank members may join by donating one day to the bank during open enrollment, September 1 to November 1 of each year. The sick leave bank will operate as follows:

a. A joint committee of three (3) members appointed by OSEA will oversee the Sick Leave Bank. The committee will meet as needed to review applications. An OSEA Representative can also attend as a non-voting member to observe.

b. Only Classified employees who donate the aforementioned sick leave to the sick leave bank shall be eligible to receive sick leave bank leave. Such

eligible Classified employees shall be able to request sick leave bank utilization after they have expended any sick leave they have accrued. An employee will not be eligible for the sick leave bank if receiving funds from Paid Leave Oregon.

c. The bank is required to have a minimum balance of two-hundred fifty (250) hours. Should the balance fall below that figure, members will be asked to contribute additional hour(s), as determined by the committee, to maintain their membership.

d. If a Classified employee who is already a member of the bank does not have sick leave available to donate at the time of the contribution (b. above), they may remain a member of the bank and the donation will be deducted from their next accrual of sick leave.

e. The committee and the District will share necessary information to maintain accurate leave and payroll records.

11.6 Paid Leave Oregon

a. Employees on using leave pursuant to Paid Leave Oregon may elect one of the following sick leave supplementation options:

b. No supplementation of the benefit received;

c. Supplementation of the benefit by applying accrued leave in whole-hour increments, as determined by the employee, to each day of leave; or

d. Supplementation on a day-for-day basis concurrent with the state/federal benefit, regardless of whether the combined total exceeds one hundred percent (100%) of regular base pay.

11.7 Court Duty:

Employees subpoenaed for a courtroom appearance shall be granted up to two (2) paid leave days per incident.

11.8 Jury Duty:

Employees summoned for jury duty will be paid their regular salary.

The employee's supervisor shall receive advance notice, when possible, of required jury duty or court appearances. Upon being excused from jury duty or appearance as a witness during any work day, the employee shall report to their supervisor for possible assignment for the remainder of the regular school day.

11.9 Emergency Leave:

Emergency leave of up to five (5) days per incident, with pay, may be granted for a serious and unforeseen emergency that requires the employee's immediate attention and cannot reasonably be addressed outside of work hours.

A serious emergency is defined as a sudden, unexpected event involving:

Significant damage to the employee's primary residence (e.g., fire, flood, or similar disaster);

A situation that poses an immediate threat to the health or safety of the employee or a family member; or

Other comparable circumstances of an urgent and compelling nature requiring the employee's immediate absence.

11.10 Voluntary, Unpaid, Non-Medical Leave of Absence:

a. Definitions:

   i. A long-term voluntary, unpaid, non-medical leave of absence is 31 days or more.

   ii. A short-term voluntary, unpaid, non-medical leave of absence is 30 days or less.

b. An employee must first exhaust all other appropriate leave balances to be eligible for any voluntary, unpaid, non-medical leave of absence.

c. An employee may apply for leave without pay for a specific period of time up to one (1) year for extenuating circumstances provided a suitable replacement is available and the leave is neither disruptive to the operation. If leave without pay is granted, increases in compensation (except experience increments which would be allowed if an employee worked six (6) months since their last experience step increase) and other benefits that went into effect during the time the employee was on leave without pay shall be applied to the employee's compensation upon returning from leave.

d. Employees utilizing a voluntary, unpaid, non-medical leave of absence will have their vacation, personal business, and sick leave pro-rated proportionately to the duration of the unpaid leave and their contracted days.

11.11. Long-Term Unpaid Leave of Absence Voluntary, Unpaid, Non-Medical Leave of Absence:

Employees approved for long-term voluntary, unpaid non-medical leave of absence may elect to continue receiving insurance benefits from through the District; however, the employee shall be responsible for the full cost to be paid to the District monthly of such benefits and shall remit payment directly to the District on a monthly basis.

16.a. For benefits administered through the Oregon Educators Benefit Board (OEBB), all premiums and associated costs must be paid to the District in accordance with District procedures.

16.b. For optional benefits administered through third-party providers (e.g., Section 125 plans, short-term disability, or other supplemental insurance), the employee shall be solely responsible for making payment arrangements directly with the applicable provider.

16.c. Failure to remit timely payment may result in cancellation of coverage in accordance with applicable plan rules and District procedures.

11.12 Short-Term Voluntary, Unpaid, Non-Medical Leave of Absence:

a. An employee must first exhaust all other appropriate leave balances to be eligible for short-term unpaid leave days. An employee may request a Short-term Unpaid Leave provided a suitable replacement is available and the leave is neither disruptive to the operation, nor a short-term voluntary, unpaid, non-medical leave cannot be taken during either the first two (2) or the last two (2) weeks of the school year. However, in an emergency situation a waiver may be granted with the approval of the supervisor and Superintendent.

b. Unpaid leaves of up to three (3) days are approved by the principal or department administrator and shall not be arbitrarily denied.

c. When the unpaid leave falls on either or both sides of a recess period or holiday, or is more than three (3) days, the unpaid leave must also be approved by the Superintendent.

d. When unpaid leave falls on a paid holiday, the employee will not be eligible to receive holiday pay.

e. Employees utilizing short term unpaid leave of absence will have their vacation, personal business, and sick leave pro-rated proportionately to the duration of the unpaid leave and their contracted days.

f. Employees who are approved for a short-term voluntary, unpaid, non-medical leave of absence and receive a District contribution or opt-out amount pursuant to Article I0.I of the parties' CBA, shall be responsible for the actual cost of the insurance fringe benefits for the duration of the leave.

i. The District may deduct this amount in accordance with Article 3.7.

ii. If a bargaining unit member does not return to work, the District may seek to recover amounts paid for insurance coverage on behalf of the bargaining unit member by other means in accordance with state and federal law.

iii. The District shall notify the bargaining unit member before making any wage deduction in accordance with applicable law, including the notice requirements of Oregon Senate Bill 968 and ORS 652.610.

ARTICLE TWELVE: CONDITIONS OF EMPLOYMENT

12.1. Probationary Period:

The intention of the probationary period is to support the growth of employees through constructive feedback and promote relational trust. All new employees will be hired on a six (6) month probationary period, exclusive of months where twenty (20) or more days are considered a recess period. Three (3) written reviews must be completed by their supervisor, one every other month.

If an evaluation has not been completed within the six (6) month probationary period due to the District's failure to conduct the evaluation, the employee shall be considered a regular employee at the end of the six (6) month period. Delays caused by the employee's unavailability or failure to participate in the evaluation process shall not count toward the probationary period timeline, and the probationary period may be extended until the evaluation is completed.

12.2. Negotiated increases will become effective on July 1 of each year for which an increase is applicable.

12.3. The cost of fingerprinting and background checks required by the Oregon Department of Education (ODE) and or the District, including both the fingerprint appointment processing fee and the ODE fingerprint processing fee, shall be paid by the employee at the time of submission.

a. Upon successful completion of the employee's six (6) month probationary period, the District shall reimburse the employee for the cost of the initial ODE fingerprint processing fee and the initial fingerprint appointment processing fee. Regular employees shall receive reimbursement after providing receipt.

b. The District shall not be responsible for any additional costs incurred by the employee due to rescheduled appointments, missed appointments, or additional fingerprint submissions.

c. The District will reimburse only one (1) set of fingerprinting and background check fees per employee.

d. The District will not be responsible for charges incurred by the employee for rescheduled appointments or no shows to appointments.

12.4. During the term of this agreement, the Association and its bargaining unit members will not initiate, cause, permit to participate, or join in any District-related strike, work stoppage, slowdown or other concerted activity, including the observance of the picket line against the school district during the employees designated work hours. There will be no lockout of employees in the bargaining unit by the District during the term of this Agreement.

12.5. Annually, and not later than August 15, less than twelve (12) month classified employees will be notified by email of their assignment for the following school year. Such notice will include the anticipated number of days of work,and the number of hours per day. Work location or specific assignments may be included when known but are subject to change based on student enrollment, program needs, and the operational needs of the District.

12.6. The District agrees that for the life of this Agreement it shall not contract out bargaining unit work except to the extent that specialized contractors may be utilized to perform work requiring state or federal licensure for which no bargaining unit employee possesses.

12.7. The District agrees to establish a communication device for the purpose of notifying employees to not report to work in the event of school closure due to weather or other emergency situations.

ARTICLE THIRTEEN: SPECIAL EDUCATION

13.1 Access to specialized plan records: Bargaining unit members who are assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student shall have access to the student's individualized education program (IEP), 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability related support needs. Access shall be provided in accordance with Oregon and federal law and regulations.

13.2 Consultation on Specialized Plans: Whenever the process of developing, reviewing or revising a student's specialized plan begins, each employee that provides support services for that student will be notified. All employees that provide a specialized service shall be given the opportunity to provide input to be used when the student's specialized plans are developed, reviewed or revised prior to any specialized meeting. All subject employees shall be given paid time during their workday to provide such input.

13.3 Notification of Specialized Plan Meetings: When possible, all employees that provide a specialized service shall be provided with advanced notice of at least seven (7) calendar days prior to the meeting.

13.4 Participation in Specialized Plan Meetings: The District will invite all subject employees to participate in the portion of a specialized plan meeting that relates to the support services that the employee provides for the student.

When an employee is invited to attend and participates in a meeting pursuant to this Article, the District will release that employee from their regular job duties when applicable to attend the meeting on paid work time and provide coverage necessary to enable that employee to attend the meeting. Subject employees will be compensated for time spent in the meeting that extended beyond their normal work hours. Attendance at these meetings is optional unless directed otherwise by a supervisor. Subject employees that wish to attend such a meeting must notify their supervisor at least one (1) business day in advance of the meeting, to allow the District to arrange coverage.

The District is not obligated to reschedule a meeting if an employee cannot attend due to a personal conflict, illness, or absence. A subject employee may also choose to not attend the meeting. However, in such an event, the employee that is unable to attend or chooses to not attend will be permitted to provide input via alternative means, and to receive an update following the meeting.

In the event that the student's parent or guardian objects to a specific employee's attendance at a meeting, the case manager shall inform that employee that the parent or guardian has objected, and the employee will not be permitted to attend. The case manager shall ask the parent or guardian for the reason for that objection and shall record the reason given. In such a case, that employee will remain permitted to provide input using the procedures described herein and will be entitled to receive an update following the meeting. If an employee has been excluded from a meeting due to an objection from a parent or guardian, the employee and/or their union representative may request a meeting with the case manager to review the reason for the parent objection. No District employee may induce or attempt to induce a parent or guardian to object to the attendance of a given employee for the sole purpose of causing that employee to be excluded from the meeting.

13.5 Training: The District shall provide all subject employees with adequate training, within a reasonable time frame, to safely provide the support services the employee is assigned to provide. If an employee believes that they have not received adequate training under this provision, the aggrieved employee may file a request for review with the (1) Principal, (2) Special Education Director, then (3) Superintendent. The District shall promptly, meaning within fourteen (14) calendar days of receiving such a report, absent extraordinary circumstances that necessitate a longer response time, review and respond in writing to all reports of alleged training deficiencies, and take other corrective action as deemed appropriate If the District ultimately disagrees with the employee that the employee has not been adequately trained, the District shall explain the basis for its conclusion in its written response.

13.6 Student Toileting: Employees will be provided guidance and training regarding student personal care, including toileting procedures. The District will make reasonable efforts to ensure appropriate support is available when assisting students, while ensuring that student health, safety, and dignity needs are addressed in a timely manner.

ARTICLE FOURTEEN: HOLIDAYS

14.1. Paid holidays for employees in the bargaining unit shall be:

Independence Day*	Christmas Eve Day
Labor Day	Christmas Day
Veterans Day	New Year's Day
Thanksgiving Day	Memorial Day
Day after Thanksgiving	Juneteenth*

Holidays marked with an asterisk (*) shall only be available to bargaining unit members with twelve (12) month contracts who work at least two hundred forty (240) days per year.

14.2. Holidays falling on Saturday or Sunday will be observed on weekdays immediately preceding or following the weekend as determined by the District calendar for the year in question.

ARTICLE FIFTEEN: GRIEVANCE PROCEDURE

15.1 The purpose of this procedure is to secure the exclusive and expeditious means of solving grievances at the lowest possible level regarding an alleged violation of this Agreement.

15.2 Level One. Within twenty (20) calendar days of the alleged occurrence or within twenty (20) calendar days of knowledge of such occurrence the grievant will first discuss the grievance with the immediate supervisor or building principal in an attempt to resolve the matter informally at that level. If not satisfied with the response, the grievant shall complete a written grievance form which shall set out the facts upon which the grievance is based, the Article(s) alleged to have been violated, how the District action or inaction allegedly violated language cited and the remedial action requested. The grievance form shall be submitted to the immediate supervisor and/or the building principal.

The building principal or supervisor shall then meet with the grievant and representative within seven (7) calendar days to attempt to resolve the grievance. The principal or supervisor shall communicate in writing within seven (7) calendar days after the meeting the decision to the employee and the representative.

15.3 Level Two. If the grievant is not satisfied with the decision or if no decision is rendered within the required time period, the grievant may appeal the decision within seven (7) calendar days to the Superintendent. The grievant will include a copy of the original grievance form and an explanation why the grievant is not satisfied with the findings at Level One of this procedure.

The superintendent will discuss the grievance with the grievant and representative within fourteen (14) calendar days of the request and try to resolve the grievance. The superintendent shall communicate the decision in writing within seven (7) calendar days after the meeting to the school board, the grievant and the representative. If dissatisfied with the action of the superintendent or if no decision is rendered within the required time period, the grievant may request a meeting with the school board within seven (7) calendar days after receiving the decision of the Superintendent. The grievant will submit a copy of original grievance form submitted at Level One and copies of the decisions at Level One and Two along with an explanation why the decisions rendered at those levels are unacceptable to the grievant.

15.4 Level Three. Within twenty (20) calendar days of receipt of the appeal from the superintendent's level, the board will schedule a meeting with the grievant and representative to discuss the matter. The board will render a decision in writing within fourteen (14) calendar days after the conclusion of the meeting. A copy of the board's decision shall be sent to the grievant and

representative.

Nothing herein stated shall deprive the grievant of rights to be represented by the Association before the Board. The Association shall have the right to be present for any adjustment of the grievance.

15.5 Level Four. The Association, if dissatisfied with the decision at the board's level or if no decision is rendered within the required time period, may appeal the grievance to arbitration within ten (10) calendar days. Only the Association may carry the grievance procedure to Level Four and only the specific grievance as filed at Level One may be submitted to arbitration.

Within five (5) days of receipt of the appeal, the superintendent or their designee and the Association shall attempt to select a mutually acceptable arbitrator. If this is not done, the parties shall, on the sixth (6th) day, initiate a request to the Employment Relations Board (ERB) for a list of five (5) arbitrators who reside in the state of Oregon. The party to strike the first name shall be determined by a coin flip and the losing party shall strike one name. This process will be repeated. The one remaining shall be the arbitrator. The hearing shall be conducted in a manner agreed to by the parties or, failing such agreement, as determined by the rules of the American Arbitration Association in effect at that time.

The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof, and may not add to, subtract from, modify or amend any terms of this Agreement. The arbitrator shall have no power to substitute their discretion for that of the board in any manner not specifically contracted away by the board. A decision or award of the arbitrator shall, within the scope of the arbitrator's authority, be final and binding on both parties.

In case of a grievance involving any continuing or other money claim against the District, no award shall be made by the arbitrator which shall allow any alleged accruals for more than one (1) year prior to the date when such grievance shall have first been presented to the immediate supervisor or principal.

Expenses for the arbitrator's services and the proceedings shall be borne equally by the parties. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record and provide a copy to the other party at the cost of reproduction only.

ARTICLE SIXTEEN: DISCIPLINE, DISMISSAL, AND JUST CAUSE

16.1. The District shall not discipline, suspend without pay, reduce in basic compensation or dismiss any classified employee without just cause. Just cause shall include, but will not be limited to:

a. The employee has been adequately warned of the consequences of their conduct;

b. A thorough investigation was completed by the District prior to administrating the discipline;

c. The investigation will be fair and objective;

d. The investigation produced substantial evidence, with the appropriate evidentiary standard, or proof of guilt prior to discipline;

e. Policies, rules, and discipline will be applied evenhandedly and without discrimination. Past non-enforcement of District policies or rules shall not limit the District from enforcing such policies or rules in the future. The District will communicate expectations to employees prior to implementing changes in enforcement.

16.2. Progressive discipline shall be used, except when more serious discipline is warranted, or when immediate action is deemed necessary by the Superintendent/designee. Progressive discipline should be corrective in nature and the District shall use the lowest disciplinary action reasonably calculated to bring about the desired change in behavior, taking into account the totality of the circumstances.

16.3. An employee being disciplined or discharged in accordance with this Article shall be notified of their right to Association representation at any or all meetings.

ARTICLE SEVENTEEN: JOB OPENINGS

17.1 The District shall make available to the Association a list of new job openings in the bargaining unit. The job opening list shall be available at least five (5) calendar days prior to the closing of the open positions.

17.2 When a vacancy occurs within the bargaining unit, either existing or newly created, such openings shall be posted. The posting notices shall be emailed to the Chapter president, shall be posted on bulletin boards in each worksite where classified employees work and emailed to all classified on their District email. No such vacancy will be filled within ten (10) calendar days of the posting date.

a. Current employees of the District may apply through the District's job application system for a vacancy. Qualified candidates shall be provided an interview. In the event a probationary employee applies and is awarded a position, their probationary period shall be credited with time in their previous position.

b. In the event that the District judges the job-related qualifications of an outside applicant to be equal to those of a current employee, preference shall be given to the current employee.

c. In the event that the District judges that the job-related qualifications of two (2) or more current employees to be equal, preference shall be given to the employee with the greatest District seniority.

d. If an employee who was not selected for a vacancy and wishes to receive feedback, they may submit a request to the supervisor. The supervisor will provide feedback intended to support the employee's professional growth and development as a future candidate. The supervisor will determine the appropriate method for providing the feedback, which may include written communication or a meeting.

17.3 When filling a position, the District will have at least two (2) classified employees as part of the interview team. It is encouraged that one (1) of the two (2) positions be a member of the Chapter executive board. Participation in the interview process shall include reviewing the applications of applicants who have been selected for interviews participating in the interviews, and providing input on the selection of the final candidate.

a. Classified employees serving on an interview team shall be compensated at their regular rate of pay if participation occurs during their regular work hours. For interviews that occur outside of an employee's regular work hours or on a non-work day, the employee and their supervisor may agree to a flex schedule that allows the employee to participate on paid time.

17.4 The District agrees to consider the employment of less-than-twelve (12) month employees during summer vacation periods in temporary positions. It is understood that these temporary positions may encompass some of the duties the less-than-twelve (12) month employees perform during the regular school year. It is further understood that these positions may be paid at a rate less than employees earn during regular employment. As a consequence, the Association and its members agree that the grievance procedure does not apply to alleged violations of this section and that neither will enter into any suit to recover wages higher than those paid to other temporary summer employees performing the same work. In addition, employment during one summer session would not guarantee employment during subsequent summers. In no case does the granting of temporary summer employment to a less-than-twelve (12) month employee constitute an extension of the employee's employment year or the granting of fringe benefits beyond those required by law.

ARTICLE EIGHTEEN: LABOR MANAGEMENT COMMITTEE

18.1. The District and the Association shall form and maintain a joint Labor Management Committee for the purpose of increasing and improving communications and relationships.

18.2. Both the District and the Association shall be equally represented. Three (3) representatives shall be appointed by the OSEA chapter executive board, one of the representatives being the OSEA chapter president and three (3) representatives shall be appointed by the superintendent. In addition to the OSEA appointed representatives, the OSEA field representative shall be a non-voting committee member.

18.3. The purpose of the committee is to:

a. Maintain open communication between the Association and the District

b. Discuss concerns regarding clarification of this agreement

c. Exchange factual data

d. Discuss proposed policy changes affecting employee relations

e. Address other issues mutually agreed to by the OSEA chapter president and the superintendent

18.4. The District and the OSEA chapter president shall establish the committee's meeting schedules as requested by either party. A minimum of ten (10) meetings shall be scheduled each year, but may be cancelled by mutual agreement.

ARTICLE NINETEEN: TRANSPORTATION

19.1. Rate of Pay Definitions for purposes of this Article:

a. Regular Rate: Hours worked Monday through Friday, up to and including forty (40) hours in the workweek, shall be paid at the employee's regular hourly rate.

b. Weekend Rate: Hours worked on Saturday or Sunday shall be paid at one and one-half (1½) times the employee's regular hourly rate, regardless of whether the employee has worked forty (40) hours in the workweek.

c. Overtime Rate: All hours worked in excess of forty (40) hours in a workweek, shall be paid at one and one-half (1½) times the employee's regular hourly rate.

19.2. All regular drivers shall be compensated for a minimum of four (4) hours each workday, or a minimum of twenty (20) hours each normal workweek.

a. When feasible and economically justifiable, it is in the best interest of the District and the employees to combine bus driving with other classified duties to create full, or near full, time positions which would be represented by the bargaining unit.

19.3 The parties recognize that maintaining a safe and drug-free workplace is essential to the safety of students, staff, and the public. Transportation employees and other employees that drive District vehicles will be subject to the District's random drug testing pool. All testing will be done on paid time.

19.4 Meals will be paid according to the District's standard operating procedures. Any changes to the standard operating procedures that affect meal compensation for bus drivers shall be subject to bargaining and Association approval.

19.5 Activity Trips:

a. The District agrees to use classified bus drivers for the transportation of fourteen (14) or more student participants traveling to contests in school-owned school buses or vehicles for the following High School sports: Volleyball, Football, Soccer, Cross Country, Girls Basketball, Boys Basketball, Wrestling, Baseball, Softball and Track with the exception of:

i. Spring Break Baseball trip
ii. Spring Break Softball Trip
iii. State Cross Country, State Wrestling and State Track Meets

b. The District has unlimited discretion in whether it uses classified bus drivers or other District personnel/approved volunteers, who are not classified bus drivers, to drive up to two (2) District vehicles (e.g.,

activity busses, vans, etc.) for trips with fourteen (14) or fewer student participants. Examples of such trips include but are not limited to: Club activities such as speech/debate, forestry/CTE, salmon bowl, leadership, etc., Other school academic/learning activities, Summer sports activities that are not OSAA related and Overnight sports trips including sports tournaments, team camps, etc.

c. It is understood that students may be transported in non-district-owned vehicles without regard to the union membership status of the driver.

d. It is agreed that if the District has at least twenty-four (24) hours prior notice of a trip cancellation and fails to notify the bus driver of the cancellation, the District will provide the driver with the opportunity to work four (4) hours or be compensated at their regular rate for two (2) hours. It is further understood that in the event a trip is cancelled at the "last minute" and rescheduled, the original driver scheduled to drive that trip will again be scheduled to drive the makeup trip, subject to their availability.

19.6. The District will pay for required driver physical examinations and electrocardiograms (EKGs) by a physician of the District's choice. Employees may use their personal physician providing the cost does not exceed the fee of the District's "physician of choice" and prior approval is obtained from the bus garage supervisor. In the event that fingerprinting is required of current employees for employment reasons, the District shall pick up the cost.

19.7. Transportation Handbook Committee:

A transportation handbook committee shall be convened to review and revise the transportation handbook on an annual basis. The committee shall consist of two (2) bus drivers, selected by the Association, who shall work collaboratively with transportation management and the training and safety lead. All proposed changes shall be reviewed by and authorized by the Director of Transportation. The Director of Transportation has the right to reconvene the committee together, more often if necessary. All changes which impact mandatory subjects of bargaining are subject to bargaining upon formal notice.

ARTICLE TWENTY: JOB DESCRIPTIONS

20.1. Position Review Committee

a. The District and the Association may establish a joint Position Review Committee to review selected classifications during the term of this Agreement. The purpose of the committee shall be to review job titles and job descriptions and to discuss potential recommendations related to classifications.

b. The committee is advisory in nature and shall develop a process for conducting reviews and may provide recommendations to the District. Recommendations of the committee shall be advisory in nature.

c. The committee shall forward any recommendations in writing to the Union President(s), OSEA Field Representative, and the District superintendent/designee.

d. No changes to job descriptions, classification, compensation, or other mandatory subjects, shall be implemented prior to fulfilling the District's statutory bargaining obligations.

e. If the Union wishes to bargain impacts of the recommendation, the Union will notify the District within fifteen (15) business days of receiving the recommendation. The District will then enter into bargaining with the Union.

f. If the committee is convened, it will begin its work no later than October and complete any recommendations by January of that year, unless otherwise mutually agreed.

g. The District and the Association may mutually agree to review specific classifications during the term of this Agreement.

20.2. Job Descriptions

a. The District shall maintain a directory of job descriptions for each classification in the bargaining unit which shall be made available to all bargaining unit members through the District website or other accessible electronic directory. Job descriptions shall at minimum describe the duties and responsibilities, qualifications, and supervision for each classification.

b. New Classifications: New classifications and job descriptions may be developed by the District. The District shall notify the Association and provide the Chapter President and OSEA Field Representative with a copy of the job description(s) for the new classification in accordance with State law, and the proposed salary schedule placement. The Association may then bargain the wage of the new classification in accordance with ORS 243.698.

c. The District shall notify the Association when establishing a new confidential classification. If the Association believes the classification is improperly designated as confidential, the Association may request a review. If the parties are unable to resolve the matter, either party may seek a determination through the appropriate procedures under Oregon law.

d. "Other duties as assigned" shall refer to duties that are reasonably related to the specific functions and duties of the position and are assigned on a temporary or occasional basis.

ARTICLE TWENTY-ONE: SAFE WORKING CONDITIONS

21.1. The District and the Association mutually agree to work together to promote a safe and healthy work environment. School districts have a duty to protect and safeguard students and educators.

a. The District shall maintain a safe and hostile free work environment and the District shall take immediate corrective action to ensure the safety of all employees.

b. The District will comply with board policy, state and federal laws and regulations pertaining to workplace and equipment safety.

21.2. Training and Safety Supports:

a. The District will provide training in compliance with the statues and OARs listed in provision 'B' above.

b. IEPs, 504s and safety and behavioral support plans will be reviewed by the employee when available one (1) working day prior to any location changes for a student or employee.

c. All employees shall be provided adequate training and equipment, within a reasonable time frame, for their assigned duties.

d. If no safety equipment is available and/or the employee has not received performance training, that employee(s) shall not be required to perform said duties.

21.3. Working Conditions:

a. Any employee who is assigned duties involving hazardous situations shall receive appropriate training for such duties and/or situations. Training and any associated costs, including travel, lodging, per diem, and overtime, shall be paid by the District in accordance with state and federal law.

Employees shall promptly report unsafe or hazardous conditions to their immediate supervisor or site administrator as soon as practicable. Reported conditions shall be reviewed and addressed in accordance with applicable Oregon law, District safety procedures, and operational needs.

Nothing in this section shall be construed to require an employee to perform work in violation of applicable workplace safety laws or regulations

b. Employees who believe they have been directed to work under unsafe or hazardous conditions shall report the concern to their immediate supervisor, the or site administrator, or Superintendent as soon as practicable so the situation may be reviewed and addressed in

accordance with applicable Oregon law and District safety procedures.

c. When a student demonstrates a behavior that is seriously disrupting the instructional program by engaging in behavior that causes harm to self or others, or a classified member(s) or student(s), then the employee shall notify the administrator and certified staff member in the classroom.

d. The affected employee will be provided reasonable paid time, as determined by the supervisor, to participate in an emergency safety meeting and to complete any required incident report.

21.4. Acts Causing Employee Injury:

a. In the event any bargaining unit employee suffers an injury due to attack, assault, overt physical act of violence or inappropriate physical contact by a student of the District the employee shall immediately report the incident to the appropriate supervisor.

b. The employee shall not be required to work with that student until such time that the employee, union representative and the building principal have met, conferred and reached a reasonable solution to the issue.

c. The Supervisor will notify the employee when a final resolution has been determined within two business days of the report.

d. The District will comply with the requirements of ORS 343.154, or other applicable state and federal laws governing functional behavior assessments and/or behavior intervention plans, to create appropriate plans for students who qualify.

e. The District shall assure that there are emergency protocols at all worksites. These protocols shall include procedures for supporting employees who experience physical attack/harm and/or threat/causing fear of harm.

21.5. Safety Committees:

a. Safety Committees shall function in accordance with Oregon OSHA administrative rules. The District and the Association shall each select their respective representatives to the Safety Committee. Volunteers will be sought for committee membership; however, if there are insufficient volunteers, the District and/or the Association may appoint members to ensure adequate representation.

b. Safety Committee meeting minutes will be sent to all bargaining unit members within five (5) calendar days of each meeting.

SIGNATURES

This contract is made and entered into this 30th day of September, 2026 by the Oregon School Employees Association Chapter 53, referred to as the "Association" and the Board of Education of Clatskanie School District, referred to as the "Board" or the "District."

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses an obligation of, and restrictions imposed upon, the District and the Association. This Agreement is subject to amendment, alteration or additions only by a subsequent written agreement between and executed by the District and the Association. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

This contract shall be effective as of October 1, 2026, and shall be binding upon the Board, the Association and its members and shall remain in full force and effect through June 30, 2028.

In witness whereof, the parties hereby affix their signatures below as of the date first above written.

On behalf of the OSEA Clatskanie Chapter 53

Elsa Jauron, Chapter President — Date: 10/12/26

Niko Aberle, OSEA Field Rep. — Date

On behalf of the Clatskanie School District 6J

Dr. Danielle Hudson, Superintendent — Date: 10/12/26

Kara Harris, Board Chair — Date: 10/12/26

APPENDIX A: 2026-27 HOURLY WAGE SCHEDULE

Clatskanie School District Classified Employees Hourly Wage Schedule											
3% COLA, 3.75% Between Steps - Effective 2026-27 Contract Year											
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	Long. 11	Long. 15
Cook	$18.68	$19.38	$20.11	$20.86	$21.64	$22.45	$23.30	$24.17	$25.08	$25.58	$26.08
Head Cook	$19.88	$20.63	$21.40	$22.21	$23.04	$23.91	$24.80	$25.73	$26.69	$27.19	$27.69
SLC / Life Skills Assistant	$20.87	$21.65	$22.46	$23.31	$24.17	$25.08	$26.03	$27.01	$28.02	$28.52	$29.02
CSD Certified Ed Assistant	$19.52	$20.25	$21.01	$21.79	$22.61	$23.46	$24.34	$25.26	$26.21	$26.71	$27.21
Media Technician	$19.52	$20.25	$21.01	$21.79	$22.61	$23.46	$24.34	$25.26	$26.21	$26.71	$27.21
Computer Technician	$22.99	$23.85	$24.75	$25.68	$26.64	$27.63	$28.68	$29.75	$30.87	$31.37	$31.87
Licensed Speech-Language Pathologist Asst.	$24.60	$25.52	$26.47	$27.47	$28.50	$29.57	$30.67	$31.83	$33.02	$33.52	$34.02
Bookkeeper	$20.28	$21.04	$21.84	$22.65	$23.50	$24.38	$25.30	$26.24	$27.22	$27.72	$28.22
Admin Assistant I	$20.28	$21.04	$21.84	$22.65	$23.50	$24.38	$25.30	$26.24	$27.22	$27.72	$28.22
Admin Assistant II	$21.31	$22.10	$22.94	$23.79	$24.69	$25.62	$26.57	$27.57	$28.60	$29.10	$29.60
Bus Driver	$23.13	$24.01	$24.91	$25.84	$26.81	$27.81	$28.86	$29.94	$31.06	$31.56	$32.06
Relief Driver	$23.13	$24.01	$24.91	$25.84	$26.81	$27.81	$28.86	$29.94	$31.06	$31.56	$32.06
Dispatcher/Trainer	$25.31	$26.25	$27.24	$28.26	$29.32	$30.43	$31.57	$32.74	$33.97	$34.47	$34.97
Maintenance	$24.19	$25.10	$26.04	$27.02	$28.04	$29.09	$30.18	$31.31	$32.48	$32.98	$33.48
Head Custodian	$23.55	$24.43	$25.35	$26.30	$27.28	$28.30	$29.37	$30.47	$31.61	$32.11	$32.61
Custodian	$22.67	$23.51	$24.40	$25.32	$26.27	$27.25	$28.27	$29.33	$30.43	$30.93	$31.43
Grounds Keeper	$22.67	$23.51	$24.40	$25.32	$26.27	$27.25	$28.27	$29.33	$30.43	$30.93	$31.43
Mechanic Helper	$25.31	$26.25	$27.24	$28.26	$29.32	$30.43	$31.57	$32.74	$33.97	$34.47	$34.97
Mechanic	$27.49	$28.52	$29.59	$30.70	$31.86	$33.05	$34.29	$35.58	$36.91	$37.41	$37.91
Translator	Annual stipend of two thousand dollars ($2,000) pro-rated across pay schedule.										

APPENDIX B: 2027-28 HOURLY WAGE SCHEDULE

Clatskanie School District Classified Employees Hourly Wage Schedule											
3% COLA, 3.75% Between Steps - Effective 2027-28 Contract Year											
Classification	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**	**STEP 7**	**STEP 8**	**STEP 9**	**Long. 11**	**Long. 15**
Cook	$19.24	$19.96	$20.71	$21.49	$22.29	$23.12	$24.00	$24.90	25.84	26.34	26.84
Head Cook	$20.48	$21.25	$22.04	$22.88	$23.73	$24.63	$25.54	$26.50	27.49	28.52	29.59
SLC / Life Skills Assistant	$21.50	$22.30	$23.13	$24.01	$24.90	$25.83	$26.81	$27.82	28.85	29.94	31.06
CSD Certified Ed Assistant	$20.11	$20.86	$21.64	$22.44	$23.29	$24.16	$25.07	$26.02	26.99	28.00	29.05
Media Technician	$20.11	$20.86	$21.64	$22.44	$23.29	$24.16	$25.07	$26.02	26.99	28.00	29.05
Computer Technician	$23.68	$24.57	$25.49	$26.45	$27.44	$28.46	$29.54	$30.64	31.79	32.98	34.22
Licensed Speech-Language Pathologist Asst.	$25.34	$26.29	$27.26	$28.29	$29.36	$30.46	$31.59	$32.78	34.01	35.29	36.61
Bookkeeper	$20.89	$21.67	$22.50	$23.33	$24.21	$25.11	$26.06	$27.03	28.04	29.09	30.19
Admin Assistant I	$20.89	$21.67	$22.50	$23.33	$24.21	$25.11	$26.06	$27.03	28.04	29.09	30.19
Admin Assistant II	$21.95	$22.76	$23.63	$24.50	$25.43	$26.39	$27.37	$28.40	29.47	30.57	31.72
Bus Driver	$23.82	$24.73	$25.66	$26.62	$27.61	$28.64	$29.73	$30.84	31.99	33.19	34.43
Relief Driver	$23.82	$24.73	$25.66	$26.62	$27.61	$28.64	$29.73	$30.84	31.99	33.19	34.43
Dispatcher/ Trainer	$26.07	$27.04	$28.06	$29.11	$30.20	$31.34	$32.52	$33.72	34.99	36.31	37.67
Maintenance	$24.92	$25.85	$26.82	$27.83	$28.88	$29.96	$31.09	$32.25	33.46	34.71	36.01
Head Custodian	$24.26	$25.16	$26.11	$27.09	$28.10	$29.15	$30.25	$31.38	32.56	33.78	35.05
Custodian	$23.35	$24.22	$25.13	$26.08	$27.06	$28.07	$29.12	$30.21	31.35	32.52	33.74
Grounds Keeper	$23.35	$24.22	$25.13	$26.08	$27.06	$28.07	$29.12	$30.21	31.35	32.52	33.74
Mechanic Helper	$26.07	$27.04	$28.06	$29.11	$30.20	$31.34	$32.52	$33.72	34.99	36.31	37.67
Mechanic	$28.31	$29.38	$30.48	$31.62	$32.82	$34.04	$35.32	$36.65	38.01	39.44	40.92
Translator: Annual stipend of $2,000, prorated across the pay schedule.											