

**COLLECTIVE BARGAINING  
AGREEMENT**

**Between**

**HARNEY COUNTY SCHOOL DISTRICT  
NO. 3**

**&**

**OREGON SCHOOL EMPLOYEES  
ASSOCIATION CHAPTER 75**

**2023-2026**



**HARNEY COUNTY**  
SCHOOL DISTRICT #3



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## TABLE OF CONTENTS

ARTICLE 1 - RECOGNITION .....	5
ARTICLE 2 - ASSOCIATION RIGHTS AND PRIVILEGES .....	7
ARTICLE 3 - PROFESSIONAL RIGHTS.....	10
ARTICLE 4 - PROBATION/EVALUATION/DISMISSAL .....	11
ARTICLE 5 - PERSONNEL FILES .....	13
ARTICLE 6 - VACANCIES, TRANSFERS, AND PROMOTIONS.....	14
ARTICLE 7 - PAYROLL/ DEDUCTIONS.....	17
ARTICLE 8 - MEAL AND BREAK PERIODS.....	18
ARTICLE 9 - WORKWEEK/OVERTIME.....	19
ARTICLE 10 - EDUCATIONAL REIMBURSEMENT .....	20
ARTICLE 11 - COMPENSATION .....	21
ARTICLE 12 - LEAVES .....	26
ARTICLE 13 – PROTECTED LEAVE AND LEAVE WITHOUT PAY .....	29
ARTICLE 14 - HOLIDAYS.....	30
ARTICLE 15 - VACATIONS .....	31
ARTICLE 16 - SENIORITY, LAYOFF AND RECALL.....	32
ARTICLE 17 - COMPLAINT PROCEDURE .....	36
ARTICLE 18 - GRIEVANCE PROCEDURE .....	37
ARTICLE 19 - EMPLOYEE ORIENTATION .....	40
ARTICLE 20 - NON-DISCRIMINATION .....	41
APPENDIX A – WAGE SCALES.....	42

Signature Page

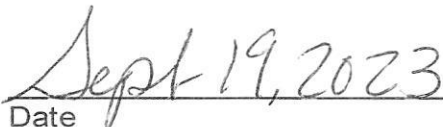
CONTRACT BETWEEN  
HARNEY COUNTY SCHOOL DISTRICT NO. 3  
AND  
OREGON SCHOOL EMPLOYEES ASSOCIATION CHAPTER 75

This contract is made and entered into by the Oregon School Employees Association, Harney County Chapter 75, hereinafter referred to as the "ASSOCIATION" and the Board of Education of Harney County School District No. 3 hereinafter referred to as the "BOARD."

This Agreement shall be effective July 1, 2023, and shall remain in full force and effect through June 30, 2026, and from year to year thereafter, unless either party shall serve written notice upon the other prior to the expiration of this Agreement. Now, therefore, the parties hereto agree to be bound by the provisions set forth in this agreement which record herein the full contract agreement of those matters pertaining to employment, hours, wages and fringe benefits.

In witness whereof, the parties to this contract agreement have affixed their signature as of the date first written above.

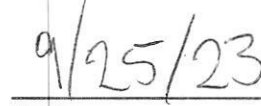
  
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Robin Stoner, President  
OSEA Harney County Chapter 75

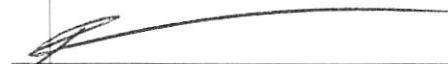
  
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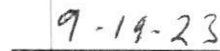
  
\_\_\_\_\_  
Brian Hanson, Field Representative  
Oregon School Employees Association

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Rob Frank, School Board Chair  
Harney County School District No. 3

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Robert Medley, Superintendent  
Harney County School District No. 3

  
\_\_\_\_\_  
Date



## ARTICLE 1 - RECOGNITION

- A. The Board recognizes the Oregon School Employees Association (OSEA) as the exclusive bargaining representative for all regular classified personnel employed by the District. Exclusions: supervisors, confidential employees, substitutes, temporary employees, and student workers.
1. Substitutes are defined as those hired to replace regular employees until the regular employee is able to return to their position.
  2. Temporary employees are defined as those hired for a specific assignment or project for not more than sixty (60) continuous workdays in a school year (excluding temporary summer positions as defined in Article 6). If the position exceeds sixty (60) workdays, it will be posted according to Article 6. The District agrees that a day missed by a temporary employee due to any reason shall not count against the "continuous workdays" requirement.
  3. Long Term Sub/Temporary employee: A position where the regular employee plans to return.
  4. Short term position: A short term position is a position filled within sixty (60) days of the start of the school year or during the school year. The length of the position will be defined.
- B. Long-term temporary positions are positions used to fill in for a regular employee on approved leave in excess of sixty (60) workdays, but not to exceed one (1) year. The position will be posted according to Article 6 as a temporary position with a specific position ending date.

Long-term temporary employees are members of the bargaining unit whose assignment and status as an employee end at the conclusion of the long-term temporary period. Such employees are eligible for all benefits as outlined in the collective bargaining agreement (CBA) between the parties except seniority rights including those seniority rights related to layoff and recall and provisions relating to termination when the temporary assignment ends.

In cases where permanent employees of the bargaining unit are filling long-term temporary assignments, they shall be transferred back to their original assignments at the end of the long-term temporary assignment and will continue to accrue seniority during the long-term temporary assignment.

Should the regular employee not return from approved leave, the temporary position will be posted as a regular position and the long-term temporary employee may apply for the vacant position.

- C. The term "employee" when used hereinafter in the Agreement shall refer to all employees in the bargaining unit represented by the Association as defined above.
- D. The provisions of this Agreement shall be recognized and adhered to by the Board and the Association. Existing policies, rules and regulations, practices and procedures which are contrary to this Agreement, shall be modified or replaced by this Agreement.
- E. There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall be retained by the Board and one by the Association.
- F. If any provision of this Agreement is held to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted or required by law, but all other provisions shall continue in full force and effect. The parties agree to immediately negotiate a replacement for any invalid provision in accordance with ORS 243.698.
- G. The Association recognizes the Board as the exclusive bargaining representative for Harney County School District #3. The Association further recognizes that the Board has and will continue to retain the rights and responsibilities to operate and manage the District and its programs, facilities, properties, and activities of its employees under management rights. It is agreed that the customary and usual rights, powers, functions and authority of management are vested in officials of the District. Included in these rights in accordance with applicable laws and regulations and the terms of this Agreement is the right to direct the work force; the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which such operations are conducted.

The right to make rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations relating to personnel policies, procedures, and practices and matters of working conditions, the District shall give due regard and consideration to the rights of the Association and the employees and to the obligations imposed by this Agreement.

- H. Representatives of the Parties shall schedule, before Oct 1, mutually agreed upon dates to meet during the school year in order to monitor the administration of the Agreement and pursue mutual problem identification and mutual problem solving. This will not take the place of the grievance procedure or traditional management prerogatives.

## ARTICLE 2 - ASSOCIATION RIGHTS AND PRIVILEGES

- A. Upon request, the Board agrees to furnish to the Association all information, public or non- confidential, necessary for its functioning as the exclusive bargaining representative in negotiations and the processing of grievances.
- B. The Association may post material relating to Association business on work and office area bulletin boards, without time loss during regular work hours with approval of the building administrator. Employee's mailboxes and email may be used for Association business.
- C. Upon request, an Association representative may be allowed to make brief announcements at full staff meetings.
- D. The Association members may be granted time off from their regular school duties to attend local meetings of the Association. Such meetings will be scheduled so as not to interfere with normal school duties whenever possible. Any employee released from duties to attend an Association meeting may be required to make up any release time prior to completion of that person's shift.
- E. Authorized Association representatives representing members of the bargaining unit in meetings with the District shall be released from regular duties, without loss of wages, if such meeting is scheduled during working hours.
- F. The Association may use meeting rooms and other District facilities in accordance with District policies applicable to other service groups or community organizations.
- G. The Association may have access to District duplicating equipment for Association business at actual duplication costs.
- H. ASSOCIATION SECURITY

Any member of the bargaining unit may authorize the District to deduct from the employee's pay the amount of dues, fees, and/or assessments charged by the Association. The employee's authorization must be in writing and provided to the District Payroll Office by the Association. Employees who are now members of the Association and employees hereafter hired who become members of the Association shall have the right to terminate such membership by sending a withdrawal statement in writing to the Association. The Association will provide prompt written notice to the District of the revocation.

The amounts deducted by the District shall be remitted, together with an itemized statement, to the Association by the first day of the month after such deductions are made.

The District agrees to furnish the Association each month with a list of all newly

hired employees covered by this Agreement and any employees covered by this Agreement who terminate employment. Such list shall contain the names of the employees, along with their hire date, job classifications, and work locations.

All regular monthly Association membership dues or equivalent charges shall be deducted as provided in ORS 243.666(l). The Association agrees that it will indemnify, defend and hold the District harmless from all suits, actions, proceedings or claims against the District involving the application of this section of Article 2.

I. SAFETY

Association representation on any District safety committee(s) will be proportionate to representation by other employee groups.

The District and the Association recognize that safe work areas, safe equipment, safe work habits, practices and safe operations are a mutual benefit to employee and employer alike and therefore a mutual obligation. Unsafe or unhealthful practices and conditions should be called to the attention of those responsible, whether employer or employee, and once so identified, should be remedied as soon and as fully as possible.

Any employee who is required to work in any hazardous situation shall receive proper training prior to such duties and/or situation. Training and any associated cost including travel, lodging, per diem and overtime shall be paid for by the District in accordance with state and federal law.

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.

An employee's disregard for safe work habits and practices shall be cause for discipline.

No employee shall be disciplined for refusal to violate the safety codes or laws.

In an effort to keep students and staff safe, classified employees who may be required to supervise a student on an education plan (i.e., IEP, IFSP, 504, etc.) shall be provided with the necessary information, training, and involvement in the pre-meeting process to successfully support the student in a safe environment. Classified employees shall be trained to use the strategies required to provide for a safe environment for students and staff.

To reduce the potential for harm to staff members, the employee may request additional training or

safety equipment and the district will accommodate to the best of its ability when warranted.

J. Calendar

The Association will have input into the school calendar.

K. OSEA Time Release

1. Employees who are members of OSEA may be allowed time off without loss of pay or benefits under the OSEA Time Release Program to assist in Association business. The District will continue to pay the employee, and the Association will reimburse the District for actual costs to replace the employee taking part in the program including substitute costs.
2. Employees taking part in this program will submit a written request to utilize OSEA Time Release a minimum of one week in advance to their immediate supervisor, including hours and days requested for release time and duration of the leave.
3. Release of the employee is contingent on mutual agreement with the District.
4. Total time used under this program shall not exceed a limit of one hundred and sixty (160) hours, with no more than eighty (80) hours per employee participating, with possible exceptions considered.

### ARTICLE 3 - PROFESSIONAL RIGHTS

A. Organizing

Employees shall have the right to organize without interference from the District.

B. Required Meetings or Hearings

Whenever any employee is required to appear at a formal meeting before the Administration or Board that has disciplinary potential, said employee(s) shall receive prior notice at least twenty-four (24) hours in advance and shall be allowed representation by the Association.

## ARTICLE 4 - PROBATION/EVALUATION/DISMISSAL

### A. Probation

Employment of all regular classified employees will be probationary for the first ninety (90) workdays of employment in the district (the summer recess shall not be included in the probationary period for those employees on recess during that period). The District shall have the right to extend the probation period for an additional thirty (30) workdays if deemed necessary by the Superintendent and prior notice is given the employee and Association at least fifteen (15) workdays prior to the completion of the original probationary period.

Probationary Employees shall be afforded all rights under the collective bargaining agreement.

### B. Evaluation

The District agrees to evaluate each employee at least once each year of regular employment. The employee will be provided a written copy of the evaluation and will have the opportunity to respond in writing if the employee so chooses.

### C. Discipline/Dismissal

A classified school employee shall have the right to be dismissed, demoted or disciplined only for just cause. In the event the District is contemplating planning to formally discipline a regular employee the following procedure will be used:

1. The employee will receive notice of the charge or reasons for the contemplated action.
2. The employee will be apprised of the nature of the contemplated action (notice of sanction).
3. An informal meeting with the supervisor will be held prior to final action being taken on the proposed sanction and the employee will have the right to respond to the problem or charges in writing.
4. The employee shall have the right to representation by the Association during part or all of this process.

An employee's deficient performance may be addressed by a written warning and/or performance improvement plan (PIP). Repeated unsatisfactory behavior may subject the employee to discipline up to and including discharge. A PIP will not be used for those offenses (e.g., theft, insubordination, intoxication,

substance abuse on the job, etc.) which, by common knowledge, may properly be expected to be disciplined. A PIP shall outline areas of needed improvement and include an implementation and completion date.



## **ARTICLE 5 - PERSONNEL FILES**

- A. Employees will have the right, upon request, to review the contents of their personnel file and to receive a copy. However, employees shall not be permitted to view confidential letters of reference received by the District prior to the employee being hired. An employee will be entitled to give written permission to have an OSEA representative review the employee's file with or without the employee's presence.
- B. 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.
- C. Such personnel records shall not contain any information of a critical nature that does not bear either the signature of the employee indicating the employee has been shown the material or a statement by the employee's supervisor that the employee has been shown the material and has refused to sign it. A copy of such material shall be furnished to the employee. The employee shall have the right to place a written statement of explanation or rebuttal in their personnel record for any critical information placed in the record by the District. Disciplinary documents shall be deemed invalid after three (3) years if there has been no recurrence regarding this issue or any other issue.
- D. Grievance materials will be filed in a separate file.

## ARTICLE 6 - VACANCIES, TRANSFERS, AND PROMOTIONS

- A. During the school year, the District shall post new job openings in the bargaining unit for at least five (5) working days. Job opening announcements shall be posted on the district web site and emailed to all staff.

During the summer months at the request of an employee, the District shall post said openings by email or text message for at least five (5) working days, prior to the job posting closing and include notice to the chapter president.

Vacancy: A position the District intends to fill.

- B. When an open position, newly created or existing, is available for employees covered by the provisions of this contract, employees may apply in writing for a transfer to the open position in the bargaining unit. Requirements for the position shall be available at the time the position is posted. Selection shall be based on the following criteria:

1. Individual qualifications
2. Training and experience
3. Performance
4. Unique needs of the program as determined by the District

Employees shall be interviewed prior to outside applicants.

When the foregoing factors are substantially equal, preference shall be given to the employee with the greatest seniority in the District. If a request for a transfer has been denied, the employee shall, upon request, receive a written explanation of the reasons from the supervisor.

The final decision on all transfers shall be made by the District.

- C. The employee who is granted a transfer within a career field will be placed on the salary scale at the experience level held in the previous career field classification.

An employee who is granted a transfer to a position in a different career field that pays less per hour will be placed on the salary scale at the experience level, or step, held in the previous career field classification.

The employee who is granted a transfer from one career field to another career field that has a higher pay rate will be placed on the wage schedule at a rate at least two- and one-half percent (2.5%) higher than previously earned in another

career field. This is not to say that an employee will be given any specific credit for years of experience. The result is to allow employees to apply and be hired in another career field without taking a reduction in pay. Example: Employee has eight (8) years of experience as a paraprofessional and is on the schedule at step 8 for a rate of pay of ten dollars (\$10.00) an hour. If the Office Manager position were open and the paraprofessional applied and was transferred, the employee would be placed on the step that was at least two- and one-half percent (2.5%) higher in wage than ten dollars (\$10.00) per hour, even if that meant the employee would start the new position at step four (4).

An employee who moves from one career field to another career field will be given credit for the total years of seniority in the District.

For purposes of this section, the following has been designated as separate career fields:

1. Secretary - Office Manager - AP Clerk
  2. Paraprofessional - Library Tech
  3. Bus Driver - Driver Trainer
  4. Custodian - Maintenance – Grounds
  5. Cook - Food Service Assistant - Lunch Clerk
  6. Youth Transition Specialist
  7. Computer Support Specialist - Computer Technician
  8. Program Coordinator - Attendance Advocate - Speech Language Assistant
- D. Nine (9) month classified employees may be given the first opportunity to accept temporary positions created by the District for summer recess if they can satisfactorily perform all duties of the position. Employees who are hired into a job classification different from regular school year employment shall be paid a rate established by the Board for summer help.
- E. The District shall be liable to pay the employee's regular rate if the District directs an employee to substitute at a lower level to meet the needs of the District.
- F. With the approval of the superintendent, a new employee to the district shall be allowed up to five (5) years of experience (Step 5) on the wage schedule based on actual years of experience on a job of like responsibilities and skills.

G. Involuntary Transfer

The Union acknowledges the right of the District to assign employee's work locations and duties. However, when there is to be a substantial change in location or duties, an employee will be given a minimum of two (2) weeks' notice. The District will post notices to seek qualified volunteers before requiring an involuntary transfer in circumstances where the reason for the transfer is filling a particular vacancy. If an employee is to be reassigned, the District agrees, at the request of the employee, to confer with representatives of the Association to discuss the reasons and alternatives explored before reassigning the employee. The District will attempt to notify employees of changes in position/building decided by the District during summer months within 2 (two) weeks of the start of the school year or as expedient as possible.

## ARTICLE 7 - PAYROLL/ DEDUCTIONS

### A. Voluntary Salary Deductions

The District is required, upon request by an employee, to make authorized deductions and promptly transmit the money to organizations designated by the employee; these deductions shall be limited to the following:

1. Tax-sheltered annuities, limited to program capacity of computer
2. Per Article 2(H), Association monthly dues, fees, and/or assessments
3. Federal credit unions
4. Local banks or lending institutions
5. U.S. Savings Bonds
6. Medical Insurance

## **ARTICLE 8 - MEAL AND BREAK PERIODS**

- A. Each employee shall receive a fifteen (15) minute break during the first four (4) hours of that employee's shift and a fifteen (15) minute break during the second four (4) hours of that employee's shift. Breaks are not to be accumulated and added onto meal periods, other breaks or used at the completion of a shift. All regularly scheduled breaks shall be scheduled with a supervisor.
- B. Each employee shall receive an uninterrupted lunch period of at least thirty (30) minutes scheduled as closely as possible to the midpoint of their shift. The meal period will be worked only in the event of an emergency, and the employee will be paid for any time worked.

## ARTICLE 9 - WORKWEEK/OVERTIME

- A. Each regular full-time employees workweek shall consist of four (4) to five (5) consecutive days. Office Managers will work up to forty (40)- hour workweeks.
  - 1. Fridays may be built into the calendar if they are approved by the board prior to the start of a new school year, giving employees the ability to plan well in advance. These days may be used to shorten or lengthen the school year, with the student days being no less than one hundred fifty (150) days.
- B. In non-emergency situations, the District shall offer extra hours and overtime to regular employees within a classification before hiring a substitute.
- C. Eligible employees shall be compensated at the rate of time and one-half, in the form of pay or compensatory time off work for the following:

All assigned work in excess of eight (8) hours, excluding lunch periods, on any scheduled workday. Exception: Those employees assigned to work an alternative schedule up to forty (40) hours per week. Example: four (4) ten (10) hour days or four (4) nine (9) hour and one (1) four (4) hour day pursuant to ORS 653.268.

All assigned work in excess of forty (40) hours in any workweek.

All overtime work or work in addition to the normal workday must have prior approval by the employee's supervisor.

Compensatory time off for overtime worked must be arranged with and have the approval of the supervisor at least one day prior to the date on which the compensatory time is taken. Compensatory time may be combined with vacation time for leaves from work. At no time can a single combined leave exceed the yearly vacation time for the employee. All compensatory time will be used by June 30 each year, or the employee will be paid for the accumulated compensatory time. The District reserves the right to require that compensatory time be taken and regulate when it is taken.

## **ARTICLE 10 - EDUCATIONAL REIMBURSEMENT**

- A. The District agrees to pay all registration and expenses for classes, workshops, seminars, conferences, courses, and training taken by an employee when required by the District, by law, or training requested by the employee and approved by the supervisor. The District will grant pay at the rate equal to the employee's regular pay for the hours an employee spends in classes, workshops, in-service, seminars, conferences, courses, and training, including additional required hours.



## ARTICLE 11 - COMPENSATION

### A. Professional Compensation

The 2022-2023 wage scale shall be equalized to reflect an increase of two and eight tenths (2.8%) between each step on the wage scale. Steps twelve (12) through twenty-four (24) on the 2022-2023 wage schedule shall be changed to be sequential steps eleven (11) through fifteen (15). The District will look at each employee who may be adversely affected by the consolidation of the wage scale and will place them appropriately on the wage scale at a placement that is an increase over their previous placement.

Wages for each employee in the classified bargaining unit shall be increased by four percent (4%) over the equalized wage schedule and be reflected on the attached wage schedule effective July 1, 2023.

Wages for each employee in the classified bargaining unit shall be increased by three- and one-half percent (3.5%) over the 2023-2024 wage schedule and be reflected on the attached wage schedule effective July 1, 2024.

Wages for each employee in the classified bargaining unit shall be increased by three percent (3%) over the 2024-2025 wage schedule and be reflected on the attached wage schedule effective July 1, 2025.

Each employee shall advance one step on the salary schedule annually, provided they were employed prior to the first day of January in their initial year of employment.

1. A night differential of three percent (3%) per hour shall be paid to swing shift employees.
2. Position Change - a change in position involving duties outside of an employee's normal work assignment or job duties shall be accompanied by moving the employee to the appropriate salary position of the salary schedule.
3. Longevity Compensation shall be made annually for years of continuous employment with the District beyond the recognized steps on the wage schedule each June in the following amounts;
  - a) Sixteen (16) to twenty (20) years shall receive four hundred dollars (\$400).
  - b) Twenty-one (21) to twenty-five (25) years shall receive eight hundred dollars (\$800).
  - c) Twenty-six (26) years and above shall receive one thousand three hundred dollars (\$1,300).

4. Inflation assurance

- a) In the event that the Consumer Price Index (CPI), West Region as published by the Bureau of Labor and Statistics reaches four percent (4%) during the terms of this agreement, the parties agree to reopen Article 11 Compensation upon request by either party.
- b) The Association will not withhold work under this section of this agreement.
- c) The District will not lock employees out under this provision of the agreement.

5. Bus Trips

- a) For District-sponsored extra-curricular bus trips, a regular driver will be called. The regular bus driver pay scale will be used. In the event a driver works over eight (8) hours in a regular workday they will be compensated at one hundred fifty (150%) of their regular wage for any time worked over eight (8) hours in that day. Under the authority of ORS 653.269, overtime pay will not be paid for overnight trips. However, if a driver's total weekly hours exceed the forty (40) hour test for overtime, all hours over forty (40) will be paid at the overtime rate as established by Federal Standards. Lodging and meals for bus drivers will be paid in advance, when possible, by the District. In the event a bus driver must arrange for lodging, a receipt for such lodging will be provided to the Transportation Supervisor for reimbursement. Costs exceeding those listed below must be justified to the District before reimbursement may be made.
- b) Bus drivers will be given forty-eight (48) hours' notice prior to departure time, unless in case of emergency.
- c) A list of the drivers who want to drive trips and extra runs will be posted by seniority. Trips shall be posted for driver selection one (1) week in advance. Drivers shall have the opportunity of selecting trips on a rotation basis. The driver at the top of the list for that week shall have first selection of a trip in the coming week. The next driver would have second choice and so on. Once a driver has chosen a trip their name drops to the bottom of the list and moves up as other drivers choose a trip. A driver who has the opportunity and does not choose a trip for the coming week shall drop to the bottom of the rotation and move up as other drivers choose trips. A driver can only choose one (1) trip at a time. The list begins the next week with the driver who is on top of the rotation.

6. Classified employees shall be paid no later than the last working day of the District Office on or before the 21st of each month. The final payment for the contract year may be paid on the last working day of the District business office no later than on or before the 21<sup>st</sup> of June.
7. Mileage reimbursement will be at the current Internal Revenue Service (IRS) rate for District business or professional leave and shall be paid in advance when an employee's personal vehicle is to be used. Request for advance payment must be made at least two weeks in advance. The employee will reimburse the district within a week of the original planned travel date for travel expenses paid when travel is not completed.

When District business or professional leave causes an employee to travel out of town, a meal allowance will be reimbursed according to District policy for all employees. The District requires a two-week (2) notice to pay employees in advance.

8. The District shall "pick-up" the six percent (6%) employee contribution required by ORS 238.200 and section 32 of HB 2020.
9. Any employee who works more than twenty (20) hours per week may leave one half (1/2) hour earlier on Friday, with the building administrator's written permission.
10. No employee will lose pay if classes are canceled because of snow or other school closure. In the case of lost days, the District reserves the right to schedule make-up days without additional compensation.
11. No later than the first day of September each year notice of employment letters shall be sent to all classified employees advising them of confirmation of their position on the wage schedule, rate of pay, and benefits.
12. Paraprofessionals assigned to work at Monroe will receive an additional seventy-five cents \$.75/hour.
13. Mileage reimbursement for any classified employee shall be in accordance with the current IRS rate for those employees required by the District to use their personal vehicle for business use of any kind, whenever round trip travel is going to exceed six (6) miles, the activity is daily, and the business is preapproved by the supervisor. In the case of regular daily travel, a separate stipend contract shall be developed.
14. Bus Drivers will be compensated thirty-five dollars (\$35) anytime they complete a required random urine analysis.

B. Insurance

1. The District shall provide each employee with family medical, dental with orthodontia and vision insurance options.
2. The District and the Association will work together to achieve the highest quality comprehensive health care at an affordable cost to the classified employees.
3. The District shall contribute up to one thousand six hundred fifty dollars (\$1,650) for all employees who enroll in a District provided benefits plan and shall be effective as of September 1, 2023. The District contribution shall be increased by an additional seventy-five dollars (\$75) September 1, each year of this agreement.
4. An eligible employee shall be identified as an employee working three (3) hours or more per day. Any employee working three (3) or more, but less four (4) hours shall have their insurance benefits pro-rated. Proration shall be based on a four (4) hour period, i.e., 6 Four (4) hours equals one hundred percent (100%) then three (3) hours would equal fifty percent (50%), etc.

5. OPT OUT

Employees eligible for the district insurance package, but who choose not to obtain insurance coverage, may opt out on an annual basis in accordance with Oregon Educators Benefits Board (OEBB) rules and policies. The opt out stipend is \$400 per month for those that work at least six hours (6) per day and \$300 per month for those that work at least 5 hours per day. \$200 per month for those that work at least 4 hours per day. Employees working less than 4 hours per day are not eligible. Employees choosing to opt out must show written proof that they are covered by other group insurance through a spouse or domestic partner. A copy of this proof will be kept on file with District payroll records.

6. The District is willing to provide an expanded 125 Plan if there is minimal administration for the administrative staff and no expense to the District.
7. If the District is awarded a health insurance rebate, it will be equally divided among participants in the plan.
8. Hours worked for extra bus trips, such as sports and/or field trips, will be averaged with regular bus route hours to calculate the proration of health benefits using the previous fiscal year.

9. Should classified employees select a plan offered through the Oregon Educators Benefit Board (OEBB) containing a Health Savings Account (HSA) provision, the District will agree to apply each employee's insurance cap towards the premiums for the OEBB plan and deposit any remaining insurance cap dollars, up to the maximum allowed by the IRS guidelines, into an HSA account set up and maintained by the employee.

If an employee and the employee's spouse are both employees of the District and eligible for benefits, and they both elect to participate in the HSA plan, the district agrees to deposit the remaining insurance cap dollars for the employees as outlined above as well as the spouse's insurance cap into the HSA account up to the maximum allowed per year for a family according to IRS guidelines.

C. Funding

If the District closes one (1) or more schools for economic hardship, no member of the bargaining unit at a closed school shall be entitled to any salary or fringe benefits provided in the Agreement while the schools are closed. Members of the bargaining unit in the closed buildings will have bumping rights as described in Layoff and Recall. The District will give affected employees at least ten (10) working days' notice prior to such a closure.

D. Contracting Out Protection

During the term of this agreement the District agrees not to contract out a position that is normally performed by a classified employee of the District.

## ARTICLE 12 - LEAVES

### A. Paid Leave

For the use of paid leave under this section, relatives shall be defined as; spouse of employee, domestic partner as defined under Oregon law, children, grandchildren, grandparents, mother, father, brother, sister, mother-in-law, father-in-law legal dependents or a person with whom the employee is or as in a relationship of in loco parentis.

“Domestic partnership” as defined in ORS 839-009-0210 (7) means two individuals of the same sex who have received a Certificate of Registered Domestic Partnership from the State of Oregon in compliance with ORS 432.173 and rules adopted by the State Registrar of the Center for Health Statistics.

### Sick Leave

- a) Every employee holding a regular position is entitled to accumulate an unlimited number of days sick leave at the rate of ten (10) days per school year or one (1) day per month employed, whichever is greater. Sick leave may be used for illness or injury of relatives.
- b) Sick leave days will accrue at the rate of one (1) per month starting with the first paycheck received for the fiscal year. If an employee separates from the district and has used more than one (1) day per month of employment sick leave, then the employee will pay the District back for the unearned leave with their final paycheck.
- c) Sick leave after four (4) or five (5) consecutive workdays (Four days if it is a four-day workweek) may require certification of the employee's attending physician or practitioner that the illness or injury prevents the school employee from working. A physician's release may be required for return to work after an illness or injury.
- d) The District will allow employees to transfer in their unused sick leave accumulated from other school districts in Oregon per ORS 332.507
- e) Classified employees shall be allowed the use of sick leave to enhance retirement benefits as permitted by law at the time of retirement.
- f) Leave hours used are directly correlated to the hours missed. For example, employees who work ten (10) hour days will be charged ten (10) hours from their sick leave if they miss an entire day.
- g) Notification of leave being taken shall be given by 6:30 AM via the District's Absence Management System. After 6:30 AM, a phone call to their direct supervisor is required. Emergency situations may waive this requirement.



## PERSONAL LEAVE

Employees shall be allowed a total of three (3) days' leave per year (non-accumulative) for personal reasons. Leave shall be pre-approved and is dependent on the availability of substitutes, if necessary. At least twenty-four (24) hour prior notice shall be made to the immediate supervisor unless an emergency arises, then such notice is not required. When requesting Personal leave, no employee shall be required to disclose the nature of their leave request. Personal leave shall not be used to serve as a litigant or witness against the district. In lieu of taking personal leave days employees shall be compensated at the employee's regular rate of pay for up to two days in their position by June 30.

Should an employee exhaust all Personal Leave an employee, with Supervisor approval, may request one (1) day of Leave without Pay.

## SICK LEAVE DONATIONS

- a) Classified employees may donate sick leave to come to the aid of another classified employee who is suffering from an extraordinary condition or severe illness, impairment or physical or mental condition which causes or is likely to cause the employee to take leave without pay or terminate their employment. A physician's statement will be requested by the district clearly identifying the condition as meeting the conditions described above before leave sharing will be implemented.
- b) The Association Executive board will approve the initial request. The District shall send out notice to all classified staff members when a request for sick leave is requested and documentation has been received. Days donated that are not used will be held by the district in a pool that may be accessed by the next employee who has an approved, documented request for leave. If more time is needed in the pool, the district will send out a request.
- c) The District will provide an account of sick leave balance upon request from the Association.

## BEREAVEMENT LEAVE

- a) Each employee shall be allowed a total of five (5) days per year (non-accumulative) with no loss in pay for the death of relatives.
- b) Bereavement leave may be used to attend other non-relative funerals for up to one day.
- c) Exceptions may be granted by the superintendent to account for travel. With prior approval additional days needed beyond the five must be taken as personal leave or without pay.

- d) If an employee has sick leave available, sick leave shall run concurrently with the bereavement leave set forth herein.
- e) Employees shall have the right to bereavement leave as allowed by OFLA. This leave is limited to two weeks and must be completed within sixty (60) days of the date when the employee learned of the death.

#### LEGAL LEAVE

If an employee is subpoenaed to appear as a witness, not a party of interest and not as witness adverse to the District or is called to jury duty in a case in court, the District will authorize such absence without loss of pay. If the employee received a fee for these services, the fee, less mileage, shall be deposited with the District in order for the employee to receive a full paycheck for the period involved; and provided further that a copy of the subpoena or other notice shall be filed with the District request for leave.



## ARTICLE 13 – PROTECTED LEAVE AND LEAVE WITHOUT PAY

### A. FAMILY MEDICAL LEAVE/OREGON FAMILY MEDICAL LEAVE (FMLA/OFLA)

Employees shall be entitled to family medical leave as provided in ORS 659.470 to ORS 659.494 and applicable federal statutes. Benefits will not be accrued during the leave of absence except as required by law.

Classified employees shall have the right to choose such leave on a paid or unpaid basis. If the staff chooses the leave on a paid basis, the staff shall have the right to determine the order of paid leaves. The employee shall not be able to take such paid leave beyond that which has been accrued by the employee.

### B. PAID LEAVE OREGON

The employee shall be permitted to use paid sick time (or other accrued paid leave) in addition to receiving PLO benefits, but only to replace wages up to one hundred percent (100%) of the average weekly wage during PLO.

### C. LEAVE WITHOUT PAY

An employee may apply to the Superintendent for leave without pay for a specific period of time up to one (1) year. Such leave shall not be granted for the purpose of other employment. If leave without pay is granted, increases in compensation (except experience increments which would be allowed if an employee worked six (6) months since the employee's 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.

The employee will have the option to self-pay insurance premiums during the leave to the extent permitted by the insurance company. Upon returning from an approved leave in excess of six (6) months, the employee will be entitled to bump the least senior employee in the District, providing the employee is qualified to perform the duties of the position and the position is comparable in hours and benefits to the position held prior to the approved leave if the employee is not qualified to fill the position of the least senior person, then the returning employee shall have the right to bump the next least senior employee in the District, etc.

Employees who receive paid benefits will be docked a prorated amount from their District provided insurance cap when unpaid leave has been requested and approved. Such docking will be calculated with the next payroll for said employee. The percentage will be one (1) day divided by the number of scheduled workdays for the year.

## ARTICLE 14 - HOLIDAYS

- A. The following holidays, in addition to any release day granted by the Board will be observed as paid holidays for employees in the bargaining unit:

- |                           |                                    |
|---------------------------|------------------------------------|
| 1. Labor Day              | 6. Memorial Day                    |
| 2. Thanksgiving Day       | 7. Martin Luther King Jr. Birthday |
| 3. Day after Thanksgiving | 8. Juneteenth: For twelve (12)     |
| 4. Veterans Day           | month employees and                |
| 5. Presidents Day (This   | employees who work at              |
| Holiday will become       | Monroe.                            |
| effective in the 2024-    |                                    |
| 2025 school year.         |                                    |

A twelve (12) month employee will have Independence Day as a holiday. As a part of their regular duties, any employee required to work during Christmas vacation will have Christmas Day and New Years' Day as a paid holiday. It shall be understood hours worked for extra bus trips, such as sports and/or field trips shall not apply in this section unless actually working on the holiday.

- B. An employee in the bargaining unit shall be compensated for the holiday as though the employee has worked a regular schedule for the day. An employee required to work on the above named holiday shall receive the overtime rate for hours worked at time and one-half (1/2) in addition to their regular holiday pay.
- C. Compensation for holiday benefits shall be provided for an employee who has worked the regularly scheduled workday before and the regularly scheduled workday following the holiday. For the purpose of this article, authorized leaves of absence (sick leave, emergency leave, legal leave) shall be considered as time worked to receive holiday pay. Administrators may approve personal leave as authorized leave for the purpose of this article.
- D. A holiday which falls on a weekend shall be adjusted as required by ORS 187.010(2).

## ARTICLE 15 - VACATIONS

- A. Vacation time earned by twelve (12) month and Monroe employees in the bargaining unit shall be granted as indicated in the following outline:

<b>Years of service in the District</b>	<b>12-month employee Vacation Days</b>	<b>Monroe employee Vacation Days</b>
0 to 1 year	0 days	0 days
1 through 2 years	5 days	4 days
3 through 4 years	10 days	9 days
5 through 9 years	15 days	13 days
10+ years	21 days	18 days

- B. Vacation time shall be granted as outlined above and compensated at that employee's rate of pay. Earned vacation shall be effective at the employee's anniversary date with the District.
- C. Vacation time that is currently accrued by an employee must be used within two (2) years of being awarded the time. At no point can an employee have more than two (2) years of vacation time available to use.
- D. Vacations shall be scheduled in such a manner that a minimum number of employees shall be on vacation at any time. Dates of vacations will be mutually agreed upon by the employee and the District.
- E. Vacation pay for twelve (12) month employees shall be paid on the regular payday following the employee's vacation.

## ARTICLE 16 - SENIORITY, LAYOFF AND RECALL

### A. Seniority

1. Seniority shall be determined by computing the length of service since the employee's first day of actual service with the District as a classified employee. When two (2) or more employees begin actual service on the same date, ties shall be broken by lot when the employees are first hired. Periods of temporary employment shall not be counted towards seniority, but regular probationary periods shall count towards seniority. Seniority for all employees will be counted from the first day of service as a classified employee with any of the constituent districts prior to unification, as long as that service was not broken. A seniority list shall be supplied by the District to the Association by October 21 every year for Association verification.
2. Approved leaves of absence will not be considered as an interruption in service.
3. Unpaid leaves of absence in excess of thirty (30) consecutive days do not count toward seniority. Such leaves count against the total years of accumulated seniority. Paid leaves and those leaves granted by law such as FMLA/OFLA/PLO do not affect seniority.
4. If an employee resigns and is later reemployed by the District, length of service shall accrue from the first day of service after rehiring. The District may rehire said employee to the employee's previous job classification up to the experience step the employee was on when the employee resigned.
5. Bus driver routes will be determined by seniority at the beginning of the school year during Inservice week.
6. In the event that bus times are changed after in-service week, no driver will suffer a loss of hours for the year but may be assigned other daily duties by their supervisor at the regular rate of pay to maintain their regular working hours, unless the employee agrees to the reduction of hours.

### B. Layoff

Layoff shall be defined as a permanent and or temporary reduction in days, and/or positions. In the event the District in its discretion, determines that a reduction in force is appropriate, the District will determine which position is to be eliminated. Probationary employees shall be laid off prior to the implementation of a layoff of any classified employees. The least senior person in that particular

classification is then displaced from his or her position. The more senior person who holds the position to be eliminated is then moved into the position vacated by the least senior person in that classification.

**Qualification and Qualified:** The term "qualified or qualifications" when used shall be based on specific training or education that enables a particular employee to successfully perform in a specific assignment within a classification.

1. Within five (5) working days of notification, the laid off employee must notify the District with a written request to "bump" another employee. The employee proposing to bump must have greater District seniority than the least senior employee in the District. The employee will be permitted to bump the least senior employee in the District, providing the employee is qualified to perform the duties of the position. The individual will be deemed qualified to perform the duties of the position if the employee has performed the duties of the specific position before as a regular district employee. If the employee desiring to bump is not qualified to fill the position of the least senior employee, then the bumping employee shall have the right to bump the next least senior employee in the District, etc.
2. An employee bumping into a different classification will remain on the same step of the salary schedule in the new position as the employee was on in the prior position, though the hourly wage may change.
3. The bumping process is not to be used to move to a promotion, namely from a secretarial to an office manager position.

The Association may, upon notification of the layoffs, request to meet with a designated District representative to discuss the pending layoff. As a part of the discussions 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. The right to implement a layoff does not invalidate or supersede the right of the Association to bargain the impacts of any such decision in accordance with ORS 243.698

When a layoff of employees in a classification is contemplated, employees affected by such layoff shall receive written notice of such action at least ten (10) workdays in advance of any layoff. The ten (10) day notice would not be necessary in the event of an emergency such as fire or some other disaster over which the District has no control.

If an employee is laid off the employee will be compensated for all accrued vacation and personal leave days.

C. Recall

An employee who is laid off will remain on the laid-off list and be eligible for recall for a period not to exceed twenty-seven (27) months.

In the event an opening occurs in the same classification as the position held by a person at the time of layoff, the person in layoff will be recalled to that position.

In the event an opening occurs in a different classification from the position held by a person at the time of layoff, the vacancy notice will be posted in-house, and applications will be accepted from all current and laid-off staff members.

In order to maintain this right to recall, an employee must register in person, by email or by mail with the Superintendent or his designee upon change of address, telephone number and at least every six (6) months to signify his availability for recall.

The District shall notify laid-off employees of a position opening by certified letter, with return receipt requested, to the last address listed with the District.

Refusal of recall to a position not equal in hours and salary to the position held prior to layoff shall not constitute voluntary termination and the employee shall remain on the recall list.

Laid-off employees shall have five (5) calendar days from receipt of such notification as indicated on the return receipt in which to indicate their acceptance or rejection of the position and an additional thirty (30) calendar days therefrom in which to begin active employment.

All reemployment rights shall be forfeited if:

1. The employee cannot be located at the last known address or personal email address which has been furnished the District;
2. The employee refuses a position equal in hours and salary to that held prior to layoff.
3. The employee fails to report to active employment within the time limits established herein.

Employees who wish to waive reemployment rights may do so by written notification to the District.

Employees returning from layoff shall have all previously accrued sick leave and

seniority reinstated but shall not receive benefits for the period of layoff.

A laid-off employee will be allowed to continue on the District insurance programs at the group rate with the employee paying the premiums for the maximum time allowed by the insurance carrier.

## ARTICLE 17 - COMPLAINT PROCEDURE

### A. Complaints

Any written complaint regarding an employee shall be made known to the employee.

Day: For the purpose of Article 17 COMPLAINT PROCEDURE, a day shall be interpreted as a calendar day.

### B. Meeting with Immediate Supervisor

The immediate supervisor shall meet with the employee to inform the employee of the nature of the complaint and shall try to resolve the matter informally. The employee shall have the right to Association representation.

### C. Resolution of Unresolved Complaints

The Superintendent will determine the disposition of an unresolved complaint within thirty (30) calendar days of the referral of the complaint or the matter will be dropped completely. Upon making a determination, the Superintendent will notify all parties concerned, in writing, of the decision.

### D. Complaint Record

An employee may attach a written statement to any material placed in the employee's personnel file under the provisions of this article. If any negative material is placed in an employee's personnel file as a result of a complaint, the employee shall have the right to attach a written rebuttal or explanation.



## ARTICLE 18 - GRIEVANCE PROCEDURE

### A. Purpose

The purpose of the procedure is to provide an orderly method for resolving grievances as herein defined. An effort shall be made to settle grievances at the lowest possible level in this procedure.

### B. Definition

1. Grievance: An alleged violation of a provision of this Agreement, including any Memorandums of Understanding (MOU) or Agreement (MOA).
2. Grievant: A member or members of the bargaining unit or the Association making the claim.
3. For the purpose of Article 18 GRIEVANCE PROCEDURE, a day shall be interpreted as a regular working day of the District Office.

### C. Time Limits

1. The time limits herein shall be binding on all parties unless waived or extended by written mutual agreement. In cases where a grievance will be initiated or processed during a period in which the grievant would not normally be actively employed, the grievant and the Board may, by written mutual agreement, extend or modify the time limits herein as is appropriate.
2. If a grievant fails to initiate or process the employee's grievance within the time specified herein, the grievance shall be deemed waived.
3. If the administration fails to adhere to the time limits set herein, the grievance automatically advances to the next step.

### D. Grievance Process

Step 1: The grievant shall discuss the grievance informally with their immediate supervisor within ten (10) working days from the occurrence of the grievance. If so desired by the grievant, an Association representative of their choice may represent the grievant.

Step 2: If the matter remains unresolved, the grievant shall submit a written grievance to the immediate supervisor within twenty (20) days following the occurrence of the grievance. The written grievance shall contain:

- a. A statement of the grievance and relevant facts;
- b. The management action or inaction which initiated the grievance;
- c. The provisions of the Agreement allegedly violated; and
- d. The remedies sought by the grievant which would resolve the grievance.

The supervisor shall respond in writing to the grievant within ten (10) days; a copy of their response shall also go to the Association.

Step 3: If the grievance remains unresolved, the grievant shall submit the grievance statement to the Superintendent or his designee within ten (10) days from receipt of the supervisor's response. The Superintendent or his designee shall hear the grievance within ten (10) days after receipt of the grievance and shall give a written response to the grievant within ten (10) days thereafter; a copy of the employee's response shall also go to the Association.

Step 4: If the grievance remains unresolved, the grievant shall submit the grievance statement to the Board within ten (10) days from receipt of the response specified in Step 3. The Board shall establish a hearing date within thirty (30) days after receipt of the grievance statement. The Board shall give a written response to the grievant within ten (10) days thereafter; a copy of the response shall also go to the Association.

Step 5: If the grievance remains unresolved, the Association may submit the grievance to arbitration. Only contract grievances will be allowed to proceed to arbitration. Upon receipt of the appeal, the Association and Superintendent shall attempt to select an arbitrator within five (5) days. If this cannot be done, the parties shall request a list of arbitrators from the Employment Relations Board (ERB) and the arbitrator shall be selected through a strike-off procedure. The parties agree to abide by the American Arbitration Association arbitration rules in conducting the hearing. The decision of the arbitrator, within the scope of their authority, shall be binding on the parties.

#### E. Miscellaneous

1. There shall be no restraint, interference, discrimination or reprisal exerted over any employee choosing to use these procedures.
2. Each party shall bear all costs of producing their own witnesses, preparation of exhibits and other materials to include the production of a record or transcript of the proceeding unless such a record or transcript is desired by both parties. The fee and expenses of the arbitrator and the cost of the hearing room shall be borne equally by both parties.

3. A grievant may be represented by themselves or a representative of their own choosing at all steps of this procedure.
4. All meetings and hearings under this procedure shall be conducted as provided by law.
5. Any member of the bargaining unit participating in a grievance meeting with the Board or its representative shall be released from regular duties without loss of salary if such meeting is scheduled during working hours.

## **ARTICLE 19 - EMPLOYEE ORIENTATION**

- A. At employee orientations, the District shall provide the Association with no less than thirty (30) minutes and up to one hundred twenty (120) minutes to make a presentation to all bargaining unit employees without undue interference. The Association shall also be permitted to set up a table at the orientation to meet directly with employees before, after, and during breaks at the orientation. No employee shall suffer a loss in compensation or benefits as a result of participating in or attending the Association presentation.
- B. When a bargaining unit employee is hired after the employee orientation or when the District does not conduct an orientation, the Association shall be permitted to meet with newly hired bargaining unit employees for up to thirty (30) minutes during work hours without loss in compensation or benefits for the newly hired employee or for designated representatives attending the meeting. Unless otherwise agreed, meetings with newly hired employees shall take place at the newly hired employee's regular work location, within thirty (30) calendar days from the date of hire.
- C. The Association shall be permitted to meet with employees during regular work hours at their regular work location to discuss grievances, complaints, and other workplace related matters, without loss of compensation or benefits to any employee, including any designated representative attending the meeting. Such meetings shall not take the employee from their regular duties and responsibilities.
- D. The Association shall have the right to use the District's facilities to conduct Association meetings. Such meetings shall be scheduled with the district's facility coordinator.

## **ARTICLE 20 - NON-DISCRIMINATION**

Both parties agree to follow the District's non-discrimination and harassment policies. In addition, the District agrees that members will not be discriminated against as a result of a member's participation or lack of participation in Association activities. A member who believes they are subject to discrimination or harassment may follow the District procedures to settle such matter or they may file a grievance in accordance with Article 1.

## APPENDIX A – WAGE SCALES

### WAGE SCALE APPENDIX

2023-2024

4% Increase	2023-2024 Wage Schedule														
CLASSIFICATION	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP 10	STEP 11	STEP12	STEP 13	STEP 14	STEP 15
OFFICE ASSISTANT	\$16.61	\$17.07	\$17.55	\$18.04	\$18.55	\$19.07	\$19.60	\$20.15	\$20.71	\$21.29	\$21.89	\$22.50	\$23.13	\$23.78	\$24.45
OFFICE MANAGER	\$17.72	\$18.22	\$18.73	\$19.25	\$19.79	\$20.35	\$20.92	\$21.50	\$22.10	\$22.72	\$23.36	\$24.01	\$24.68	\$25.38	\$26.09
PARA-PRO, LIBRARY TECH	\$16.17	\$16.62	\$17.09	\$17.57	\$18.06	\$18.57	\$19.09	\$19.62	\$20.17	\$20.73	\$21.32	\$21.91	\$22.53	\$23.16	\$23.80
BUS DRIVER	\$18.94	\$19.47	\$20.01	\$20.57	\$21.15	\$21.74	\$22.35	\$22.98	\$23.62	\$24.28	\$24.96	\$25.66	\$26.38	\$27.12	\$27.88
CUSTODIAN	\$17.65	\$18.14	\$18.65	\$19.17	\$19.71	\$20.26	\$20.83	\$21.41	\$22.01	\$22.63	\$23.26	\$23.91	\$24.58	\$25.27	\$25.98
MAINT/GROUNDS	\$18.76	\$19.29	\$19.83	\$20.38	\$20.95	\$21.54	\$22.14	\$22.76	\$23.40	\$24.06	\$24.73	\$25.42	\$26.13	\$26.86	\$27.62
COOK	\$16.55	\$17.01	\$17.49	\$17.98	\$18.48	\$19.00	\$19.53	\$20.07	\$20.64	\$21.21	\$21.81	\$22.42	\$23.05	\$23.69	\$24.36
COOK ASSIST	\$14.34	\$14.74	\$15.16	\$15.58	\$16.02	\$16.47	\$16.93	\$17.40	\$17.89	\$18.39	\$18.90	\$19.43	\$19.98	\$20.54	\$21.11
YOUTH TRANSITION	\$20.79	\$21.37	\$21.97	\$22.59	\$23.22	\$23.87	\$24.54	\$25.22	\$25.93	\$26.66	\$27.40	\$28.17	\$28.96	\$29.77	\$30.60
COMPUTER TECH	\$23.96	\$24.63	\$25.32	\$26.03	\$26.76	\$27.51	\$28.28	\$29.07	\$29.89	\$30.72	\$31.58	\$32.47	\$33.38	\$34.31	\$35.27
PROGRAM COORDINATOR	\$16.26	\$16.71	\$17.18	\$17.66	\$18.15	\$18.66	\$19.18	\$19.72	\$20.27	\$20.84	\$21.43	\$22.03	\$22.64	\$23.28	\$23.93
ATTENDANCE															
ADVOCATE	\$16.26	\$16.71	\$17.18	\$17.66	\$18.15	\$18.66	\$19.18	\$19.72	\$20.27	\$20.84	\$21.43	\$22.03	\$22.64	\$23.28	\$23.93
SLP ASSISTANT	\$21.01	\$21.60	\$22.20	\$22.82	\$23.46	\$24.12	\$24.79	\$25.49	\$26.20	\$26.94	\$27.69	\$28.46	\$29.26	\$30.08	\$30.92



# WAGE SCALE APPENDIX

2024-2025

3.5% increase	2024-2025														
CLASSIFICATION	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEPS	STEP9	STEP 10	STEP 11	STEP12	STEP 13	STEP 14	STEP 15
OFFICE ASSISTANT	\$17.19	\$17.67	\$18.17	\$18.67	\$19.20	\$19.74	\$20.29	\$20.86	\$21.44	\$22.04	\$22.66	\$23.29	\$23.94	\$24.61	\$25.30
OFFICE MANAGER	\$18.34	\$18.86	\$19.38	\$19.93	\$20.48	\$21.06	\$21.65	\$22.25	\$22.88	\$23.52	\$24.18	\$24.85	\$25.55	\$26.26	\$27.00
PARA-PRO, LIBRARY TECH	\$16.74	\$17.21	\$17.69	\$18.18	\$18.69	\$19.22	\$19.75	\$20.31	\$20.88	\$21.46	\$22.06	\$22.68	\$23.31	\$23.97	\$24.64
BUS DRIVER	\$19.60	\$20.15	\$20.71	\$21.29	\$21.89	\$22.50	\$23.13	\$23.78	\$24.45	\$25.13	\$25.84	\$26.56	\$27.30	\$28.07	\$28.85
CUSTOOIAN	\$18.27	\$18.78	\$19.30	\$19.84	\$20.40	\$20.97	\$21.56	\$22.16	\$22.78	\$23.42	\$24.08	\$24.75	\$25.44	\$26.16	\$26.89
MAINT/GROUNDS	\$19.42	\$19.96	\$20.52	\$21.10	\$21.69	\$22.29	\$22.92	\$23.56	\$24.22	\$24.90	\$25.59	\$26.31	\$27.05	\$27.80	\$28.58
COOK	\$17.13	\$17.61	\$18.10	\$18.60	\$19.13	\$19.66	\$20.21	\$20.78	\$21.36	\$21.96	\$22.57	\$23.20	\$23.85	\$24.52	\$25.21
COOK ASSIST.	\$14.84	\$15.26	\$15.69	\$16.13	\$16.58	\$17.04	\$17.52	\$18.01	\$18.51	\$19.03	\$19.56	\$20.11	\$20.68	\$21.25	\$21.85
YOUTH TRANS I	\$21.52	\$22.12	\$22.74	\$23.38	\$24.03	\$24.70	\$25.39	\$26.11	\$26.84	\$27.59	\$28.36	\$29.15	\$29.97	\$30.81	\$31.67
COMPUTER TECH	\$24.80	\$25.49	\$26.21	\$26.94	\$27.70	\$28.47	\$29.27	\$30.09	\$30.93	\$31.80	\$32.69	\$33.60	\$34.54	\$35.51	\$36.51
PROGRAM COORDINATOR	\$16.82	\$17.30	\$17.78	\$18.28	\$18.79	\$19.32	\$19.86	\$20.41	\$20.98	\$21.57	\$22.18	\$22.80	\$23.43	\$24.09	\$24.76
ATTENDANCE ADVOCATE	\$16.82	\$17.30	\$17.78	\$18.28	\$18.79	\$19.32	\$19.86	\$20.41	\$20.98	\$21.57	\$22.18	\$22.80	\$23.43	\$24.09	\$24.76
SLP ASSISTANT	\$21.74	\$22.35	\$22.98	\$23.62	\$24.28	\$24.96	\$25.66	\$26.38	\$27.12	\$27.88	\$28.66	\$29.46	\$30.29	\$31.13	\$32.01

# WAGE SCALE APPENDIX

2025-2026

3% increase	2025-2026														
CLASSIFICATION	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEPS	STEP9	STEP 10	STEP 11	STEP12	STEP 13	STEP 14	STEP 15
OFFICE ASSISTANT	\$17.71	\$18.20	\$18.71	\$19.24	\$19.77	\$20.33	\$20.90	\$21.48	\$22.08	\$22.70	\$23.34	\$23.99	\$24.66	\$25.35	\$26.06
OFFICE MANAGER	\$18.89	\$19.42	\$19.96	\$20.52	\$21.10	\$21.69	\$22.30	\$22.92	\$23.56	\$24.22	\$24.90	\$25.60	\$26.31	\$27.05	\$27.81
PARA-PRO, LIBRARY TECH	\$17.24	\$17.72	\$18.22	\$18.73	\$19.25	\$19.79	\$20.35	\$20.92	\$21.50	\$22.10	\$22.72	\$23.36	\$24.01	\$24.69	\$25.38
BUS DRIVER	\$20.19	\$20.75	\$21.34	\$21.93	\$22.55	\$23.18	\$23.83	\$24.49	\$25.18	\$25.89	\$26.61	\$27.36	\$28.12	\$28.91	\$29.72
CUSTOOIAN	\$18.81	\$19.34	\$19.88	\$20.44	\$21.01	\$21.60	\$22.21	\$22.83	\$23.47	\$24.12	\$24.80	\$25.49	\$26.21	\$26.94	\$27.69
MAINT/GROUNDS	\$20.00	\$20.56	\$21.14	\$21.73	\$22.34	\$22.96	\$23.61	\$24.27	\$24.95	\$25.64	\$26.36	\$27.10	\$27.86	\$28.64	\$29.44
COOK	\$17.64	\$18.13	\$18.64	\$19.16	\$19.70	\$20.25	\$20.82	\$21.40	\$22.00	\$22.62	\$23.25	\$23.90	\$24.57	\$25.26	\$25.96
COOK ASSIST.	\$15.29	\$15.72	\$16.16	\$16.61	\$17.07	\$17.55	\$18.04	\$18.55	\$19.07	\$19.60	\$20.15	\$20.72	\$21.30	\$21.89	\$22.50
YOUTH TRANS I	\$22.16	\$22.78	\$23.42	\$24.08	\$24.75	\$25.44	\$26.16	\$26.89	\$27.64	\$28.42	\$29.21	\$30.03	\$30.87	\$31.73	\$32.62
COMPUTER TECH	\$25.54	\$26.26	\$26.99	\$27.75	\$28.53	\$29.33	\$30.15	\$30.99	\$31.86	\$32.75	\$33.67	\$34.61	\$35.58	\$36.58	\$37.60
PROGRAM COORDINATOR	\$17.33	\$17.81	\$18.31	\$18.83	\$19.35	\$19.89	\$20.45	\$21.02	\$21.61	\$22.22	\$22.84	\$23.48	\$24.14	\$24.81	\$25.51
ATTENDANCE ADVOCATE	\$17.33	\$17.81	\$18.31	\$18.83	\$19.35	\$19.89	\$20.45	\$21.02	\$21.61	\$22.22	\$22.84	\$23.48	\$24.14	\$24.81	\$25.51
SLP ASSISTANT	\$22.40	\$23.02	\$23.67	\$24.33	\$25.01	\$25.71	\$26.43	\$27.17	\$27.93	\$28.71	\$29.52	\$30.34	\$31.19	\$32.07	\$32.97