

Article 4 - Fringe Benefits

A. Coverage

1. Members of the bargaining unit electing employee-only coverage may enroll in any of the District selected plans provided for by OEGB. Members electing employee-only coverage shall receive medical, dental and vision coverage at no out-of-pocket monthly premium cost to the member.
2. Members of the bargaining unit electing employee plus spouse, employee plus children or full-family coverage may enroll in one of the District-selected high deductible HAS-qualifying plans. For 2017-18, those plans shall be Kaiser Plan 3, Moda Evergreen PPO, and Moda Evergreen Synergy. Members shall receive medical, dental and vision insurance at no out of pocket monthly premium cost to the member.
3. In addition to the coverage provided for above, each member enrolled in one of the District-selected high deductible HSA-qualifying plans shall receive a contribution to the member's HSA as follows:
 - a. Employee only coverage = one hundred thirty-five dollars (\$135) per month.
 - b. Employee plus spouse, employee plus children or full family coverage = two hundred seventy dollars (\$270) per month.

~~The District shall contribute up to the following amounts for the purchase of district provided major medical, dental including orthodontics, vision, prescription, disability, life and annuity programs for all employees working half-time or more in regular district programs:~~

	2014/15	2015/16	2016/17
Twelve (12) month employees	\$997.73	\$1,250	\$1,300 per month
Employees who work 195 days or more, excluding vacation time, but less than twelve months	\$883.61	\$1038	\$1079 per month
Employees who work 194 days or less, excluding vacation time	\$826.10	\$938	\$975 per month

- B. ~~The employee will have the choice of allocating fringe benefit dollars to any major medical, dental (including orthodontics), vision, prescription, disability, and life insurance currently offered by the District through OEGB and its district agents of record. Any benefit dollars not used for the previous listed options, will be reduced by one half and the employee can use them toward any district-provided group insurance currently~~

~~available through district agents of record in association with the OSEA insurance committee.~~

- C. Should the employee choose not to utilize one of the district health insurance plans, the employee shall provide the district with a letter stating the employee has coverage from another source. ~~The employee shall be advised by the District that should such other coverage cease, the employee would not be assured of getting back on a district program, except at the anniversary date of the district policy or with the waiver of pre-existing conditions unless coverage is disallowed. (Worker's Compensation and retirement contributions are not included.)~~
- D. The District shall provide, at no cost to the employee, term life and accidental death & dismemberment (AD&D) insurance in the amount of \$20,000 \$30,000 for each employee in the bargaining unit.
- ~~E. The District shall provide, at no cost to the employee, short-term disability insurance and long-term disability insurance.~~
- ~~E. Insurance Pool~~
~~Members will be limited to half of their unused district insurance contribution dollars for the purchase of insurance plans not covered in Section B of this article. All unused dollars will create a pool to be redistributed to all bargaining unit members. OSEA representatives and the District will meet to determine the current FTE after open enrollment and the remaining dollars will be distributed to all members to minimize out-of-pocket expenses. Pool calculations will be completed within fourteen (14) days following the open enrollment cut off date. The pool will become effective in the 2012-13 school year.~~
- ~~F. Employee Assistance Program~~
~~The District will provide an Employee Assistance Program for all bargaining unit members.~~
- F-G. Employees working half-time or more in regular district programs shall be eligible for fringe benefits effective the first day of the month following the first month in which the employee has worked for ten (10) days.

G. ~~Insurance Committee~~

~~The District and Association shall form a joint insurance committee for the purpose of exploring alternatives to the current method of providing insurance benefits to members. The committee shall be comprised of three members selected by the Association and three individuals selected by the District. The committee shall begin meeting prior to the conclusion of the 2014-15 contract year, with the goal of having a recommendation on or before January 15, 2017.~~

Article 8 - Salary

A. Salaries

- 1. Salaries for the classified employees in the bargaining unit for 2017-18 shall be as indicated on the attached salary schedules (Appendix B).
- 2. The salary schedule for 2017-18 will be the 2016-17 salary schedule. ~~increased by 1.95%. The salary schedule for 2015-16 will be the 2014-15 salary schedule increased by 2%. The salary schedule for 2016-17 will be the 2015-16 salary schedule increased by 2.5%.~~
- 3. ~~Employees who were, as of the 2013-14 contract year, on Step 10 will receive a one-time stipend of \$575 to be paid on the second February, 2015 payroll.~~

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B. Longevity Pay

- 1. Employees will qualify for a longevity pay at the completion of fifteen (15), twenty (20), and twenty-five (25) years ~~(beginning July 1, 2012)~~ of continuous employment with the district.

Longevity pay is an additional \$.25 per hour at fifteen (15) years and an additional \$.50 per hour at twenty (20) years and an additional \$.25 per hour at twenty-five (25) years and shall be cumulative.

Longevity pay increases shall begin the pay day following the employee's fifteenth, twentieth, or twenty-fifth anniversary date with the district.

- 2. In most cases, "Continuous Employment" shall mean unbroken service from last date of hire. In cases where there has been an approved period of unpaid leave or layoff, the employee will receive credit for service before and after the break, but not during the break in calculating eligibility for longevity pay.

C. Salary Duration

Salaries, as indicated on the salary schedule, shall be for the term of this Agreement unless amended or supplemented by mutual agreement of the Board and the Association.

D. Changes in positions

Changes in positions involving a new duty of greater responsibility shall be accomplished as follows:

- 1. The employee shall first be raised one step on their current salary column.
- 2. They shall then be moved over to the next step on the new salary column that is equal to or exceeds the adjusted step in number 1.

3. An employee at the top of their salary column prior to promotion shall have 4% added to their current step before moving to the new salary column.

E. **Temporary Assignment**

An employee temporarily assigned by the district to replace an absent employee who is in a higher classification shall assume all the duties and responsibilities of the assigned position and be considered working out-of-classification. Beginning the fifth day, an employee shall be entitled to the rate of pay that is the comparable step in the new classification range which provides a salary one (1) step higher than the salary s/he was receiving prior to the assignment, or the rate of the first step of the new classification range, whichever is greater, from the first day of the assignment.

F. **Involuntary Transfer**

The employee who is transferred involuntarily on a reduction in force to a classification lower than the one under which s/he is working shall be placed on the lower classification salary range at the same salary or the nearest comparable salary as s/he was receiving at the higher classification range.

G. **Voluntary Transfer**

When a job opening occurs, the District will give preference to requests on file and new applications by employees (as per Article 24 B). An employee may request a transfer by submitting a transfer request to the Human Resources office. Such a request shall include the specific position(s) desired and shall be valid for one (1) year from the date the request was submitted.

H. **New Employee Salary Placement**

The District retains the prerogative of salary placement of new employees. However, the District, upon reviewing the qualifications of the new employee may grant one (1) year's credit on the salary schedule for each two (2) years worked in the job category to a maximum of step 3. Only in exceptional situations will the District grant credit beyond the third step. In such cases the District will notify the Association President.

I. **Step Increase**

Employees will receive a step increase on July 1 of each year unless they are at the top of the schedule. However, an employee who ~~is hired~~ begins service in his or her regular position (excluding training) between January 1 and June 30 will not be eligible for the step increase in July. Step increases shall not be considered part of the status quo, and therefore shall not be granted without the mutual agreement of the parties, beyond the 2017-18work year.

J. **Shift Differential**

An employee working the graveyard shift (10:00 P.M. to 6:00 A.M.) shall receive twenty (20) cents per hour in addition to the regular hourly rate.

Bus drivers receiving a twenty cents per hour pay differential for mid-day routes at the end of the 2000-01 school year, shall continue to receive that differential if assigned to the same type of mid-day route. All other drivers will receive the regular hourly rate.

K. Overtime

Overtime rates shall be paid as provided for in ORS 279.340 in accordance with appropriate state and federal regulations. Overtime shall be paid at the rate of one and one-half (1 1/2) times the regular rate of pay or compensatory time off for all hours worked in excess of forty (40) hours per week or any work required on a legal holiday as defined in Article 9, A and B. It is agreed that where overtime worked on any given day is less than one-half (1/2) hour, it will be taken in the form of compensatory time at the rate of one and one-half (1 1/2) times the overtime worked (as coordinated through the supervisor).

Overtime shall only be paid when an employee's hours worked exceed 40 hours in one week. Other days such as sick leave, holidays, etc. shall not be applied to hours worked.

L. Compensatory Time

Compensatory time (either salary or compensatory time) shall not exceed 24 hours at any time and shall be authorized by the supervisor prior to the overtime worked. It is understood that compensatory time shall be taken within the payroll period and, if not, the employee will be paid for the overtime on the following month's payroll.

Employees working unauthorized overtime may be subject to the disciplinary provisions of this agreement.

M. Educational and Media Assistants

Identification of responsibilities qualifying for stipends will be determined by the District with input from the supervising teacher and principal. A request to review an assignment may be made by an educational assistant through the Association, but such a request shall not be required in order for the District to so designate a responsibility. An approved request for a stipend shall be effective upon its approval.

The following classification stipulations shall apply:

Educational Assistants

1. School after School (SAS) assistants, pre-school assistants, Perkins Grant Assistants, as well as any similar assignments in the future will be on Schedule 1B of the Salary Schedule for Classified Employees.
2. Classroom assistants, Title assistants, Special Education assistants will be on schedule IIA as a base salary column. Any assistant changing columns as a result of this classification shall move directly to the same step they would have been on previously.

3. Educational Assistants who encounter student behavior of a violent/assaultive nature that requires the use of approved physical restraint on a near-daily basis will receive a stipend of 4%.

Effective for 2015-16 Educational Assistants who are assigned to a special education self-contained classroom will receive a 4% stipend. A special education self-contained classroom is a classroom in which students are placed due to behavior or life skill types of skill development. Educational Assistants who work in a resource room do not fall into this category.

4. Educational Assistants whose job requires toileting, catheterization or similar attention to bodily will receive a stipend of 4% for the estimated time required for such activity.

Effective for 2015-16 Educational Assistants whose job requires full assistance with toileting, catheterization or similar attention to bodily fluids (not including general wiping of noses or saliva) will receive a stipend of 4% for the estimated time required for such activity.

Media Assistants

1. Media assistant and computer assistant may be included in one job description that includes a statement clarifying that some of the responsibilities may only be required in certain specific assignments.
2. When under a media specialist's supervision, the assistant has the primary assigned responsibility for the designated Media Center computer lab used for word processing and/or computer skills instruction, the compensation shall include a 3% stipend. The stipend will be based on the percentage of the total assignment in this area (rounded to 25%, 50%, 75%, or 100%).
3. In schools without a media specialist (licensed person) in charge, media assistants are entitled to a stipend. This stipend varies by school and actual schedule during the day (if it changes, a weekly average will be used.)

An assistant in the media center without a licensed person in the room (as when a teacher leaves a class in the library) will receive a stipend based on the percentage of time. If there is a period of time when the assistant is in charge of computer skills, they get a 3% stipend for that portion of time, rounded to the nearest 25%. For the rest of their schedule, when responsible for students in the media center, the media assistant will also get 3% for each hour, rounded to the nearest 25%.

- N. For Groundskeepers who are assigned by the District to spray pesticides and who carry the necessary licensure, an annual stipend of \$750 will be paid. The stipend will be divided among all 12 paychecks and will be prorated for new hires and terminations based on start and end date, ~~For 2014/2015 this stipend will be retroactive to July 1, 2014 and will be divided among the remaining paychecks for 2014/2015.~~

— For Maintenance staff who are assigned by the District to complete small asbestos removals and who carry the necessary certificate, an annual stipend of \$750 will be paid. The stipend will be divided among all 12 paychecks and will be prorated for new hires and terminations based on start and end date.

O. Reclassification Committee

The District and the Association agree to resume the joint committee as needed for review of needed classifications during the course of this contract. The review will include any new job titles, job descriptions and placement on the salary schedule. Committee work deadlines shall be determined by the committee.

Article 23 - Workshops/Courses

- A. Classified employees may be required by the District to attend training schools, workshops, or courses of instruction. When such attendance is required, the Board will pay mileage expense and/or fees and salary resulting from attendance at such schools.
- B. The Board also agrees to pay the tuition cost or fee for District-approved classes and/or workshops taken by employees to improve job efficiency, ~~or~~ extend job capabilities for positions within the same job category (e.g., food services, custodial/maintenance, etc.), or pursue opportunities for other positions within the district.

An employee shall be eligible for reimbursement of \$4,630 during the three-year term of this agreement. Should the tuition amount for licensed teachers be increased during the term of this agreement, the \$4,630 dollar amount shall be increased at a like amount on a prorated yearly basis. Payment for courses will be made on a reimbursement basis unless otherwise arranged with the District. If the employee does not receive a passing grade (C) for the course, does not complete the course, or leaves the District's employment before course completion, the District shall not be responsible for payment and may recoup any advanced fees through payroll deduction or other means.

- C. Food Service employees shall be reimbursed in accordance with paragraph A of this article for all required classes or workshops relating to the attainment of a Food Handler's Certificate.
- D. The District shall provide each classification a minimum of one (1) day of in-service training per year, or allow attendance at available outside workshops. This requirement shall be subject to the availability of such training or workshop.
- E. Tuition Credit
For each accumulation of twenty (20) credit hours of approved college/university credit or approved workshop hours (ten [10] seat hours equivalent to one credit hour), an employee shall receive a one (1)-time bonus of \$500.
- F. Benefits under this article shall be prorated for employees who are less than 1.0 FTE.

DISTRICT INITIAL PROPOSAL

Reynolds School District
2017 - 2018 Classified Salary Schedule

Step	Level I			Level II			Level III			Mechanic		
	A	B	C	A	B	C	A	B	C	MECH I	MECH II	MECH III
25	17.53	18.88	20.25	20.72	21.50	23.15	23.60	24.64	27.04	23.87	25.81	28.19
20	17.28	18.63	20.00	20.47	21.25	22.90	23.35	24.39	26.79	23.62	25.56	27.94
15	16.78	18.13	19.50	19.97	20.75	22.40	22.85	23.89	26.29	23.12	25.06	27.44
10	16.53	17.88	19.25	19.72	20.50	22.15	22.60	23.64	26.04	22.87	24.81	27.19
9	15.97	17.28	18.60	19.05	19.82	21.40	21.84	22.84	25.16	22.10	23.97	26.28
8	15.43	16.69	17.97	18.41	19.15	20.67	21.10	22.07	24.31	21.35	23.16	25.39
7	14.91	16.12	17.36	17.79	18.49	19.97	20.39	20.90	23.48	20.23	22.37	24.53
6	14.33	15.56	16.68	17.09	17.72	19.23	19.56	20.45	22.60	19.91	21.50	23.57
5	13.76	14.87	16.08	16.53	17.06	18.50	18.85	19.65	22.02	19.18	20.72	22.72
4	12.98	14.37	15.45	15.84	16.46	17.79	18.06	18.94	20.89	18.45	19.87	21.77
3	12.51	13.83	14.88	15.24	15.78	17.10	17.37	18.17	20.09	17.75	19.05	20.87
2	11.76	13.25	14.31	14.66	15.22	16.50	16.73	17.51	19.35	17.17	18.29	20.05
1	11.59	12.74	13.76	14.05	14.60	15.82	16.08	16.79	18.45	16.48	17.60	19.30

Appendix A: Classifications

<p>Clerical</p> <p><u>Assistant Records Secretary</u> <u>IIA</u></p> <p>Assistant Secretary — HS IIC</p> <p>Assistant Secretary Elementary/MS IIA</p> <p>Athletic Secretary IIC</p> <p>Attendance Secretary IIB</p> <p>Community Resources Secretary IIIA</p> <p>Counseling Secretary IIB</p> <p>Curriculum Secretary IIIA</p> <p>ELL Secretary IIIA/IIIB</p> <p>Facilities Secretary IIC</p> <p><u>Facilities Support Specialist</u> <u>IIIA</u></p> <p><u>Federal Programs Secretary</u> <u>IIIA/IIIB</u></p> <p>High School Bookkeeper IIIA</p> <p>Lead School Secretary IIIA</p> <p>Media Department Secretary IIIA/IIIB</p> <p>Media Department Assistant Secretary IIA</p> <p>Nutrition Services Secretary IIIA/IIIB</p> <p>Nutrition Services Assistant Secretary IIA</p> <p>Clerk IC</p> <p>Operations Secretary IIIA</p> <p>Receptionist — District IIC</p> <p>Receptionist — School IC</p> <p>Registrar — High School IIC</p> <p>Student Services Secretary IIIA/IIIB</p> <p>Transportation Secretary IIIA</p> <p>Transportation Assistant Secretary IIA</p> <p>Business Services:</p> <p>Accounts Payable Technician <u>IIIB</u> IIIA</p> <p>General Ledger Technician <u>IIC</u> IIIA</p> <p>Payroll Technician <u>IIIB</u> IIIA</p> <p>Business Services Secretary IIIA</p> <p><u>Purchasing/Procurement & Accounting Specialist</u> <u>IIIB</u></p> <p><u>Business Services Assistant</u> <u>IIC</u></p> <p>Custodial:</p> <p>Custodian MS/HS Lead IIIA</p> <p>Custodian Night Lead MS/HS IIB</p> <p>Custodian Night, Elem. IIA</p> <p>Custodian IC</p> <p>Nutrition Services</p> <p>Assistant Manager, MS IC</p> <p>Cook IB</p> <p>Manager, Elem. IIA</p> <p>Assistant Manager, HS IIA</p> <p>Manager, MS IIB</p> <p>Manager, HS IIC</p> <p>Warehouse/Driver IIB</p> <p>Warehouse</p> <p>Warehouse Worker I IIA</p> <p>Warehouse Worker II IIB</p> <p>Delivery Driver IIA</p>	<p>Instruction</p> <p>Library/Media Assistant <u>IIA</u> IB</p> <p>SAS Instructional Assistant IB</p> <p>ELL Department Liaison IIC</p> <p>Educational Assistant IIA</p> <p>Day Care Aide IA</p> <p>Day Care Worker (For Head Start Effective 8/2016) <u>IIA</u> IB</p> <p>Day Care Lead (For Head Start Effective 8/2016) <u>IIIA</u> IC</p> <p>MYC Crew Leader IIB</p> <p>Transition Specialist IIC</p> <p>Skills Trainer IIB</p> <p>Preschool Assistant IB</p> <p>Auto/Metal Assistant IB</p> <p>Preschool Assistant IB</p> <p>Maintenance</p> <p>Maintenance Worker — General IIC</p> <p>Maintenance Worker — Skilled IIC</p> <p>Maintenance Worker — Lead IIIA</p> <p>Groundskeeper — I IIC</p> <p>Groundskeeper Lead IIIA</p> <p>Painter IIIA</p> <p>Student Management</p> <p>Breakfast Assistant IA</p> <p>Campus Monitor IIB</p> <p>Crossing Guard IB</p> <p>ISS Monitor IIA</p> <p>Noon Assistant IA</p> <p>Transportation</p> <p>Mechanic I MI</p> <p>Mechanic II MII</p> <p>Mechanic III MIII</p> <p>School Bus Driver IIB</p> <p>School Bus Trainer IIC</p> <p>Driver Trainer Lead IIIA</p> <p><u>Dispatch Receptionist</u> <u>IIC</u></p> <p>Dispatcher IIA</p> <p><u>Special Needs Routing Assistant Specialist</u> <u>IIIA</u> IC</p> <p>Other Positions:</p> <p>Aquatic Assistant IIB</p> <p>Aquatic Director IIC</p> <p>Digital Imaging Technician IIIA</p> <p>Licensed Physical Therapy Assistant IIC</p> <p>Certified Occupational Therapy Assistant IIC</p> <p>Certified Speech Language Pathologist Assistant IIC</p> <p><u>Communications Technician</u> <u>IIC</u></p> <p><u>Student Information System Support Specialist</u> <u>IIIA</u></p> <p>Technical/Computer Specialist IIC</p> <p><u>Technical Computer Specialist II</u> <u>IIIC+ \$4 Per Hour</u></p> <p>District Courier IIC</p> <p>Assistive Technology Assistant IIA</p> <p><u>Assistive Technology Technician</u> <u>IIC</u></p> <p>Coordinator of Career & Post Secondary Prep IIIA</p> <p><u>College and Career Center Coordinator</u> <u>IIC</u></p> <p><u>Fine and Performing Arts Center Coordinator</u> <u>IIC</u></p> <p>Testing Coordinator IIC</p> <p>Communications Department Liaison II</p>
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MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into by and between the Reynolds School District (District) and the Oregon School Employees Association Chapter 37(Association) for the purposes of setting forth the terms and conditions of the parties' agreement concerning the contracting out of work performed exclusively by members of the Association's bargaining unit. As part of the parties' agreement for a 2014-17 successor collective bargaining agreement, the District and Association hereby agree to the following:

1. For the period of July 1, ~~2016-2017~~ through June 30, ~~2017~~2018, the District shall not contract out work that, as of the signing of this Agreement, is being performed exclusively by members of the Association's bargaining unit.
2. This agreement shall not impact the District's established right to utilize substitute employees consistent with the terms and conditions of the collective bargaining agreement.
3. This prohibition against contracting out shall not prevent the District from hiring third-party contractors to perform specialized work in situations in which bargaining unit members either do not have the expertise or experience.

When insufficient time and/or manpower exists to have the work completed, the following steps will be taken:

- A. The District will first attempt to utilize staff from existing substitute lists to complete the work.
- B. The District may then use temporary staff in accordance with Article 1 Recognition, C and D either through direct hire or through a temporary agency as follows:
- C. For the purpose of this paragraph, temporary employees are those irregular employees hired for a specific period of time, not to exceed sixty-five (65) continuous workdays (e.g., summer help, or any specific job, and cannot be repeated).
- D. Beginning in March of each school year, the district may identify new job openings as "balance of the year" if there is a possibility that the job may not be carried forward to the new school year. The district will notify the Association and the job shall be considered temporary. Should an extension of the sixty-five (65) days be needed to complete the school year, the Association and the District shall negotiate that extension.

4. This agreement shall expire as of June 30, ~~2017~~2018, and will not be automatically extended or be considered part of the status quo.
5. This agreement shall not serve to modify any rights, duties or obligations of either party as set forth in the collective bargaining agreement except as specifically described in this Memorandum.

For the District:

For the Association:

Date

Date