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5 **Article 8 - Salary**  
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7 **A. Salaries**  
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9 1. Salaries for the classified employees in the bargaining unit for ~~2017-2018~~ ~~14-2017~~ shall  
10 be as indicated on the attached salary schedules (Appendix B).  
11

12 2. The salary schedule for ~~2017-18~~ ~~4-15~~ will be the ~~2016-17~~ ~~3-14~~ salary schedule increased  
13 by ~~2.75%~~ ~~1.95%~~. ~~The salary schedule for 2015-16 will be the 2014-15 salary schedule increased~~  
14 ~~by 2%. The salary schedule for 2016-17 will be the 2015-16 salary schedule increased by 2.5%.~~  
15

16 3. The 2017-2018 Classified Salary Schedule shall include a new top step equal to  
17 3.75% (11 Step) while simultaneously eliminating the bottom step (1<sup>st</sup> step) for all classified  
18 employees.  
19

20 3. — Employees who were, as of the ~~2013-14~~ contract year, on Step 10 will receive a one-time  
21 stipend of \$575 to be paid on the second February, ~~2015~~ payroll.  
22

23 **B. Longevity Pay**

24 1. Employees will qualify for a longevity pay at the completion of fifteen (15), twenty (20),  
25 and twenty five (25) years and thirty (30) years ~~(beginning July 1, 2012)~~ of continuous  
26 employment with the district.  
27

28 Longevity pay is an additional \$.~~325~~ per hour at fifteen (15) years and an additional \$.~~75~~ ~~50~~ per  
29 hour at twenty (20) years and an additional \$.~~325~~ per hour at twenty five (25) years and an  
30 additional \$.35 per hour at thirty (30) years and shall be cumulative.  
31

32 Longevity pay increases shall begin the pay day following the employee's fifteenth, twentieth, ~~or~~  
33 twenty-fifth or thirtieth (anniversary date with the district).  
34

35 2. In most cases, "Continuous Employment" shall mean unbroken service from last date of  
36 hire. In cases where there has been an approved period of unpaid leave or layoff, the employee  
37 will receive credit for service before and after the break, but not during the break in calculating  
38 eligibility for longevity pay.  
39

40 **C. Salary Duration**

41 Salaries, as indicated on the salary schedule, shall be for the term of this Agreement unless  
42 amended or supplemented by mutual agreement of the Board and the Association.  
43

44 **D. Changes in positions**

45 Changes in positions involving a new duty of greater responsibility shall be accomplished as  
46 follows:  
47

48 1. The employee shall first be raised one step on their current salary column.  
49

1 2. They shall then be moved over to the next step on the new salary column that is equal to  
2 or exceeds the adjusted step in number 1.

3  
4 3. An employee at the top of their salary column prior to promotion shall have 4% added to  
5 their current step before moving to the new salary column.  
6

7 **E. Temporary Assignment**

8 An employee temporarily assigned by the district to replace an absent employee who is in a  
9 higher classification shall assume all the duties and responsibilities of the assigned position and  
10 be considered working out-of-classification. Beginning the ~~third~~ third day, an employee shall be  
11 entitled to the rate of pay that is the comparable step in the new classification range which  
12 provides a salary one (1) step higher than the salary s/he was receiving prior to the assignment, or  
13 the rate of the first step of the new classification range, whichever is greater, from the first day of  
14 the assignment.  
15

16 **F. Involuntary Transfer**

17 The employee who is transferred involuntarily on a reduction in force to a classification lower  
18 than the one under which s/he is working shall be placed on the lower classification salary range  
19 at the same salary or the nearest comparable salary as s/he was receiving at the higher  
20 classification range.  
21

22 **G. Voluntary Transfer**

23 When a job opening occurs, the District will give preference to requests on file and new  
24 applications by employees (as per Article 24 B). An employee may request a transfer by  
25 submitting a transfer request to the Human Resources office. Such a request shall include the  
26 specific position(s) desired and shall be valid for one (1) year from the date the request was  
27 submitted.  
28

29 **H. New Employee Salary Placement**

30 The District retains the prerogative of salary placement of new employees. However, the District,  
31 upon reviewing the qualifications of the new employee may grant one (1) year's credit on the  
32 salary schedule for each two (2) years worked in the job category to a maximum of step 3. Only  
33 in exceptional situations will the District grant credit beyond the third step. In such cases the  
34 District will notify the Association President.  
35

36 **I. Step Increase**

37 Employees will receive a step increase on July 1 of each year unless they are at the top of the  
38 schedule. However, an employee who is hired between January 1 and June 30 will not be eligible  
39 for the step increase in July. Step increases shall not be considered part of the status quo, and  
40 therefore shall not be granted without the mutual agreement of the parties, beyond the ~~20176-187~~  
41 work year.  
42

43 **J. Shift Differential**

44 An employee working the graveyard shift (10:00 P.M. to 6:00 A.M.) shall receive ~~thirty~~ twenty  
45 (~~320~~) cents per hour in addition to the regular hourly rate.  
46

47 Bus drivers receiving a twenty cents per hour pay differential for mid-day routes at the end of the  
48 2000-01 school year, shall continue to receive that differential if assigned to the same type of  
49 mid-day route. All other drivers will receive the regular hourly rate.  
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3 **K. Overtime**

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

11  
12 Overtime shall only be paid when an employee's hours worked exceed 40 hours in one week.  
13 Other days such as sick leave, holidays, etc. shall not be applied to hours worked.  
14

15 **L. Compensatory Time**

16 Compensatory time (either salary or compensatory time) shall not exceed 24 hours at any time  
17 and shall be authorized by the supervisor prior to the overtime worked. It is understood that  
18 compensatory time shall be taken within the payroll period and, if not, the employee will be paid  
19 for the overtime on the following month's payroll.  
20

21 Employees working unauthorized overtime may be subject to the disciplinary provisions of this  
22 agreement.  
23

24 **M. On-Call Compensation**

25 Grounds and Maintenance employees who are scheduled to be On-Call shall be compensated at a  
26 rate of seven hours of pay at the employee's regular rate of pay per week of On-Call work.  
27

28 **NM. Educational and Media Assistants**

29  
30 Identification of responsibilities qualifying for stipends will be determined by the District with  
31 input from the supervising teacher and principal. A request to review an assignment may be  
32 made by an educational assistant through the Association, but such a request shall not be required  
33 in order for the District to so designate a responsibility. An approved request for a stipend shall  
34 be effective upon its approval.  
35

36 The following classification stipulations shall apply:  
37

38 **Educational Assistants**

39 1. School after School (SAS) assistants, pre-school assistants, Perkins Grant Assistants, as  
40 well as any similar assignments in the future will be on Schedule 1B of the Salary Schedule for  
41 Classified Employees.  
42

43 2. Classroom assistants, Title assistants, Special Education assistants will be on schedule  
44 IIA as a base salary column. Any assistant changing columns as a result of this classification  
45 shall move directly to the same step they would have been on previously.  
46

47 3. Educational Assistants who encounter student behavior of a violent/assaultive nature that  
48 requires the use of approved physical restraint on a near-daily basis will receive a stipend of 4%.  
49

1 ~~Effective for 2015-16~~ Educational Assistants who are assigned to a special education self-  
2 contained classroom will receive a 4% stipend. A special education self-contained classroom is a  
3 classroom in which students are placed due to behavior or life skill types of skill development.  
4 Educational Assistants who work in a resource room do not fall into this category.  
5

6 4. Educational Assistants whose job requires toileting, catheterization or similar attention to  
7 bodily will receive a stipend of 4% for the estimated time required for such activity.  
8

9 ~~Effective for 2015-16~~ Educational Assistants whose job requires full assistance with toileting,  
10 catheterization or similar attention to bodily fluids (not including general wiping of noses or  
11 saliva) will receive a stipend of 4% for the estimated time required for such activity.  
12

### 13 **Media Assistants**

14 1. Media assistant and computer assistant may be included in one job description that includes a  
15 statement clarifying that some of the responsibilities may only be required in certain specific  
16 assignments.  
17

18 2. When under a media specialist's supervision, the assistant has the primary assigned  
19 responsibility for the designated Media Center computer lab used for word processing and/or  
20 computer skills instruction, the compensation shall include a 3% stipend. The stipend will be  
21 based on the percentage of the total assignment in this area (rounded to 25%, 50%, 75%, or  
22 100%).  
23

24 3. In schools without a media specialist (licensed person) in charge, media assistants are entitled  
25 to a stipend. This stipend varies by school and actual schedule during the day (if it changes, a  
26 weekly average will be used.)  
27

28 An assistant in the media center without a licensed person in the room (as when a teacher leaves a  
29 class in the library) will receive a stipend based on the percentage of time. If there is a period of  
30 time when the assistant is in charge of computer skills, they get a 3% stipend for that portion of  
31 time, rounded to the nearest 25%. For the rest of their schedule, when responsible for students in  
32 the media center, the media assistant will also get 3% for each hour, rounded to the nearest 25%.  
33

### 34 ON. **Groundskeepers assigned to spray pesticide**

35 For Groundskeepers who are assigned by the District to spray pesticides and who carry the  
36 necessary licensure, an annual stipend of \$750 will be paid. The stipend will be divided among  
37 all 12 paychecks and will be prorated for new hires and terminations based on start and end date,  
38 ~~For 2014/2015 this stipend will be retroactive to July 1, 2014 and will be divided among the~~  
39 ~~remaining paychecks for 2014/2015.~~  
40

### 41 P. **The District shall staff the maintenance department with 6 represented positions; Skilled positions** 42 **and General maintenance positons.**

### 43 Q. **Maintenance Workers credentialed to work with Asbestos**

44 For maintenance workers who are assigned by the District to evaluate and repair asbestos within  
45 the scope of their certification and who carry the necessary licensure, an annual stipend of  
46 \$1500.00 Dollars will be paid. The stipend will be divided among all 12 paychecks and will be  
47 prorated for new hires and terminations based on start and end date.  
48  
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50

1 **R. Maintenance Workers certified to perform Locksmithing**

2 For maintenance workers who are certified and assigned by the District to perform locksmithing  
3 an annual stipend of \$750.00 dollars will be paid. The stipend will be divided among all 12  
4 paychecks and will be prorated for new hires and terminations based on start and end date.  
5

6 **Q. Reclassification Committee**

7 The District and the Association agree to resume the joint committee as needed for review of  
8 needed classifications during the course of this contract. The review will include any new job  
9 titles, job descriptions and placement on the salary schedule. Committee work deadlines shall be  
10 determined by the committee.  
11

12 **S. 2017 -18 Changes to Salary Schedule**

- 13 A. The salary schedule for Mechanic I and Mechanic II shall be increased by ten (10)  
14 percent from the 2016 -17 Mechanic Salary Schedule.  
15 B. The salary schedule for Mechanic III shall be increased by fifteen (15) percent from the  
16 2016 -17 Mechanic Salary Schedule.  
17 C. The salary schedule for Maintenance Worker- General shall be IIIA.  
18 D. The salary schedule for Maintenance Worker-Lead shall be IIIB.  
19 E. The salary schedule for Library/Media Assistant shall be IC.  
20

21 **T. Job Description Review**

22 A. The district recognizes that the duties and responsibilities of a classified position can  
23 be modified by two means. One is a change in the job description, and the other is  
24 an evolution of the job functions as a result of the needs of the district.  
25

26 B. When the district changes the duties of the job by way of a change in the job  
27 description for a position, the district shall consult with the association about the salary  
28 schedule placement of the employee that fills that position. If the parties agree to a  
29 placement, the employee shall be placed there and the matter resolved. If the parties do  
30 not reach agreement, then the matter shall be handled under the terms of this Article.  
31

32 C. When the change is the result of an evolution of the job functions, the employee may  
33 request a reclassification of the job, consistent with the procedures in this Article.  
34

35 **D. Reclassification Procedure**

- 36  
37 1. If an employee feels that the alignment of his/her position is not appropriate,  
38 the employee may submit a reclassification request in writing to the director  
39 of human resources. The request shall contain the following information:  
40 a. Current job position and placement, including range.  
41 b. Employee's requested placement.  
42 c. Rationale for the requested placement change.  
43 d. Date of letter.  
44 e. Employee signature.  
45

46 An administrator may also submit a request on behalf of an employee. Such  
47 request shall include items listed above a. through d.  
48

2. Upon receipt of a request for reclassification, human resources shall notify the reclassification committee that a request has been received. A date will then be established for the hearing of the request.
3. The reclassification committee shall consist of eight (8) voting members, four (4) appointed by the district and four (4) appointed by the association.
4. At the time of the hearing, the requesting party shall have the responsibility of presenting evidence of the need for reclassification. This may be presented either in person, or in writing, or both. The evidence should concentrate on the job duties for the current classification and how those will change, or have changed, in the new classification. An administrator in charge of the area shall be consulted as well. The committee may ask questions of anyone presenting to them, and may make such additional inquiries, as the committee deems appropriate.
5. After the close of the hearing, this committee will confer and reach a decision concerning the reclassification. The decision shall be communicated to human resources. Human resources shall forward that recommendation to the superintendent for final action. This final action shall occur within ninety (90) days of the date of the application for reclassification is received in human resources, and such action by the superintendent shall be considered final. Human resources shall inform the requesting party, the committee, and the association president of the superintendent's decision.
6. An employee whose job has been reclassified shall be placed on the new column at a step that is not less than the hourly rate that employee would have received in the previous range. At the time of the reclassification decision, the employee's experience and education will be reviewed, and step or steps may be granted to the employee, which could result in the employee receiving increased pay.
7. Once a request is heard and decided, the employee may not again ask for reclassification for at least a period of one (1) year, the only exception being if a substantive change occurs in the major job functions in the employee's position description.
8. This review period shall be applied toward meeting the district's interim bargaining requirement.
- E. Factors Used in Classification
  1. Qualifications required for knowledge, skills, and abilities.
  2. Supervision exercised and received.
  3. Mental effort and physical effort.
  4. Education, training, and experience.
  5. Nature of duties, level of difficulty of duties, and time allocation of duties.
  6. Person-to-person relationships.
  7. Responsibility.
  8. Nature, complexity, and variety of work.
  9. Working conditions.

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F. Factors Not Used in Classification

1. Skill of incumbent.
2. Seniority of incumbent.
3. Volume of work.
4. Number of interruptions.
5. Age of public served.
6. Social status of public (i.e. affluent or disadvantaged) served.
7. Perceived stress.
8. Duties voluntarily performed.

