



Reynolds School District #7  
Administration Building  
1204 NE 201<sup>st</sup> Avenue  
Fairview, OR 97024  
503-661-7200 • FAX 503-667-6932

## LETTER TO LICENSED STAFF NOT REPRESENTED BY REA

May 16, 2012

Dear Reynolds School District Teacher,

The Reynolds Association has notified the District that they will conduct a teachers' strike starting on May 21, 2012.

If a strike occurs, as a non-bargaining unit member, you will be expected to continue working for the district during the time of the strike. If you fail to meet your employment responsibilities, you will be subject to immediate termination.

As a district employee, you will be paid at your current rate of pay, and will receive your current fringe benefits. The District will make every effort to assure that a safe and secure work experience will be provided for all employees.

All licensed staff will be contacted by their administrator to set up a checkout meeting prior to departure from work on May 18. Even though you are expected to work during a strike, you will still need to complete the checkout with your supervisor. Contact your building principal by 5:00 PM on Friday, May 18th for a time and location to report to work on May 21st.

If you know of any licensed persons who may be willing to work during the strike, please advise them to contact me at 503-491-3412.

Your willingness to assist in the education of our young people in a time of emergency will be greatly appreciated.

Sincerely,

Jennifer Ellis  
Director of Human Resources

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[www.reynolds.k12.or.us/schools/](http://www.reynolds.k12.or.us/schools/)



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**To:** Licensed Staff Member  
**From:** Human Resources Department  
**Date:** May 16, 2012

## **FACT SHEET**

If you choose to strike, the following information will be important for you to consider.

- On your last day of work prior to the strike, you will be required to check out with a building or district administrator. This will include turning in your keys, ID card, all district curriculum materials, grade books, lesson plans, class rosters, etc.
- The District will not remove or dispose of your belongings; nor will the District take responsibility for your personal belongings. If the strike should extend past June 14, 2012, items may be packed and moved for summer cleaning. Every effort will be made to return all items to the same location.
- You will be excluded from accessing all district information systems.
- The next regular payday is May 25, 2012.
- If you work any days between May 21-May 31 your time cards will be due on June 1, 2012 and you will be paid on June 15, 2012.
- If you work any days between June 1- June 14 your time cards will be due on June 15, 2012 and you will be paid on June 29, 2012.
- Your current insurance benefits will end on June 30, 2012. If eligible for COBRA, you will be receiving information directly from OEBB.
- Should payroll adjustments for insurance benefits and other deductions be needed, those will be made in the June payrolls.
- If you have questions about unemployment benefits, contact State of Oregon Employment Division (<http://www.employment.oregon.gov>).
- Association members on strike will not be permitted to coach or supervise athletics or activities that may occur during the strike.

If you have further questions, please contact your building administrator or  
Human Resources at (503) 661-7200.

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### CHECK OUT PROCEDURE

Striking teachers are directed to return the items specified below. Each item will be checked to the satisfaction of the building principal or designee before teachers leave the school premises on the last workday before the strike begins.

1. \_\_\_ All school related keys
2. \_\_\_ ID badge
3. \_\_\_ Grades
  - All elementary teachers submit grade books
  - All secondary teachers must have student grades up-to-date in eSIS prior to 5/18 at 3:30 PM
4. \_\_\_ Class list/roster
5. \_\_\_ Lesson plans for 5 previous class days and the 5 successive class days
6. \_\_\_ Textbook Inventories (All books must be collected, stacked, inventoried by class roster and left in groups by class upon departure on Friday, May 18, 2012)
7. \_\_\_ Substitute folder
8. \_\_\_ Textbook teacher's editions and district teaching supplementary materials
9. \_\_\_ Computer
10. \_\_\_ Other district owned equipment
11. \_\_\_ Other district owned technology \_\_\_\_\_
12. \_\_\_ Special Education iPads, working files, and data sheets
13. \_\_\_ Other items specifically requested by the principal
14. \_\_\_ Enter into iVisions all leave taken to date.

#### Check out completed:

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## LETTER TO ALL COACHING STAFF

TO: All Coaches, Reynolds School District  
FROM: Jennifer Ellis, Director, Human Resources  
RE: Extra-Curricular Programs during the impending Teacher Strike  
  
DATE: May 16, 2012

The Reynolds School District has received notification of an impending teacher strike, effective May 21, 2012. In the District's planning for the strike, it has been determined that only varsity level sports will be offered to students. Any members of the teacher's union who elect to strike cannot continue to coach during the strike; however, non-teacher union coaches are required to continue in their capacity as coaches. In the event that a non-union coach refuses to coach, s/he is relinquishing his/her right to coach for the District.

Coaches who are not members of the teacher's union who coach lower than varsity level sports will continue to receive their pay even though they are not coaching, but are encouraged to assist with the varsity program. Coaches who are teachers and elect to perform their job during the strike and who coach lower than the varsity level, will also continue to receive their pay even though they are not coaching; however, they are also encouraged to assist with the varsity program.

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