

Article 8 - Salary

A. Salaries

1. Salaries for the classified employees in the bargaining unit for ~~2017-18~~ 2018-21 shall be as indicated on the attached salary schedules (Appendix B).
2. The salary schedule for ~~2017-18~~ 2018-19 will be the ~~2016-17~~ 2017-18 salary schedule with the bottom step (current step 1) eliminated and a new step added at the top that is 3% higher than the current step 10. **The Mechanic salary schedule will be increased at all steps as follows: MECH I (+3%); MECH II (+8%); MECH III (+8%). through 2020-2021 will be as outlined in the attached salary schedule.**

B. Longevity Pay

1. Employees will qualify for a longevity pay at the completion of fifteen (15), twenty (20), twenty-five (25) years, and thirty (30) years of continuous employment with the district.

Longevity pay is an additional \$.25 per hour at fifteen (15) years, an additional \$.50 per hour at twenty (20) years, an additional \$.25 per hour at twenty-five (25) years and an additional \$.35 per hour at thirty (30) years and shall be cumulative.

Longevity pay increases shall begin the pay day following the employee's fifteenth, twentieth, twenty-fifth, or thirtieth 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 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 ~~2017-18 2020-21~~ work year. ~~Step increases for 2017-18 shall be retroactive to July 1, 2017 for all eligible bargaining unit members.~~

J. Shift Differential

An employee working the graveyard shift (10:00 P.M. to 6:00 A.M.) shall receive thirty (30) 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. On-Call Compensation

Grounds and Maintenance employees who are scheduled to be "on-call" shall be compensated at a rate of four (4) hours of pay at one and one-half (1 1/2) times the employee's regular rate of pay per week of on-call status.

Grounds and Maintenance employees who respond to a call while "on call" shall be paid a minimum of two (2) hours overtime when called. If the "on call" lasts longer than the initial two (2) hours, any additional time worked will be paid at the contractual overtime rate as per K. Overtime.

N. Cell Phone Stipend

The District recognizes the need for some employees to carry a cell phone to conduct business when working in the community, be accessible outside normal business

hours, or respond quickly in the case of emergencies when working away from district worksites or outside on the grounds. In lieu of the District providing a cell phone, employees, as need is identified and approved by their supervisor and the Executive Director of Human Resources, shall be paid a stipend of \$25 (twenty-five dollars) per month to defray the costs of the cell phone expense.

O. Bilingual Stipend

Employees in positions whose job descriptions specifically require bilingual skills (i.e. translations between English and other languages verbally or in writing) shall receive a stipend of 4%.

P. Overnight Trip Pay

The classified overnight rate shall only apply and be paid for those hours during which a classified staff member is responsible for students overnight during sleep time. For all other hours worked, classified staff are to be paid at either the regular hourly rate or at the overtime rate or be given compensatory time as per the provisions outlined in the OSEA Contract, Article 8 – Salary, K. Overtime or L. Compensatory Time for all hours worked.

Overnight Rate:

The overnight rate for sleeping time while responsible for students is calculated as follows:

Individual annual salary multiplied by 1.5%, divided by the number of days worked each week equals the amount to be paid for each overnight.

Example: (IIC/Step 10)

Annual Salary = \$40,622.40 (\$26.04 X 8 hours X 195 Days)
X .015 (1.5%) = \$609.34/5 = \$121.87 per night

Hours shall be entered in the timekeeping software, using the appropriate job code provided by the administrator.

See Article 21 – Transportation D. Overnight Trip Pay for Bus Drivers

Q.N. 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%.

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.

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%.

RO. Groundskeepers

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.

SP. Job Reclassification Committee

An employee who believes the duties he or she is performing have changed significantly and on a consistent basis from the current job description may make a request for job reclassification. An administrator/supervisor may also submit a request for reclassification on behalf of an employee. Any request for reclassification shall adhere to the procedures set forth below.

1. Reclassification requests must be submitted to the Director of Human Resources in writing. The request shall contain the following information:
 - a. Current job description and placement, including range;
 - b. Job description that the employee believes more accurately meets the duties and responsibilities currently being performed;
 - c. Rationale for the requested placement change, including specific duties/responsibilities believed to be outside of the current placement and the frequency with which those duties/responsibilities are being performed;
 - d. Date of letter; and
 - e. Employee's or supervisor's signature.
2. Upon receipt of a request for reclassification, the Director of Human Resources shall notify the reclassification committee that a request has been received. A date will then be established for hearing the request. The committee shall consist of the Director of Human Resources, a supervisor or administrator from the appropriate department, the Union President and the Union Vice-President. Additional

participants may be included with the mutual agreement of the District and Association.

3. 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 writing or in person, or both. The evidence must relate to the specific job duties that the employee believes he or she is performing that are outside the scope of his/her current assignment. The committee may ask questions of anyone presenting to them, and may make such additional inquiries as the committee deems appropriate.
4. After the close of the hearing, the committee will confer and reach a decision concerning the reclassification request. The recommendation shall be communicated to the Superintendent for final approval. The decision of the Superintendent shall be considered final. The Director of Human Resources shall inform the requesting party, the committee, and the Association President of the Superintendent's decision.
5. 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 the employee would have received in the previous range.
6. Once a request is heard and decided, the employee may not ask again for reclassification for a period of at least one (1) year.
7. Factors not relevant to a reclassification request:
 - a. Skill of incumbent;
 - b. Seniority of incumbent;
 - c. Volume of work;
 - d. Number of interruptions;
 - e. Perceived stress; and
 - f. Duties voluntarily performed.