

**Article 8 – Salary**

**A. Salaries**

1. Salaries for the classified employees in the bargaining unit for 2018-2019 ~~2017-2018~~ shall be as indicated on the attached salary schedules (Appendix B).

2. The salary schedules for 2018-19 and 2019-20 ~~2017-18~~ will be followed as outlined in Appendix B. The 2020-21 schedule shall be renegotiated. ~~2016-17 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%+).~~

3. Thirty percent (30%) of additional non-capital revenue, identified after July 1, 2018, shall be applied to the wages and benefits of bargaining unit employees. The union and the Employer shall meet to negotiate how additional revenue shall be applied to wages or benefits.

**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 third ~~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 work year.

**J. Bi-Lingual Differential.**

A differential of an additional five percent (5%) per hour of an employee's hourly rate will be paid to employees in positions which specifically require bilingual skills (i.e. translations to and from English to another foreign language) as a condition of employment. Passing a language skill test will be an eligibility condition for this differential.

**KJ. 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.

**LK. 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.

**ML. 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, by the cut-off-date for the June payroll or the balance should be submitted for pay by the cut-off-date for the June payroll.

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



1 **NM. On-Call Compensation**

2 Grounds and Maintenance employees who are scheduled to be "on-call" shall be  
3 compensated at a rate of four hours of pay at one and one-half (1 ½) times the  
4 employee's regular rate of pay per week of on-call status.  
5

6 Grounds and Maintenance employees who respond to a call while "on-call" shall be  
7 paid a minimum of two (2) hours overtime when called. If the "on-call" lasts longer  
8 than the initial two (2) hours, any additional time worked will be paid at the  
9 contractual overtime rate as per K. Overtime.  
10

11  
12 **QM. Educational and Media Assistants**

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14 Identification of responsibilities qualifying for stipends will be determined by the  
15 District with input from the supervising teacher and principal. A request to review  
16 an assignment may be made by an educational assistant through the Association,  
17 but such a request shall not be required in order for the District to so designate a  
18 responsibility. An approved request for a stipend shall be effective upon its  
19 approval.  
20

21 The following classification stipulations shall apply:  
22

23 **Educational Assistants**

24 1. School after School (SAS) assistants, pre-school assistants, Perkins Grant  
25 Assistants, as well as any similar assignments in the future will be on Schedule 1B of  
26 the Salary Schedule for Classified Employees .  
27

28 2. Classroom assistants, Title assistants, Special Education assistants will be on  
29 schedule IIA as a base salary column. Any assistant changing columns as a result of  
30 this classification shall move directly to the same step they would have been on  
31 previously.  
32

33 3. Educational Assistants who encounter student behavior of a violent/assaultive  
34 nature that requires the use of approved physical restraint on a near-daily basis will  
35 receive a stipend of 4%.  
36

37 Educational Assistants who are assigned to a special education self-contained  
38 classroom will receive a 4% stipend. A special education self-contained classroom is  
39 a classroom in which students are placed due to behavior or life skill types of skill  
40 development. Educational Assistants who work in a resource room do not fall into  
41 this category.  
42

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

1  
2 Educational Assistants whose job requires full assistance with toileting,  
3 catheterization or similar attention to bodily fluids (not including general wiping of  
4 noses or saliva) will receive a stipend of 4% for the estimated time required for such  
5 activity.  
6

7 **5. Educational assistant's positions shall be increased by .25 hours**  
8 **effective 2018-19 school year.**  
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10 **Media Assistants**  
11

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

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

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

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

33 **4. Media Assistants schedules shall be increased by .25 hours effective 2018-**  
34 **19 school year.**  
35

36 **PN. Groundskeepers**

37 For Groundskeepers who are assigned by the District to spray pesticides and who  
38 carry the necessary licensure, an annual stipend of \$750 will be paid. The stipend  
39 will be divided among all 12 paychecks and will be prorated for new hires and  
40 terminations based on start and end date.  
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1 OP. Job Reclassification Committee

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3 An employee who believes the duties he or she is performing have changed  
4 significantly and on a consistent basis from the current job description may make a  
5 request for job reclassification. An administrator/supervisor may also submit a  
6 request for reclassification on behalf of an employee. Any request for  
7 reclassification shall adhere to the procedures set forth below.  
8

- 9 1. Reclassification requests must be submitted to the Director of Human Resources  
10 in writing. The request shall contain the following information:  
11 a. Current job description and placement, including range;  
12 b. Job description that the employee believes more accurately meets the  
13 duties and responsibilities currently being performed;  
14 c. Rationale for the requested placement change, including specific  
15 duties/responsibilities believed to be outside the current placement  
16 and frequency with which those duties/responsibilities are being  
17 performed;  
18 d. Date of letter, and  
19 e. Employee's or supervisor signature.  
20
- 21 2. Upon receipt of a request for reclassification, the Director of Human Resources  
22 shall notify the reclassification committee that a request has been received. A  
23 date will then be established for hearing the request. The committee shall  
24 consist of the Director of Human Resources, a supervisor or administrator from  
25 the appropriate department, the union President and the Union Vice-President.  
26 Additional participants may be included with the mutual agreement of the  
27 District and the Association.  
28
- 29 3. At the time of the hearing, the requesting party shall have the responsibility of  
30 presenting evidence of the need for reclassification. This may be presented  
31 either in writing or in person, or both. The evidence must relate to the specific  
32 job duties that the employee believes he or she is performing that are outside the  
33 scope of his/her current assignment. The committee may ask questions of  
34 anyone presenting to them, and may make such additional inquiries as the  
35 committee deems appropriate.  
36
- 37 4. After the close of the hearing, the committee will confer and reach a decision  
38 concerning the reclassification request. The recommendation shall be  
39 communicated to the Superintendent for final approval. The decision of the  
40 Superintendent shall be considered final. The Director of Human Resources shall  
41 inform the requesting party, the committee, and the Association President of the  
42 Superintendent's decision.  
43



- 1 5. An employee whose job has been reclassified shall be placed on the new column  
2 at a step that is not less than the hourly rate that the employee would have  
3 received in the previous range.  
4  
5 6. Once a request is heard and decided, the employee may not ask again for  
6 reclassification for a period of at least one (1) year.  
7  
8 7. Factors not relevant to a reclassification request:  
9 a. Skill of incumbent  
10 b. Seniority of incumbent  
11 c. Volume of work  
12 d. Number of interruptions  
13 e. Perceived stress  
14 f. Duties voluntarily performed.  
15

16 **R Cell Phone Stipend**

17 The District recognizes the need for some employees to carry a cell phone to  
18 conduct business when working in the community, to be accessible outside  
19 normal business hours, or respond quickly in the case of emergencies when  
20 working away from district worksites or outside on the grounds. In lieu of the  
21 District providing a cell phone, employees, as need is identified and approved by  
22 their supervisor and the Executive Director of Human Resources, shall be paid a  
23 stipend of \$35 (thirty five dollars) per month to defray the costs of the cell phone  
24 expense.  
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26  
27

28 **S Over Night Trip Pay**

29 The classified overnight rate shall only apply and be paid for those hours during  
30 which a classified staff member is responsible for students overnight during sleep  
31 time. For all other hours worked, classified staff are to be paid at either the regular  
32 hourly rate or at the overtime rate or be given compensatory time as per the  
33 provisions outlined in the OSEA Contract, Article 8 – Salary, K. Overtime or L.  
34 Compensatory Time for all hours worked.  
35

36 **Overnight Rate:**

37 The overnight rate for sleeping time while responsible for students is calculated as  
38 follows:  
39

40 Individual annual salary multiplied by 1.5%, divided by the number of days worked  
41 each week equals the amount to be paid for each overnight.  
42

43 **Examples: (IHC/Step 10)**

44 Annual Salary = \$40,622.40 (\$26.04 X 8 hours X 195 Days)

45 X .015 (1.5%) = \$609.34/5 = \$121.87 per night

(IIA/Step 10)

Annual Salary = \$22,431.50 (\$19.72 X 6.25 hours X 182 Days)

X .015 (1.5%) = \$336.47/5 = \$67.29 per night

Hours shall be entered in TimeClock Plus, using the appropriate job code provided by the administrator.

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