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8-19-14 ED.

**Article 11 - Work Time**

**A. Workweek**

The standard workweek for Reynolds School District commences at 12:01 A.M. Sunday, and concludes at 12:00 midnight Saturday. The work time for regular full-time classified employees (1.0 FTE) shall consist of forty (40) hours of work during the five (5) consecutive days within the workweek.

**B. Workday**

~~The workday or shift shall consist of eight (8) hours as provided in ORS 279.338. Any employee in the bargaining unit working in excess of forty (40) per week shall receive compensation as stated in Article 8, Sections J and K.~~

The work shift for an employee begins at the assigned time. Time needed for parking, walking to the work area, etc. should be taken prior to the official shift start time.

An involuntary permanent change in shift assignment shall not occur without five days written notice except in the event of an emergency or a change in special education enrollment or placement.

**C. Work Year**

Work calendars for each classification shall be available on the District website. The District will make calendars for the following year available by the last student contact day. The work year for classified employees shall be scheduled by the District with the following provisions:

1. Secretarial/clerical and maintenance/custodial positions shall work a regular established work year.
2. Educational assistants and media assistants shall work the academic calendar year, plus a total of three (3) days used before or after the academic year.

The District can require additional days to be worked for in-service purposes, other necessary work, etc. Such additional days shall be submitted by time card.

3. Transportation, food services, lunchroom assistants, crossing guards and campus monitors shall work the academic calendar, plus district required inservice days.
4. When an employee's assignment, ~~within their regular classification, is extended by the District~~ works beyond the school year for the District, the employee shall accrue and be eligible to use sick leave in accordance with state law.
5. Two classified employees shall be appointed by the Association to serve on the district academic calendar committee.

## Memorandum of Understanding

It is hereby agreed upon between the Reynolds School District No. 7 and the Oregon School Employees Association Chapter #37 that:

Article 11 – Work Time of the OSEA Reynolds Chapter 37 Classified Contract will include the following subcommittee work to be completed during the 2014/2015 school year following its ratification:

A committee, including representation from OSEA, classified educational assistants, and administrators shall be formed to address strategies to improve Educational Assistant collaboration within the group as well as with licensed staff. The committee will draft and present a proposal to the District, following its first meeting, regarding the outcomes expected and the time needed to complete this work. Classified staff members serving on this committee shall either be provided substitutes to meet during the work day or shall be paid via timecard for meetings held outside the work day. Representatives of the REA shall be invited to participate on this committee.

Signed:

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Superintendent

\_\_\_\_\_  
Date

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Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, OSEA

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Date