OSEA Reynolds Chapter #37 Classified Contract 2018-2021



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Contract Agreement between Reynolds School District #7 and Oregon School Employees Association Chapter 37

This Agreement is made and entered into as of the 1st day of July, 2018, by the Oregon School Employees Association, Chapter 37, hereinafter referred to as the "Union," and the Board of Education of School District #7, hereinafter referred to as the "Board" or "District."

The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours, and conditions of employment for regular classified personnel included in the bargaining unit.

Now, therefore, the parties hereto agree to be bound by the provisions set forth in this agreement.

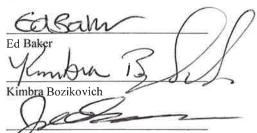
The duration of this Agreement shall be three (3) years from July 1, 2018, provided, however, that it shall be renewed automatically on its termination date for another one year, in the form in which it has been written and amended or supplemented during its life by mutual agreement; unless one party gives written notice to the other party before its current expiration date of its intention to terminate, amend, or modify the Agreement. However, provisions of this Agreement shall remain in full effect and force during the negotiations for a successive contract and until such time as a successor document is ratified by the employee representative and the District.

In witness thereof, the parties hereby affix their signatures as of the date first written above.

Cindy Dominiak, President OSEA

Timothy Welp, Negotiator, OSEA

Sue Mutschler



Joel Garner

Fim John Lund Cheryl Ricker Teresa Schleihing

lewin ie Tewksbury, Board Chair

Danna Diaz, Superintendent

Jennifer Ellis, Executive Director of Human Resources

Rachel Hopper

Greenha

Rehana Nelson Teeny

Leslie Sy

Article 1 - Recognition

- A. The Board recognizes the Union as the exclusive bargaining representative for all regular fulltime and regular part-time classified employees employed by the District. Further, it recognizes that all supervisors, confidential employees, substitutes, and/or temporary employees are specifically excluded from the bargaining unit, as determined by the Employment Relations Board (ERB).
- B. For the purpose of this paragraph, substitute employees are those irregular employees called in to replace regular employees who are sick or on an excused absence.
- C. For the purpose of this paragraph, temporary employees are those irregular employees hired for a specific period of time, not to exceed sixty-five (65) continuous workdays (e.g., summer help, or any specific job, and cannot be repeated).

An employee hired for a new position involving a special needs child, or as a result of class size relief, may be hired for the balance of the school year with all benefits of the contract except seniority, layoff and recall. Should that employee be rehired by the District the following school year in the same position, their original hire date shall be that of their first balance-of-the-year date of hire, and layoff and recall benefits will not apply so long as the original reason for employment continues to exist.

- D. Beginning in March of each school year, the district may identify new job openings as "balance of the year" if there is a possibility that the job may not be carried forward to the new school year. The district will notify the Union and the job shall be considered temporary. Should an extension of the sixty-five (65) days be needed to complete the school year, the Association and the District shall negotiate that extension.
- E. The above recognition of the right of the Union to represent the classified employees in negotiations with the Board is not to be construed as obligating the Board in any way to continue any functions or policies; however, the Board agrees to confer and ask for input from the Union on matters of policy affecting the classified school employees. The Board reserves the right to create, combine, or eliminate any positions as, in its judgment, is deemed necessary, unless specifically nullified by this Agreement.

Article 2 – District Rights

- A. Except as otherwise expressly and specifically limited by the terms of this Agreement, the Board retains all its customary, usual, and exclusive rights, decision-making, prerogatives, functions and authority connected with or in any way incidental to its responsibility to manage the affairs of the district or any part of the district. The rights of the employees in the bargaining unit and the Union hereunder are limited to those specifically set forth in this Agreement and applicable law. The Board retains all prerogatives, functions, and rights not specifically limited by the terms of this Agreement or applicable law.
- B. Nothing in this Agreement shall require the District to continue in existence any of its present programs.

In the event the District considers the option of contracting out any bargaining unit work, the District will notify the Union of said consideration at least ninety (90) days prior to implementation. The District agrees to bargain the decision with the Union during that 90-day period.

If, after such bargaining over the decision (if any is requested by the Union), the District decides to contract out, the District shall enter into good faith bargaining with the Union over the impact to the employees of the decision. It is understood that the District may implement its decision thirty (30) days following final Board action regardless of the status of impact bargaining.

- C. Notwithstanding the above, the District shall inform the employee of any action which results in a reduction in staff prior to that decision.
- D. The District email system shall be considered an official form of communication for departmental, District and school business. Employees with daily access to a computer at work are expected to have an up-to-date District email account and to check it regularly for departmental, District and school communications.

The Union and the District will jointly identify those employees not having daily access to a District email account.

Article 3 – Physical Examination

- A. The district will pay the cost of required physical examinations, including EKG's and eye examinations if required. The District will establish standards for such physicals and may recommend the physician to be used. If the employee chooses to have the physical exam conducted by a physician other than the one recommended by the District, the District shall only be obligated to pay the amount it would have paid to the recommended physician. Any charges beyond that are the responsibility of the employee.
- B. When an employee chooses to have the physical examination performed by a physician of the employee's choice, the District may require a second opinion by a doctor of the District's choice. In such case, the District will pay the cost for the second opinion.

If the employee wishes to know the reasons for a second opinion, a meeting will be scheduled with the supervisor to have the decision explained.

C. Drug and alcohol testing shall be done in accordance with state and federal law, and district policies GBEC and GBEDA.

Article 4 - Fringe Benefits

A. The District shall contribute up to the following amounts for the purchase of district provided major medical, dental including orthodontics, vision, prescription, disability, life and annuity programs for all employees working half-time or more in regular district programs.

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Twelve (12) month employees	\$1300	\$1340	\$1375 per month
Employees who work 195 days or more, excluding vacation time, but less than twelve months	\$1079	\$1112	\$1141 per month
Employees who work 194 days or less, excluding vacation time	\$975	\$1005	\$1031 per month

- B. The employee will have the choice of allocating fringe benefit dollars to any major medical, dental (including orthodontics), vision, prescription, disability, and term life insurance currently offered by the District through OEBB and its district agents of record. Any benefit dollars not used for the previous listed options, will be reduced by one half and the employee can use them toward any district-provided group insurance currently available through district agents of record in association with the OSEA insurance committee.
- C. Should the employee choose not to utilize one of the district health insurance plans, the employee shall provide the district with a letter stating the employee has coverage from another source.
- D. The District shall provide, at no cost to the employee, term life insurance in the amount of \$20,000 for each employee in the bargaining unit. Effective October 1, 2019 this amount shall increase to \$50,000.

E. Employee Assistance Program

The District will provide an Employee Assistance Program for all bargaining unit members.

F. Insurance Pool

Members will be limited to spending 50% of their unused district insurance contribution dollars for the purchase of insurance plans not covered in Section B of this article.

All unused dollars will create a pool to be redistributed to all bargaining unit members. OSEA representatives and the District will meet to determine the current FTE after open enrollment and the remaining dollars will be distributed to all members to minimize out-of-pocket expenses. Pool calculations will be completed within fourteen (14) days following the open enrollment cut-off date. The pool will become effective in the 2012-13 school year.

G. Employees working half-time or more in regular district programs shall be eligible for fringe benefits effective the first day of the month following the first month in which the employee has worked for ten (10) days.

H. Insurance Committee

The District and Association shall continue the joint insurance committee for the purpose of exploring alternatives to the current method of providing insurance benefits to members. The committee shall be comprised of three members selected by the Association and three individuals selected by the District. The committee shall have a goal of-having a recommendation on or before January 15 of each year.

Article 5 - Paid Leaves of Absence

A. Sick Leave

Employees who are absent because of personal illness or injury or pregnancy, or for any other reason set forth in the Oregon Sick Time law, shall receive compensation during such absence in accordance with the following provisions:

- 1. All employees shall be granted ten (10) days sick leave during each school year; employees who work more than ten months will be credited with one day for each additional month worked. Such sick leave shall be credited to said employees on the first school day of the fall semester. In case of employees who begin service after commencement of the school year, sick leave days shall be credited on the first day of employment and shall be prorated.
- 2. Sick leave days shall accumulate on an unlimited basis.
- 3. An employee who has accumulated sick leave during employment in another Oregon school district, and who was so employed during the preceding year, shall, upon proper verification be allowed to transfer into this District, the number of sick leave days so accumulated, as allowed by Oregon Statute.
- 4. Verification—a grant of sick leave in excess of five (5) consecutive days may be verified by a written statement from the employee's attending physician or practitioner that injury or illness prevents the individual from work. If the absence is extended over successive pay periods, these verifications must be submitted regularly each month or worded in such a way by the physician as to indicate the length of absence. Illness of less than five (5) days' duration may require verification if requested by the principal or Executive Director of Human Resources.
- 5. Cancellation—it is understood that all sick leave benefits are immediately and automatically canceled upon termination of employment by resignation or discharge by the District and no payment for unused accumulated sick leave is due.
- 6. Unused sick leave shall be reported to PERS upon retirement in accordance with the law.

B. Bereavement

Upon request, employees shall be allowed up to three (3) days of absence with pay for a death in the immediate family (for definition of "immediate family" see section E. of this article). Special consideration may be given by the superintendent in unique situations, such as foster children and step-relatives. The superintendent may approve additional days. Such leave shall not accumulate from year to year. Employees shall be eligible for all other bereavement leave benefits as set forth in Oregon law.

C. Court Appearances

Jury Duty: Absence from assigned work for court jury duty will be permitted under the following conditions:

No deduction will be made from the salary of an employee who is called for jury duty, or is subpoenaed as a witness in a court case in which s/he is not personally involved, provided the employee provides the District with a copy of the summons or subpoena.

The employee on jury duty or who is to appear as a witness in a case in which they are not personally involved, will make every effort to determine in advance whether or not they will actually be required for jury service or as a witness on the day(s) scheduled, and will return to work on days where their jury service or appearance as a witness will allow them to complete two (2) or more hours of work for the district.

D. Personal Leave

Employees shall be granted personal leave with full pay in an amount up to three (3) days per school year usable in not less than half day portions, or in full shift/route increments as appropriate. When the District determines that a substitute is not required, employees may use personal leave in increments of two hours, or in full shift/route increments as appropriate. Twelve (12) month employees shall be granted up to four (4) personal days per fiscal year. Applications shall be submitted to the building principal or immediate supervisor of the employee. Personal leave does not accumulate from year to year. Request for personal leave should be made at the earliest possible time prior to the leave. Absences made necessary by emergencies may be approved if application is made immediately (within three (3) school days upon return to work). A denial will be reviewed automatically by the superintendent/designee.

Leave may be granted for the following reasons:

- a. Serious illness or serious injury to a party in the employee's immediate family
- b. Court appearance.
- c. Wedding of employee (not to exceed one day) or of members in the immediate family.
- d. Birth or adoption in the immediate family.
- e. Serious household emergencies. Serious household emergencies are those that by necessity cannot be delayed or cared for outside the regular work day.
- f. Funerals for close friends.
- g. Emergency closure

- h. Major family events (child graduating from college; family member returning from foreign military service.)
- i. Religious Observance

Up to an additional three days may be approved by the superintendent for exceptional circumstances.

E. Immediate Family

For purposes of this article, immediate family shall include the employee's spouse or domestic partner (requires a domestic partnership affidavit on file in Human Resources), father, mother, son, daughter, brother, sister, grandparents, grandchildren, step-parents, aunts, uncles, nieces, nephews, in-laws and/or persons sharing a close personal relationship that includes a responsibility for common welfare (for example, but not limited to step-children or foster relatives).

F. Family Illnesses

For household family illnesses, where the employee's presence is required, the employee may choose to use up to four (4) days of his/her:

- Emergency leave
- Sick leave (additional days may be used in accordance with OR Sick Time Law, and OFLA/FMLA when applicable)
- Vacation leave (if applicable); or
- The day may be taken without pay

G. Cost of Substitute Leave

Each employee is entitled to three shift-days per year for which the cost of the substitute (step one of the pay scale) is deducted from his/her salary. These days may be used for personal or professional needs that cannot be taken care of outside the regular work day. In situations where the district feels it is warranted, additional cost of substitute days will be considered if such leave does not unduly disrupt the district's educational program.

H. Worker's Compensation Leave

- 1. Any employee who has filed a Workers' Compensation claim that includes time loss may be paid during the (3) day waiting period before insurance carrier payments begin by opting to use accumulated sick leave or vacation leave, or emergency leave.
- 2. The employee, or the Association on their behalf, needs to notify Human Resources as to their choice of using sick leave, emergency leave, vacation time or unpaid days to fulfill the other 30% of wages lost. If no such notification occurs, the District shall use available days in this order: sick leave, emergency leave, vacation time or unpaid leave.

- a. The employee must turn in a classified leave slip, marking "Worker's Comp" as the reason for absence. The District will deduct one (1) day of sick leave from the employee's accrued sick leave and the employee will continue to be paid at his/her regular rate of pay.
- b. The employee will keep wage loss payments from the insurance carrier, The District will deduct appropriate leave (as per a. above) and the employee will continue to receive their regular rate of pay.
- c. An employee electing unpaid days (as per a. above) shall not have accrued leave deducted from their leave account (in essence receiving only insurance carrier payments for their time loss period).

I. Military Leave

In accordance with ORS 408.290, any employee who has been employed by the District for a period of six (6) months or more is entitled to a leave of absence from duties for military duty for a period of time not to exceed fifteen (15) days in any one calendar year without loss of time, pay, or regular leave. An employee shall notify the District of the dates of military leave within ten (10) days after receipt of military call-up orders or if a specific request is made by the employee within ten (10) days following the request.

J. Workplace Protections for Victims of Domestic Violence, Sexual Assault or Stalking

The District shall provide those protections and benefits as set forth in ORS 659A.290 for employees who are victims of domestic violence, sexual assault, or stalking.

Article 6 - Unpaid Leaves of Absence

A. Unpaid Medical Leave

Employees who have exhausted all paid leave and statutory leave may be granted an unpaid medical leave of absence of up to one (1) year at the discretion of the District.

It is understood the employee must provide medical verification of the need for such leave and a medical release prior to his/her return to work.

B. Short Term Leave of Absence

Once each school year, an employee may request a short term leave of absence without pay for up to ten (10) days providing:

- 1. The employee makes the request at least ten (10) days prior to the leave, except in an emergency.
- 2. The leave is not used for employment purposes.
- 3. The leave is not used for vacation purposes.

C. Long Term Unpaid Leave of Absence

The District, at its sole discretion, may grant long-term non-medical leaves of absence of up to one (1) year. Employees must apply at least sixty (60) days prior to the start of such leave, except in the case of emergencies, and shall return on the mutually-agreed-upon return date unless the leave is extended in writing by the District. Replacement employee(s) shall be employed on a temporary contract and shall have no rights to recall. Persons on unpaid leaves shall not accumulate seniority for the period of leave.

D. Military Leave

The District will follow all applicable state and federal laws regarding military leave.

Article 7 - Emergency Closure

A. Emergency or Inclement Weather Closure

 The District will notify employees when schools are to be closed for emergencies or inclement weather. Announcement of school closures over local radio and television stations, the District web site or phone calls to the employee shall constitute adequate notice. When a decision has been made by the District to close school because of inclement weather, employees will normally not be required to report for work. Should the District decide to make-up such lost days, employees will work those additional days and will be paid as regular work days. If the employee has personal days available, they can be used towards inclement weather closure.

Employees using personal leave because of inclement weather school closure shall have available up to two additional personal days per school year, should they become necessary, using the emergency criteria listed above in 5. D. a.- g, and if the need for additional personal days arises after inclement weather closures. Personal days used prior to inclement weather closures shall not be replaced nor considered when determining if an extra day is available.

2. In the event an employee is required to report to work on a closure day due to inclement weather, the employee shall receive his/her hourly rate plus an additional \$5.00 (five dollars) per hour for the hours worked. If the employee is requested to work with custodial, grounds, or maintenance staff doing outside inclement weather preparation or snow/ice removal, the employee shall receive his/her hourly rate plus an additional \$10.00 (ten dollars) per hour for the hours worked.

In the event an employee voluntarily requests to report to work, and receives approval from his or her supervisor to do so, on a closure day due to inclement weather, the employee shall receive his/her hourly rate per hour for the hours worked.

- 3. If employees are sent home early due to inclement weather, they will receive their regular daily wages.
- 4. For non-essential employees, the following may be used to account for an inclement weather day (limited to three days):
 - a. Personal days
 - b. Vacation days
 - c. Unpaid days
 - d. Make-up days (paid when worked)
- 5. Essential Employees

When a decision has been made by the District to cancel or close school or close the district on a non-school day because of dangerous travel conditions due to inclement weather, only essential employees shall be required to report for work or remain at work. Employees who are designated by the Superintendent as essential will be defined in writing prior to the first day of the school year. Essential employees from the custodial, grounds or maintenance departments required to report for work on a closure day due to inclement weather shall receive their hourly rate plus an additional \$10.00 (ten dollars per hour) for the hours worked. Other essential employees required to report for work on a closure day due to inclement weather shall receive their hourly rate plus an additional \$5.00 (five dollars) per hour for the hours worked.

Essential employees not able to attend work because of weather-related causes shall fall under the same terms as non-essential employees (section A.4.).

B. Late Opening

- 1. On an emergency or inclement weather "late opening" the District will attempt to notify employees if there is an adjustment in starting hours.
- 2. In the event of a "late opening" all employees will receive their regular daily wages.
- 3 Employees may be expected to report at their regular reporting time and work their regular shift without additional compensation, when their regular reporting time occurs on or after the late opening.

Article 8 - Salary

A. Salaries

- 1. Salaries for the classified employees in the bargaining unit for 2018-21 shall be as indicated on the attached salary schedules (Appendix B).
- 2. The salary schedule for 2018-19 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 Union.

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 2020-21 work year.

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.

Bus drivers who are in a cover driver position shall receive a one dollar (\$1.00) per hour pay differential. A cover driver position is one in which the driver, as their daily assignment, covers other routes such as vacancies, absences, field trips and athletic events. This differential does not apply to drivers who have an assigned route and may assist with covering other routes.

Bus Driver Trainers shall receive a one dollar and fifty cents (\$1.50) per hour pay differential for the hours they spend in the Bus Driver Trainer position.

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 $(1 \ 1/2)$ 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 by the cutoff date for the June payroll or the balance shall be submitted for pay by the cutoff date for the June payroll. Employees who have accumulated compensatory time and wish to use it must coordinate the use of such time with their administrators in order to ensure the least disruption to the work environment.

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 $(1 \frac{1}{2})$ 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. Automated Timekeeping

Beginning with the 2018-19 contract year, the District will utilize an automated timekeeping system (currently TimeClock Plus) for the purpose of documenting employee attendance and leave matters, and adjusting pay as appropriate. The District may also utilize data from this system for disciplinary purposes. All employees shall receive training on how to use the system before they are required to use the system.

O. 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 \$35 (thirty-five dollars) per month to defray the costs of the cell phone expense.

P. 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%.

Q. 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: (IIIC/Step 10)

Annual Salary = \$43,102.80 (\$27.63 X 8 hours X 195 Days) X .015 (1.5%) = \$646.54/5 = \$129.31 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

R. 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%.

S. 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.

T. 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 Union.
- 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 Union 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.

Article 9 - Holidays

A. All twelve-month regular classified employees shall be paid at their regular rate of pay, and shall not be required to work, except in emergency situations, on the following holidays:

New Year's Day Martin Luther King Day Presidents' Day Memorial Day Independence Day Labor Day Veterans' Day Thanksgiving Day Day after Thanksgiving Christmas Eve Day Christmas Day

- B. Employees who are required to work on a holiday will be paid at two (2) times their regular rate.
- C. All school-year regular classified employees shall be paid at their regular rate of pay, and shall not be required to work on the following holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
-	Christmas Day

- D. Any school-year employee working an added summer position which begins before and continues after Independence Day, and who is on paid status on their last regularly scheduled work day before, and their first regularly scheduled work day after, shall also receive Independence Day as a paid holiday. This will also apply to employees whose regular school year work calendar extends beyond July 4th.
- E. If any of these holidays falls on Saturday or Sunday, it shall be observed in accordance with ORS 187.010 and 187.020.

Article 10 - Vacations

A. The following schedule shall be implemented for all regular classified employees. To establish a fiscal year of July 1 to June 30, all employees who are hired during the work year will have vacation days prorated during the first year of employment from the time of hire to July 1 and during the final year of employment should the employee leave prior to June 30th. Thereafter;

В.	Years of servic with the district		6	7	8	9	10	11	12	13	14
	Working: 12 month	11	12	13	14	15	16	17	18	19	20

- C. Actual use of vacation shall be worked out mutually between the supervisor and the employee that best fits the work schedule of the district. If an employee believes that his/her supervisor is acting in an arbitrary manner regarding the scheduling of vacation, the employee may appeal to the Executive Director of Human Resources or the Director of Business Services. If the issue is not resolved at that level, the employee may appeal to the Superintendent, whose decision shall be final.
- D. Vacation time that is due a twelve (12)-month employee and is unused by August 30 may be carried over into the next school year. The maximum amount to be carried over shall be ten (10) days.

Vacation days not able to be used by the employee due to District required needs may be paid, leaving a balance of ten days to be carried over.

E. The benefits described in Article 10 are not available to new less than twelve (12) months employees hired after July 1, 2012.

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 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. Work time starts when employees start work duties.

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 in-service days.
- 4. When an employee 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 Union to serve on the district academic calendar committee.

6. For the term of this agreement only, the District will guarantee the following days before or after the student school year (additional days may be added by the District):

Food Services - Two days

Assistants (as specified in paragraph C. 2.) - Three days

Transportation - Two days, one for in-service prior to the student school year and one day up to eight hours which may be used any time during the school year for the eight hours of class time required for the School Bus Certificate.

D. Lunch Period

Each regular full-time classified employee working over four and one-half $(4 \ 1/2)$ consecutive hours shall have scheduled an uninterrupted lunch period of not less than one-half (1/2) hour nor more than one (1) hour as agreed upon with the supervisor. Such lunch period shall not be credited as time worked for any purpose and shall not be paid time. The lunch period shall be scheduled by the supervisor as nearly as is practicable to mid shift.

Upon mutual agreement of the employee and his/her supervisor, the employee may work a full shift without a lunch period. Employees who work between four and one-half (4 ¹/₂) hours and less than six (6) hours may waive their lunch breaks for the entire work year upon mutual agreement with their supervisors.

For traveling employees, modest travel (such as to a nearby school or eating facility) shall be allowed, but the travel time shall be included within the lunch period.

E. Callback Time

An employee called back to work shall receive overtime pay with a guaranteed minimum of two (2) hours at time and one-half for the work for which s/he is called back. This provision only applies when callback results in hours which are not annexed consecutively to one end or the other of the working day or working shift. This provision does not apply to scheduled overtime, call-in times annexed to the beginning of the work shift, or holdover time annexed to the end of the work shift or workday.

F. Rest Period

Each employee shall receive a fifteen (15) minute break coming as close as practical in the supervisor's judgment to the middle of a four (4)-hour period. Such break period shall be designated by the appropriate supervisor. Rest breaks may not be added to the meal period or deducted from the beginning or end of the work shift in order to reduce the length of the work shift. Rest breaks may not be waived or used to adjust work hours.

For employees who work at multiple worksites, rest periods shall be taken at the worksite you are presently working at. Additional time shall not be provided to travel to alternate locations before beginning the rest period.

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2

Numbers of Meal and Rest Periods Required Based on Length of Work Period

G. Any employee may request assistance from his/her immediate supervisor in establishing or adjusting priorities to carry out his/her work assignment.

H. Work Site Attendance

Travel within the district on district time and/or with district vehicles is specifically limited to assigned job-related needs. The only slight exception to this shall be the modest travel allowance listed in D. above for lunch periods. Employees leaving their work site during the assigned time without express permission shall be considered in violation of this article. This includes, but is not limited to being in district vehicles assigned to other personnel, being at other job sites, etc.

Article 12 - Union Rights

A. Bulletin Boards

The Board agrees to provide the Union with reasonable bulletin board space for the use of the Union in communicating with employees. Such bulletin board space shall be made available in any building where bulletin boards presently exist and where regular classified employees are working.

B. Use of School Buildings

The Union and its representatives shall have the right of access to school buildings, providing there is not interference with any school or community program, and providing that custodial staff is on duty. The principal of the building in question shall be given advance request for the use of the building. If the request is denied, the denial shall be accompanied by a written explanation. The Union agrees to reimburse the district for any actual expenses incurred during building use.

C. Use of Equipment

The Union shall have the right to use District facilities and equipment including computers and installed software, e-mail service, fax machines, typewriters, other duplicating equipment, calculating machines, and other types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Union shall supply its own paper when making copies and pay the reasonable cost of any other materials and supplies incidental to such use and for any repairs necessitated as a result thereof. The District e-mail service may be used for notification of members regarding meetings, Union announcements of a non-political nature and communicating with the Reynolds administration. Any other use of e-mail will be subject to advance approval of the District.

D. Staff Lounge/Staff Meetings

The District recognizes the contribution of classified employees to the educational process and, therefore, agrees that all employees shall have equal access to the use of facilities provided for the building staff. Likewise, all meetings called for the purpose of disseminating information which applies to classified employees, shall include the affected classified staff.

E. Property Loss:

When the District requires an employee to furnish their own property or tools for District work, the District shall reimburse employees for loss of such tools, except personal cell phones, under the following circumstances:

- 1. The property stolen was accessed by the use of forcible entry on a locked container or as a result other illegal activity.
- 2. The employee has filed an inventory of such tools with the appropriate Maintenance, Operations or Transportation supervisor.

3. The employee has cooperated with the District in its investigation and resolution of any reported loss.

Reimbursement shall be at replacement costs (not exceeding actual cost) less any insurance reimbursement. Reimbursement shall not be made for losses less than twenty-five dollars (\$25.00) and shall not be made when carelessness or negligence on part of the employee was evident nor if unattended tools are missing.

F. Time Release

The District may grant members of the Union unpaid leave for attending conferences and other union sponsored programs. Requests for time away from work for Union business must be submitted to the supervisor no less than two (2) weeks in advance of the requested time off. These leaves must be approved in advance by administration and the Union will reimburse the District for its costs associated with granting this leave.

G. Union Updates

A union representative shall be allowed to make brief announcements at the end of a regularly scheduled building or departmental staff meeting, as long as the representative has contacted the administrator in advance of the meeting and the administrator agrees there is sufficient time available.

H. Employee Contact Information

By October 1st of each year, the Union will receive the names, addresses, email addresses, phone numbers, work locations, salary placement, hire dates, and rehire dates of all employees in the bargaining unit, and for any new hires or terminations the local chapter president shall receive the information monthly thereafter.

Article 13 - Personnel Records

A. Confidential Personnel Files

The official files on classified employees are confidential and as such shall be available for inspection only in accordance to district policy relating to personnel files. No information of a critical nature (i.e., a warning, reprimand, evaluation, parental complaint, etc.) may be placed in an employee's personnel file unless the employee has had an opportunity to review the material and sign or initial the copy to be filed. It is understood that the employee's signature may not indicate agreement. A copy shall be furnished to the employee.

B. File Review

An employee shall have the right to review, by prior appointment, all materials in his/her personnel file. The District agrees that the use of reprimands, warnings, etc., already placed in the personnel file shall be weighed against the passage of time, the seriousness of the offense and the employee's work record since the placement of the materials. If the District and Union mutually agree, records of minor offenses may be removed from the personnel file after a period of time if the removal is not in conflict with state law or archival regulations. The employee must request the removal of such records.

Each supervisor may maintain a working file to assist in supervisory responsibilities. The employee will be allowed to view the supervisor's working file upon prior request.

C. Written Attachments

The employee shall, at the time of review of materials as provided for in paragraph A hereof, or within ten (10) calendar days thereafter, be allowed to attach for inclusion in the file written comments.

D. Use of Materials in Files

Materials placed in the personnel file of an employee without conforming with the provisions of this article will not be used by the District in any disciplinary proceedings involving the employee.

E. Evaluations

All employees shall be given a written evaluation at least annually. The information in the evaluation shall be reviewed with the employee in an individual conference with the appropriate supervisor.

Article 14 - Seniority/Layoff/Recall

A. Seniority

Seniority shall be defined as the total length of service within the District and within the job classification as a classified employee. For the purpose of computing seniority, all authorized leave shall be considered as time worked, with the exception of unpaid leave.

Upon request from the OSEA union president, the District shall provide the Union with a seniority list specifying names, hire dates and divided by classification group.

B. Classification Groups

Classification groups in this agreement shall mean those as listed in Appendix A. Within each classification, employees may not bump into jobs on a higher range. Classifications may be modified during the course of this agreement by mutual agreement of the Association Union and the District.

C. Basis for Reduction

In the event the Board, at its discretion, determines that a reduction in force is appropriate, regular classified employees upon thirty days written notification shall be laid off within district-wide classification groups on the basis of seniority and qualifications. In the event two or more employees working in the same classification group and having the same job description are judged by the District to be equally qualified, the employee with the greater seniority shall be retained.

D. Bumping

If an employee, who is notified of layoff, has previously served in another classification group and possesses greater District seniority than an employee in that classification group, the employee scheduled for layoff shall be permitted to bump the less senior employee, provided the employee remains qualified, according to the job description, for the position being bumped into.

E. Recall

Recall will be based on the same points as those enumerated in paragraph C. An employee who is laid off shall remain on the recall list for twenty-seven (27) months unless the employee:

- 1. Waives his/her recall rights verbally or in writing.
- 2. Fails to accept recall to a substantially equivalent position. (Substantially equivalent shall mean within 80% of the rate of pay and the same number of hours per day of the position previously held or the same rate of pay and at least 80% of the hours.

3. Fails to report for work within ten (10) business days of the time the notice was mailed by certified mail.

Any employee who has bumped into another position in accordance with paragraph D shall have the right to return to his/her original classification group in line with his/her seniority in that classification group so long as his/her documented qualifications meet the job description qualifications for the position.

F. Benefits

All earned benefits to which the employee was entitled at the time of layoff shall be restored to him/her upon his/her return to the District.

G. Insurance Coverage

The District shall extend coverage under its medical program provided for in Article 4, for the balance of the layoff to permanent and probationary employees who are laid off. The District will pay the cost of such medical premiums during the first month following such layoff, and such coverage may be continued by the employee under the Comprehensive Omnibus Budget Reduction Act (COBRA) provided the employee pays the premium. Employees who accept other employment shall not be eligible for the extension of group insurance coverage if they are offered medical insurance by the new employer.

H. Hiring Restrictions

The District agrees that no new employees shall be hired for specific positions within the bargaining unit during the period of employee layoff so long as there is an employee laid off who had previously held that type of position.

I. Reduction of Hours

An employee who has had a reduction of hours equivalent to more than 20% over the course of the contract, shall have the right to be placed in a position that maintains their hours, as close as possible, to the same level of hours held prior to the reduction, provided that such a position exists. Such a placement may require bumping of a less senior employee.

Article 15 - Union Dues

Any member of the bargaining unit may authorize the District to deduct from his/her pay the amount of dues, fees, and/or assessments charged by the union. This authorization must be in writing and forwarded to the Human Resources Office. Authorizations for payroll deduction under this Article shall remain valid until revoked by the employee in writing.

The amounts deducted by the District shall be remitted, together with an itemized statement, to the Union by the first day of the month after such deductions are made.

The District agrees to furnish the Union each month with a list of all newly hired employees covered by this Agreement and any employees covered by this Agreement who terminate employment. Such list shall contain the names of the employees, along with their job classifications, work locations and home addresses.

The Union agrees that it will indemnify, defend, and hold the District harmless from all suits, actions, proceedings or claims against the District involving the application of this Article.

Article 16 - Strike and Work Stoppage

- A. In consideration of the terms of this agreement, neither the chapter nor the personnel represented thereby will authorize, cause, engage in or sanction any form of concerted work stoppage or slowdown during the length of this contract. The chapter and personnel will act in conformance with the provisions of the Oregon law governing strikes. In the event of a teacher's strike, there shall be no replacement of classified employees. Adjustments in work schedule or duties due to strike shall not be deemed a lockout. In consideration for which, employees will continue to report for work where scheduled or be deemed on strike in violation of this agreement.
- B. In the event that any employee or employees in the bargaining unit violates paragraph A above, the District shall serve notice to the Union and the employee or employees of the violation. Employees not returning promptly to work after notice may be disciplined which could result in dismissal following due process.
- C. The District agrees that the employees within the bargaining unit shall not be locked out from performing their duties with the District during the life of this Agreement. Adjustments in work schedules or duties due to a strike shall not be considered a lockout.

Article 17 - Separability

If any provision of this Agreement is held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby; and upon request of either the Board or the Union the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such invalidated provision.

Article 18 - Funding

The parties recognize that all revenue needed to fund the compensation provided by this agreement must be approved by the established budget procedures and is dependent on revenue received from all sources.

All such compensation is, therefore, contingent upon sources of revenue sufficient to fund the economic provisions of this agreement. The District will not reduce the compensation specified in this Agreement because of budgetary limitations unless the compensation is renegotiated with the Union, but cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement.

Article 19 – Discipline, Dismissal, and Performance

A. Dismissal and Discipline

Employees will be made aware of all District policies and/or procedures where applicable that could cause an employee to suffer disciplinary action. No employee covered by this Agreement shall be disciplined without due process. In applying discipline the District shall conduct a fair and objective investigation and, as appropriate, utilize progressive discipline. All information forming the basis for disciplinary action, including video and/or audio evidence, will be made available to the employee and the Union. For the purpose of this Article, discipline shall include verbal warnings, written warnings and reprimands placed in the employee's personnel file, suspension, demotion, and discharge (including suspension and discharge for performance reasons). In addition, prior to administering discipline, the District will conduct a full and fair inquiry into the facts and shall determine that there is sufficient evidence to warrant disciplinary or dismissal action. Furthermore, before administering discipline, the District mitigates the level of discipline to be administered. In the event disciplinary action for dismissal, demotion, and suspension is taken by the District, the following steps will be implemented to afford the employee due process:

1. An employee being disciplined in accordance with these provisions shall be entitled to Union representation.

Should an employee be represented by legal counsel, district level, regional or state level Union personnel, the Executive Director of Human Resources shall be notified prior to that meeting to offer the District the opportunity to determine whom they wish to have present to represent the District. Failure to so notify may result in the postponement or cancellation of the meeting.

- 2. In cases of misconduct a verbal conference will be held between the employee and the supervisor. At that conference, reasons which are regarded as cause for suspension or termination and specific examples of such shall be given.
- 3. In cases of inadequate performance, the supervisor shall inform the employee in writing of the performance concerns and how the desired improvement is to be achieved. In such cases, a minimum of five (5) work days shall be provided for improvement before proceeding to a written plan of assistance.

An employee whose performance is inadequate will be provided an opportunity for improvement under the following procedure:

- a. A written Plan of Assistance will be provided that
 - (i) identifies the work deficiency,
 - (ii) establishes sufficient time limits for correcting the deficiency,
 - (iii) provides suggestions for improvement.

- (iv) may include the use of Union or peer coaching
- (v) provides at a minimum a mid-plan status check-in.

The Plan of Assistance will be delivered to the employee at a formal conference and shall be signed in triplicate by both the immediate supervisor and employee.

- b. Following the expiration of the corrective period, the supervisor, the employee and his/her Union representative (and other attendee(s) upon mutual prior agreement with the District), if he/she so chooses, shall meet to discuss the employee's progress or lack thereof towards the expected improvements. The supervisor will notify the employee of the decision to recommend continued employment or dismissal provided nothing will preclude a supervisor, at his/her discretion, from continuing the employee's assisted status, if, in his/her judgment, positive but less than full improvement has been shown.
- 4. In accordance with ORS 332.544, any classified employee who has been demoted or dismissed shall be entitled to a hearing before the school board if a written request is filed with the Board within fifteen (15) calendar days of the dismissal or demotion.

B. Administrative Leave

- 1. The employee may be suspended immediately with pay from employment with the district until charges are investigated by the Executive Director of Human Resources or his/her designee, and a decision is made to continue or to discontinue that employee's employment. If the employee is cleared of the charges, said employee shall be reinstated without loss of pay or accrued benefits.
- 2. If the charges are upheld, the termination day shall be the date that the Superintendent or designee takes final action to terminate the individual's employment. If the District determines that the charges do not warrant termination, a less severe discipline measure may be taken.

Article 20 - Grievance Procedure/Contract Maintenance

A. **Definitions**

- 1. Grievance A "grievance" is a claim by an employee or the Union based upon the interpretation, application, or violation of this Agreement.
- 2. Aggrieved Person—An "aggrieved person" is the person or persons or the Union_making the claim.
- 3. Party-in-Interest—A "party-in-interest" is the person or persons making the claim and any persons who might be required to take action or against whom action might be taken in order to resolve the claim.
- 4. Representation A grievant shall be entitled to a Union representative at each stage of the grievance procedure. With prior agreement from the District, a grievant may include other attendees.

B. Purpose

- 1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems of contract administration which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.
- 2. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and to have the grievance adjusted without intervention by the Union, provided that the adjustment is not inconsistent with the terms of the Agreement.
- 3. The Union and District shall meet on an established, regular basis to review contractual concerns of the Union or the District. It shall be the responsibility of the Union to have initially investigated any concern brought to them as to its accuracy and to provide the District with all pertinent information.

C. **Procedures**

1. Time Limits:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. However, the calendar for time limits shall not begin as long as the Union and District are discussing the matter. The time limits specified will begin after five (5) days written notification by either the Union or the District to the other party that discussions have ended.

2. Year-End Grievances:

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party-in-interest, the time limits set forth herein shall be reduced so that the grievance procedures may be exhausted prior to the end of the school year or as soon thereafter as is mutually agreed upon.

- 3. Level One—Principal or Immediate Supervisor
 - a. An employee with a grievance shall first discuss it with his/her principal or immediate supervisor, either directly or with a Union representative, if requested, with the objective of resolving the matter informally.

Should an employee be represented by Union appointed legal counsel, district level, regional or state level Union personnel, the Executive Director of Human Resources shall be notified prior to that meeting to offer the District the opportunity to determine whom they wish to have present to represent the District. Failure to so notify may result in the postponement or cancellation of the meeting.

b. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the principal or immediate supervisor. If the employee does not submit his/her grievance to the principal or immediate supervisor in writing within twenty (20) work days after the facts upon which the grievance is based first occur or first become known to the employee, any grievance shall be deemed waived. The aggrieved employee may be accompanied and represented by an individual of his/her choice when presenting the written grievance.

The principal or immediate supervisor shall reply in writing to the aggrieved employee within five (5) work days after receipt of the written grievance. The Union president shall receive a copy of the written response.

- 4. Level Two—Superintendent (Or Designee)
 - a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) work days after the presentation of the grievance s/he may file the grievance in writing with the superintendent, with a copy to the Union within five (5) work days after the decision at Level One, or ten (10) work days after the grievance was presented, whichever is sooner.
 - b. After five (5) work days, but within ten (10) work days after the superintendent receives the written grievance, s/he will meet with the aggrieved person and, if so desired, the Union representative selected by aggrieved in an effort to resolve it. A decision, in writing, will be forwarded to all parties within five (5) work days following the meeting.
- 5. Level Three—School Board

If the decision recommended by the superintendent does not resolve the problem, the employee has the right to appeal to the Board, through the superintendent's office, within five (5) work days of receipt of the superintendent's decision. The problem will be discussed informally at the next regularly scheduled Board meeting which occurs at least five (5) work days after the superintendent has received the employee's appeal, in an executive session of the Board, except where prohibited by Oregon State Statute, with the employee, his/her Union representative and the superintendent.

Within five (5) work days following the meeting a decision in writing will be forwarded to all parties. If the Board does not render a decision within five (5) work days following the regular Board meeting, the grievance may proceed to Level Four. However, the Board retains the prerogative to decline the right to review the superintendent's decision, thereby allowing the grievance, if unresolved at Level Two, to proceed directly to Level Four.

6. Level Four—Arbitration

Grievances not settled in Level Three of this grievance procedure may be appealed to arbitration provided:

- a. Written notice of a request for arbitration is made to the superintendent by the Union within ten (10) work days of receipt of his/her answer in Level Three.
- b. The issue must involve the interpretation, application, or violation of a specific provision(s) of the Agreement.

When a request for arbitration has been made within the time frame provided within this procedure, the parties or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, either party may within ten (10) work days of the appeal, request the Employment Relations Board (ERB) to submit a list of seven (7) arbitrators. As soon as the list has been received, the parties or their designated representatives shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list and the fifth and remaining name shall act as the arbitrator.

The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties desire to present, shall render a written decision to the employee, the Union, and the District. The arbitrator shall have no power to substitute his/her discretion for that of the Board as part of the Agreement. A decision of the arbitrator shall, within the scope of his/her authority, be binding upon the parties. Procedures shall follow ERB rules unless herein designated otherwise.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by both parties. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Employee to Representation

Employee and Union — Any aggrieved person may be represented at all stages of the grievance procedure by him/herself, and/or, at his/her option, a Union representative. Commencing at Level Two of the grievance procedure, the Union shall have the right to be present and to state its views.

E. Miscellaneous

1. Group Grievance—If, in the judgment of the Union, a grievance affects a group or class of employees, the Union may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced to Level Two.

Prior to this, informal discussions must be held as per Article 20. B. 3.

This provision shall be utilized only when the allegations involve the same contractual provision and the same alleged violation.

2. Separate Grievance File—All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. If the grievance is based upon information in the personnel file, such information will remain in the file unless found to be invalid by the grievance procedure.

F. Other Employee Concerns

All employee concerns outside the contractual definition shall be handled through the established complaint procedure as per District policy. The District and Union may agree to discuss such concerns informally and to resolve such issues. Beyond this, the terms of Article 20 shall not apply.

Article 21 - Transportation

A. Certification

Only bus drivers holding an Oregon School Bus Driver's Certificate (issued by the Oregon State Department of Education) may drive school buses as specified in ORS 485.010d and amended by ORS 485.030.

B. Average Hour Guidelines

In lieu of using a time clock the following guidelines will be used to calculate average hours for all bus drivers:

- 1. AM start time is leave time printed on the route sheet; plus, three (3) minutes to collect bus keys and prepare for route, and fifteen (15) minutes for pre-trip.
- 2. AM end time is the time printed on the route sheet to drop at last school, plus two (2) minutes to unload, predetermined travel time between school and bus lot, two (2) minutes to park, and three (3) minutes to return bus keys.
- 3. PM start time is two (2) minutes before school scheduled dismissal time, plus three (3) minutes to collect bus keys and prepare for route, plus five (5) minutes to pre-trip, three (3) minutes to leave bus lot and predetermined travel time between school and bus lot.
- 4. PM end time is the printed end time on the route sheet plus five (5) minute post trip, and three (3) minutes to return bus keys.
- 5. Average AM/PM time for cover drivers will be determined by adding all AM/PM average hours determined for assigned route drivers (Article 21 B. 1-4) and dividing by the number of assigned route drivers.
- 6. Middays are determined the same as AM or PM. Pre-trip and post trip time is not included.
- 7. Twenty (20) minutes is added to misc. time for sweeping, fueling, paperwork and notes from the office.
- 8. If your route has fifteen (15) minutes or more layover time then only five 5 minutes is added for notes.
- 9. EDO times begin at the end of the PM route (unless there is more than an hour layover) and end at the time printed on the EDO route, plus five (5) minutes post trip.
- 10. All shuttles routes and extra regularly scheduled work is included in misc. time.
- 11. Time for assignments less than five (5) days per week will be totaled and divided by five (5) to determine the daily average.
- 12. Extra time (covering midday, trip, meeting, etc.) needs to be tracked and turned in to a Supervisor for approval and then to Transportation payroll.
- 13. Drivers covering routes will track the actual time worked, but need to be close to the average hours for the assignment unless a reason for additional time is noted.
- 14. An adjusted start or end time, other than the time printed on the route sheet, may be approved by a Supervisor if it is determined that the routing program is unable to provide an accurate time.

C. Overtime

The District shall pay overtime at one and one-half (1 1/2) times the regular rate when bus drivers work more than twelve (12) hours a day or forty (40) hours have-been worked-within the work week which shall commence at 12:01 A.M., Sunday.

Drivers with a second job in the district (outside of transportation), who do not have the flexibility of modifying their work schedule, shall have trip assignments made in a manner that minimizes overtime.

Drivers who work only in transportation shall give up part of their regular schedule to take trips, so that overtime hours are minimized.

D. Assignment Guidelines

The following shall be considered as guidelines for driving assignments in the transportation department:

- 1. Regular Bus routes, Mid-Day Routes, Extended Day Opportunity Routes (EDO) and Shuttle Routes definitions:
 - a. Regular Bus Routes are defined as all bus routes necessary to transport students from home to school and school to home at established school bell times.
 - b. Mid-day routes are defined as routes occurring between school bell times and not specifically connected to a Regular Bus Route.
 - c. Extended Day Opportunity routes (EDO) are defined as evening bus routes necessary to transport students from school to home later than the established school bell times.
 - d. Shuttle routes are defined as routes transporting students between school sites or to an alternative site other than home.
- 2. Route assignments will be determined based first on a District review of assignment need. If no specific District need is identified, then the route award will be based on seniority.

When assigning EDO and Shuttle routes the Supervisor will consider in no particular order; seniority, student need, impact on other driving assignments, and average hours. An attempt to balance assignments among all drivers will be made.

- a. Routes shall be considered "vacant" when the driver who originally bid on the route is no longer available to drive that route (provided the driver is not on approved leave), or if there is a change to all routes due to boundary or bell time changes.
- b. Newly created" routes shall be considered "vacant."

- c. Vacant routes will be posted for five (5) working days, unless student needs warrant fewer days.
- d. All drivers who had a Mid-day route the previous school year will be given preference for Mid-day route assignments.
- e. Drivers having one (1) hour or less between routes or between routes and trips, shall be in paid status if they remain available for duty. If a driver is on the clock continuously for 4.75 hours and has thirty (30) minutes of uninterrupted time, thirty (30) minutes will be deducted for lunch. Layover time exceeding one (1) hour shall be out of service, unpaid. This standard applies to the regular/customary work day.
- f. After Transportation Department needs are met (creating all routes with a minimum of three hours), remaining EDO and Shuttle Routes that can be added on to the Regular Routes, will be posted. EDO and Shuttle Routes will be awarded by seniority providing the additional route doesn't add more time than the assignment due to paid layover time. If Regular Route is posted that includes an EDO or Shuttle Route, the EDO or Shuttle Route will be posted separately, unless the removal of the EDO or Shuttle Route drops the route below four hours. In that case, the EDO or Shuttle Route will remain with that route or be awarded to the most senior driver with a route below four hours that will gain benefits with the addition of the EDO or Shuttle Route. The EDO or Shuttle Route must fit with the route without adding more time than the assignment due to paid layover time.
- 3. Extra Driving Assignments Trip and Cover Routes

Extra bus trips are defined as athletic trips, and field trips that are requested by the schools specifying the date in need.

Cover Routes are defined as an unassigned route, or a route in which the assigned driver is unable to drive.

- 4. Assignment of Extra Trips and Cover Routes
 - a. All regular drivers will be given the opportunity to sign up for extra trips or cover routes, with the understanding that drivers not on the sign-up list may be required to accept such assignments based on district needs.
 - b. Drivers who sign-up for trips must be available for all extra trips beyond their regularly assigned routes.
 - c. A driver may not select specific dates or situations when they are willing to cover trips.

- d. Extra driving assignments to mid-day drivers will normally be limited to evenings and weekends only. However, the district will make exceptions as appropriate.
- e. A driver may give preferences for refusing certain trips or certain days, but district needs (i.e. an unavailability of other drivers) may take precedence.
- f. The average hours a driver works per week will be taken into consideration when making assignments. Hours will be distributed based on district need(s), driver training/ability, student safety, availability of drivers, and impact on other driving assignments. There shall be an attempt made to balance the distribution of extra assignments.
- g. A bus driver shall be paid a minimum of two (2) hours at the regular hourly rate (except as provided in Article 8.K) for all trips not attached to a normal workday.
- h. Drivers who show up for a scheduled trip that has been canceled without notification to the driver will be entitled to the scheduled trip time up to two (2) hours pay at their regular hourly rate. Trips referenced in Article 21 D.4.g., will receive a minimum of two (2) hours.
- 5. Calendar for Trips

An extra trip calendar will be provided and is to be utilized by the trip drivers. Drivers may use the calendar to request temporary removal from trip assignments for a particular day or time.

E. Summer Routes

- 1. All drivers will be given the opportunity to apply for summer routes. All drivers interested in driving summer routes will notify a transportation supervisor in writing by May 15.
- 2. A driver must be able to drive his/her regular assigned summer route from the start date to the ending date, unless time off has been approved by a Transportation supervisor.
- 3. Summer route drivers will be selected based first on a District review of assignment needs. If no specific District need is identified, the selection will be based on seniority.

F. Overnight Trip Pay

- 1. Drivers are paid a minimum 8 hours per day for any overnight trips
- 2. Paid work time includes:
 - a. Bus Pre-trip Inspection
 - b. Driving time to and from location destination
 - i. Additional time will be paid for continual shuttles throughout the day when the driver does not have down time
 - ii. Driving time shuttling students between event location and restaurants or lodging locations
 - iii. Shuttling students to different areas at the destination site

- iv. Time driver must remain at the student event location due to an undetermined ending time
- v. May include tournament competitions where schedule is determined by wins or losses
- 3. Driver reports to the Transportation Administrator the actual time spent driving beyond eight hours to determine how extra time will be paid. All overtime hours will be paid as outlined in Article 8- Salary.

Article 22 - Meetings and Conventions

- A. The Union shall be allowed to send its President at his/her regular rate of pay to attend the annual OSEA Conference (for a total of two {2} days) upon presentation of proper application and approval by the superintendent.
- B. The Union will be allowed to send the Executive Board members to attend the OSEA Conference up to one day at their regular rate of pay should the conference fall on one of their regularly scheduled work days.
- C. The Union shall be allowed two (2) days per year without pay to be used by the employee group for attendance at the Union's state conference. Such absence shall be granted upon proper application and approval by the superintendent.
- D. When a Union officer is required to miss work in order to attend regularly scheduled union meetings, the Union will work with the District to arrange schedules and make-up time for the Union officer requesting the absence, in advance of the meeting. The Union will reimburse the District for the cost of a substitute, if required.

Article 23 - Workshops/Courses

- A. Classified employees may be required by the District to attend training schools, workshops, or courses of instruction. When such attendance is required, the Board will pay mileage expense and/or fees and salary resulting from attendance at such schools.
- B. The Board also agrees to pay the tuition cost or fee for classes and/or District-approved workshops taken by employees to improve job efficiency, extend job capabilities for positions within the same job category (e.g., food services, custodial/maintenance, etc.) or pursue opportunities for other positions within the district.

An employee shall be eligible for a reimbursement equivalent to six (6) hours per year at the current Fall Portland State University graduate rate. Should the tuition amount for licensed teachers be increased during the term of this agreement, the amount shall be increased at a like amount on a prorated yearly basis. Payment for courses will be made on a reimbursement basis unless otherwise arranged with the District. If the employee does not receive a passing grade (C) for the course, does not complete the course, or leaves the District's employment before course completion, the District shall not be responsible for payment and may recoup any advanced fees through payroll deduction or other means.

- C. Food Service employees shall be reimbursed in accordance with paragraph A of this article for all required classes or workshops relating to the attainment of a Food Handler's Certificate.
- D. The District shall provide each classification a minimum of one (1) day of in-service training per year, or allow attendance at available outside workshops. This requirement shall be subject to the availability of such training or workshop.
- E. Tuition Credit

For each accumulation of twenty (20) credit hours of approved college/university credit or approved workshop hours (ten [10] seat hours equivalent to one credit hour), an employee shall receive a one (1)-time bonus of \$500.

F. Benefits under this article shall be prorated for employees who are less than 1.0 FTE.

Article 24 - Job Openings

A. Notification

When a vacancy or newly created position occurs within the bargaining unit, an employee who is part of the bargaining unit may bid for the open position by making written application to the Human Resources office. The District shall make the vacancy known to all classified employees by posting a notice of said vacancy at the District office, on the District web site and on the District Jobs Listserv via the OSEA chapter president for a period of not less than five (5) working days. Such notice shall include a listing of the minimum qualifications required for the position.

B. Appointment

When an opening occurs, the District will:

- 1. Interview all qualified in-district applicants_unless an in-district candidate has previously been interviewed by the same supervisor for the same position in the previous twelve (12) months. The supervisor may agree to interview the applicant again within the twelve (12) month period. Qualified applicants will include employees who may have skills, either newly acquired or from previous experience, matching the skills required for the new position. The employee, upon notifying Human Resources, will be given the opportunity to outline those skills.
- 2. No vacant position will be posted for hours less than previously assigned without review by the Union and the District.
- 3. Award the position to the candidate who is determined by the District to best meet the qualifications as per the job description of the open position. In the event two (2) or more current employees are equally qualified, the position shall be awarded to the employee with the greatest seniority.
- 4. In the event an employee is not selected and wishes to know the reasons, a meeting will be scheduled with the supervisor to discuss the reasons for not being considered.
- 5. At the employee's request, a meeting may be held with the Executive Director of Human Resources to explain, if possible, needed training, interviewing techniques, etc.

C. Probation for New Appointments

The ability of the employee to perform the duties of the new position shall be determined by the employee's performance in the new position for a duration of thirty (30) working days. Following the conclusion of thirty (30) working days, if, in the opinion of the employee and/or the employee's supervisor, the employee is not performing the duties of the position at a satisfactory level, the employee will be returned to their previously held position with the district.

D. New Employee Probationary Period

Employees new to the District shall serve a probationary period of one hundred twenty (120) work days from the date of hire, during which the procedures required by Article 19 will not apply.

E. Summer Vacancies

In the event vacancies occur during the summer, the following shall apply:

- 1. From June 16 through August 30, notices of the vacancies shall be posted in the central office, and on the District web site.
- 2. Any less-than-twelve (12)-month employee interested in applying for a position which may be posted from June 16 through August 30, may file a written request by June 1 to be notified of such vacancies. The District will send copies of postings to employees who have expressed such an interest.

F. Summer Job Openings

All employees will be given the opportunity to apply for summer positions and, if interested, will notify Human Resources by April 1, in writing. For transportation personnel, summer routes will be covered by Article 21.

G. Union Copies

The District shall furnish the president of the Union with copies of all job postings via the Jobs Listserv. When the position is filled, the president shall receive a list of all in-district applicants and notice of who was selected for the position. All in-district applicants for a position shall be notified of the final decision.

H. PERS Retirees

The District may elect, in accordance with District procedures and PERS guidelines, to hire employees who have retired with PERS but are still eligible to work in public employment. Employees who are retired with PERS shall have the privileges and benefits of membership with the following exceptions. PERS retirees hired by the District shall not retain seniority status or layoff and recall rights, although they will not be required to complete an additional probationary period. In addition, they will not be eligible to bid on newly created or vacant positions. Separation from the District due to retirement constitutes a break in service, and the employee's seniority will revert to zero. A retiree hired in a temporary position identical to the one held at time of retirement for a period in excess of twelve weeks will be paid the rate of pay in effect at the time of retirement.

Article 25 – Non-Discrimination

The Union shall represent all classified employees in the school district within the bargaining unit equally and without discrimination.

The District will follow all applicable District policies, including GBA – Equal Employment Opportunity and GBNA/GBNA-AR – Hazing/Harassment/Intimidation/Bullying/Menacing Staff, as well as federal and state law in providing a work environment free of bullying/harassment and discrimination, including discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans' status, genetic information and disability.

Article 26 – Workplace and Environmental Safety

The District and the Union mutually agree to work together to promote a safe and healthy work environment. The District will comply with state and federal laws and regulations pertaining to workplace and equipment safety, including OAR 839-004-0001 through 839-004-002.

A. Working Conditions

Employees shall not be required to work under unsafe or hazardous conditions to perform tasks which endanger their health, safety, or wellbeing as provided for under Oregon law. Any unsafe or hazardous conditions will be reported to the immediate supervisor. The supervisor will:

- 1. Assign the employee to another work place OR
- 2. Allow the employee to leave work OR
- 3. Judge the workplace to be safe and require the employee to return to work. If an employee is allowed to leave work due to unsafe or hazardous conditions, it will be with no loss of pay. No employee shall be disciplined for making such a report to his/her supervisor.

B. Act of Violence Causing Serious Employee Injury

After an event where an employee suffers a serious injury due to attack, assault, or overt physical act of violence, the employee shall not be required to work with the individual who caused the injury until such time as the employee and the building administrator/program director or supervisor have met and conferred. The employee may have union representation with them at the meeting.

C. Safety Committee

There shall be a separate Safety Committee designated for each location in the district as well as a District Safety Committee. All Safety Committees shall have at least two classified employee representatives as members.

D. Safety Violations

An employee who believes there is an unsafe or hazardous working condition, shall first report the matter to his or her supervisor and the Building Safety Committee. If the matter remains unresolved with the supervisor and the Safety Committee, then any allegation that the District has violated the provisions in this article must be made to the appropriate state agency and may not be processed through the contractual grievance procedure.

E. District Behavior Response Committee

The Union shall have equal representation on the District Behavior Response Committee. The committee meets monthly during the school year, reviews the District's student discipline procedures, recommends changes that it feels would be in the best interest of the District, and provides quarterly reports to the School Board.

Appendix A: Classifications

Secretarial/Clerical

School	
Assistant Records Secretary	IIA
Assistant Secretary — HS	IIC
Assistant Secretary Elementary/MS	IIA
Athletic Secretary	IIC
Attendance Secretary - HS	IIC
Clerk	IC
Counseling Secretary	IIB
High School Bookkeeper	IIIA
Lead School Secretary	IIIA
Receptionist — School	IC
Registrar — High School	IIC

Specialized/Department

Specialized/Department	
Community Resources Secretary	IIIA
Curriculum Secretary	IIIA
ELL Secretary	IIIA/IIIB
Facilities Secretary	IIC
Facilities Support Specialist	IIIA
Federal Programs Secretary	IIIA/IIIB
Media Department Secretary	IIIA/IIIB
Media Department Assistant Secretary	IIA
Nutrition Services Secretary	IIIA/IIIB
Nutrition Services Assistant Secretary	IIA
Clerk	IC
Operations Secretary	IIIA
Receptionist — District	IIC
Student Services Secretary	
Transportation Assistant Secretary	IIA
Transportation Secretary	IIIA

Business Services:

Accounts Payable Technician	IIIB
Business Services Assistant	
Business Services Secretary	IIIA
General Ledger Technician	IIIC
Payroll Technician	IIIB
Procurement & Accounting Specialist	IIIB
0 1	

Custodial:

Custounuit	
Custodian	IC
Custodian Night Lead, Elem	IIA
Custodian Night Lead MS/HS	IIB
Custodian Elem/MS/HS Lead	IIIA

Nutrition Services

Assistant Manager, MS	IC
Assistant Manager, HS	IIA
Cook	IB
Cook Manager, Elem	IIB
Manager, MS	IIB
Manager, MS Manager, HS	IIC
Warehouse/Driver	IIB

Warehouse

Warehouse Worker I	IIA
Warehouse Worker II	IIIB
Delivery Driver	

Instruction Library/Media Assistant SAS Instructional Assistant IB ELL Department Liaison IIC Educational Assistant IIA Skills Trainer IIB Transition Specialist IIC Language Services Coordinator
Day Care IA Day Care Aide IA Day Care Worker (For Head Start Effective 8/2016) IIA Day Care Lead (For Head Start Effective 8/2016) IIIA Preschool Assistant IB
Skills/Trades MYC Crew LeaderIIC MYC Program CoordinatorIIIC Trades Crew LeaderIIC Auto/Metal AssistantIB
Maintenance Maintenance Worker — General Maintenance Worker — Skilled Maintenance Worker — Lead Mainter
Grounds Groundskeeper — IIIC Groundskeeper LeadIIIA
Student Management Breakfast Assistant
Transportation Mechanic I

Technology	Other Positions
Digital Imaging TechnicianIIIA	(No Bumping to Other Positions Within This Group):
Student Information System Support SpecialistIIIA	Aquatic AssistantIIB
Technical/Computer SpecialistIIIC	Aquatic DirectorIIC
Technical Computer Specialist IIIIIC+ \$4 Per Hour	Assistive Technology AssistantIIA
	Assistive Technology TechnicianIIIC
	Certified Occupational Therapy AssistantIIIC
	Certified Speech Language Pathologist AssistantIIIC
	Licensed Physical Therapy AssistantIIIC
	Communications Department LiaisonIIC
	Communications TechnicianIIIC
	District Courier IIIA
	Coordinator of Career & Post Secondary Prep IIIA
	College and Career Center Coordinator IIIC
	CTE Internship Coordinator IIIC
	Fine and Performing Arts Center Coordinator IIIC
	High School Student Engagement Coordinator IIIC
	Testing Coordinator IIIC
	Student Services/Federal Programs Bookkeeper IIIB
	HVAC DDC Controls and Low-Voltage Lead Technician IIIC

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Appendix B Reynolds School District 2018 - 2019 Classified Salary Schedule

	I		Level I	I		Level II			Level III			Mechanic	
											MECH I/		
											BUS		
New		A	В	С	A	В	С	A	В	С	DRIVER	MECH II	MECH III
10		17.54	18.98	20.43	20.93	21.76	23.50	23.99	25.09	27.63	25.01	28.43	31.17
9	11	17.20	18.60	20.03	20.51	21.33	23.04	23.51	24.59	27.09	24.51	27.87	30.55
8	10	16.70	18.06	19.44	19.92	20.71	22.37	22.83	23.88	26.30	23.80	27.06	29.66
7	9	16.13	17.45	18.79	19.24	20.02	21.61	22.06	23.07	25.41	22.99	26.15	28.66
6	8	15.58	16.86	18.15	18.59	19.34	20.88	21.31	22.29	24.55	22.21	25.26	27.69
5	7	15.06	16.28	17.53	17.97	18.67	20.17	20.59	21.11	23.71	21.05	24.41	26.75
4	6	14.47	15.72	16.85	17.26	17.90	19.42	19.76	20.65	22.83	20.72	23.46	25.71
3	5	13.90	15.02	16.24	16.70	17.23	18.69	19.04	19.85	22.24	19.96	22.60	24.79
2	4	13.11	14.51	15.60	16.00	16.62	17.97	18.24	19.13	21.10	19.19	21.67	23.75
1	3	12.64	13.97	15.03	15.39	15.94	17.27	17.54	18.35	20.29	18.46	20.78	22.77
	2	11.76	13.25	14.31	14.66	15.22	16.50	16.73	17.51	19.35	17.69	19.75	21.65

2018-19 salary schedule has New Step 1 & New Step 10 @ 2% Over former Step 10 and

Reynolds School District

a 1% COLA increase to entire schedule

New minimum wage = \$12.00 per hour

				20	019 - 2020 (Classified S	alary Schedu	le				
		Level I	Í		Level II	I		Level III	Í		Mechanic	1
										MECH I/		
										BUS		
	A	В	С	Α	В	С	Α	В	С	DRIVER	MECH II	MECH III
10	17.72	19.17	20.63	21.14	21.98	23.74	24.23	25.34	27.91	25.26	28.71	31.48
9	17.37	18.79	20.23	20.72	21.54	23.27	23.75	24.84	27.36	24.76	28.15	30.86
8	16.87	18.24	19.63	20.12	20.92	22.59	23.06	24.12	26.56	24.04	27.33	29.96
7	16.29	17.62	18.98	19.43	20.22	21.83	22.28	23.30	25.66	23.22	26.41	28.95
6	15.74	17.03	18.33	18.78	19.53	21.09	21.52	22.51	24.80	22.43	25.51	27.97
5	15.21	16.44	17.71	18.15	18.86	20.37	20.80	21.32	23.95	21.26	24.65	27.02
4	14.61	15.88	17.02	17.43	18.08	19.61	19.96	20.86	23.06	20.93	23.69	25.97
3	14.04	15.17	16.40	16.87	17.40	18.88	19.23	20.05	22.46	20.16	22.83	25.04
2	13.24	14.66	15.76	16.16	16.79	18.15	18.42	19.32	21.31	19.38	21.89	23.99
1	12.77	14.11	15.18	15.54	16.10	17.44	17.72	18.53	20.49	18.64	20.99	23.00

2019-2020 salary schedule has a 1% COLA over the 2018-19 schedule. New minimum wage = \$12.50 per hour.

					Reyno	olds Schoo	l District					
				20	020 - 2021 (Classified S	Salary Schedu	ıle				
		Level I			Level II			Level III			Mechanic	
										MECH I/		
										BUS		
Step	А	В	С	А	В	С	А	В	С	DRIVER	MECH II	MECH III
10	18.86	20.28	21.83	22.35	23.14	25.07	25.48	26.66	29.46	26.81	30.17	33.08
9	18.13	19.50	20.99	21.49	22.25	24.11	24.50	25.63	28.33	25.78	29.01	31.81
8	17.43	18.75	20.18	20.66	21.39	23.18	23.56	24.64	27.24	24.79	27.89	30.59
7	16.76	18.03	19.40	19.87	20.57	22.29	22.65	23.69	26.19	23.84	26.82	29.41
6	16.12	17.34	18.65	19.10	19.78	21.43	21.79	22.78	25.18	22.92	25.79	28.28
5	15.50	16.67	17.94	18.37	19.02	20.60	20.95	21.90	24.21	22.04	24.80	27.19
4	14.90	16.03	17.25	17.66	18.29	19.82	20.14	21.06	23.28	21.19	23.85	26.14
3	14.33	15.41	16.58	16.98	17.59	19.06	19.36	20.25	22.38	20.37	22.93	25.13
2	13.78	14.82	15.95	16.33	16.91	18.32	18.62	19.47	21.52	19.58	22.05	24.16
1	13.25	14.25	15.33	15.70	16.26	17.61	17.90	18.72	20.69	18.83	21.20	23.23

2020-2021 salary schedule has a 1% COLA over the 2019-20 schedule. IA/Step 1 adjusted to equal new minimum wage of \$13.25 per hour. 4% step smoothing applied to entire schedule.

Longevity 30 = +\$.35 added to your current hourly rate (longevity steps are cumulative). Total = \$1.35

Longevity $25 = +\frac{5}{25}$ added to your current hourly rate (longevity steps are cumulative). Total = $\frac{5}{2100}$

Longevity 20 = + 5.50 added to your current hourly rate (longevity steps are cumulative). Total = \$.75

Longevity 15 = +\$.25 added to your current hourly rate (longevity steps are cumulative). Total = \$.25

*New	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021
Steps	1A	1A	1A	1B	1B	1B	1C	1C	1C
10	17.54	17.72	18.86	18.98	19.17	20.28	20.43	20.63	21.83
9	17.20	17.37	18.13	18.60	18.79	19.50	20.03	20.23	20.99
8	16.70	16.87	17.43	18.06	18.24	18.75	19.44	19.63	20.18
7	16.13	16.29	16.76	17.45	17.62	18.03	18.79	18.98	19.40
6	15.58	15.74	16.12	16.86	17.03	17.34	18.15	18.33	18.65
5	15.06	15.21	15.50	16.28	16.44	16.67	17.53	17.71	17.94
4	14.47	14.61	14.90	15.72	15.88	16.03	16.85	17.02	17.25
3	13.90	14.04	14.33	15.02	15.17	15.41	16.24	16.40	16.58
2	13.11	13.24	13.78	14.51	14.66	14.82	15.60	15.76	15.94
1	12.64	12.77	**13.25	13.97	14.11	14.25	15.03	15.18	15.33
	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021
	2A	2A	2A	2B	2B	2B	2C	2C	2C
10	20.93	21.14	22.35	21.76	21.98	23.14	23.50	23.74	25.07
9	20.51	20.72	21.49	21.33	21.54	22.25	23.04	23.27	24.11
8	19.92	20.12	20.66	20.71	20.92	21.39	22.37	22.59	23.18
7	19.24	19.43	19.87	20.02	20.22	20.57	21.61	21.83	22.29
6	18.59	18.78	19.10	19.34	19.53	19.78	20.88	21.09	21.43
5	17.97	18.15	18.37	18.67	18.86	19.02	20.17	20.37	20.60
4	17.26	17.43	17.66	17.90	18.08	18.29	19.42	19.61	19.82
3	16.70	16.87	16.98	17.23	17.40	17.59	18.69	18.88	19.06
2	16.00	16.16	16.33	16.62	16.79	16.91	17.97	18.15	18.32
1	15.39	15.54	15.70	15.94	16.10	16.26	17.27	17.44	17.61
	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020 2024
	3A					2020-2021	2010 2010	2010 2020	2020-2021
10		3A	3A	3B	3B	3B		3C	2020-2021 3C
		3A 24.23	3A 25.48				3C 27.63		
	23.99	24.23	25.48	3B 25.09 24.59	3B	3B	3C	3C	3C
9	23.99 23.51	24.23 23.75	25.48 24.50	25.09 24.59	3B 25.34 24.84	3B 26.66	3C 27.63	3C 27.91 27.36	3C 29.46
9 8	23.99 23.51 22.83	24.23 23.75 23.06	25.48 24.50 23.56	25.09 24.59 23.88	3B 25.34 24.84 24.12	3B 26.66 25.63	3C 27.63 27.09	3C 27.91	3C 29.46 28.33
9 8 7	23.99 23.51 22.83 22.06	24.23 23.75 23.06 22.28	25.48 24.50 23.56 22.65	25.09 24.59	3B 25.34 24.84 24.12 23.30	3B 26.66 25.63 24.64	3C 27.63 27.09 26.30	3C 27.91 27.36 26.56	3C 29.46 28.33 27.24
9 8 7 6	23.99 23.51 22.83 22.06 21.31	24.23 23.75 23.06 22.28 21.52	25.48 24.50 23.56 22.65 21.79	25.09 24.59 23.88 23.07	3B 25.34 24.84 24.12 23.30 22.51	3B 26.66 25.63 24.64 23.69	3C 27.63 27.09 26.30 25.41	3C 27.91 27.36 26.56 25.66	3C 29.46 28.33 27.24 26.19
9 8 7 6 5	23.99 23.51 22.83 22.06 21.31 20.59	24.23 23.75 23.06 22.28 21.52 20.80	25.48 24.50 23.56 22.65 21.79 20.95	25.09 24.59 23.88 23.07 22.29 21.11	3B 25.34 24.84 24.12 23.30	3B 26.66 25.63 24.64 23.69 22.78	3C 27.63 27.09 26.30 25.41 24.55	3C 27.91 27.36 26.56 25.66 24.80	3C 29.46 28.33 27.24 26.19 25.18
9 8 7 6 5 4	23.99 23.51 22.83 22.06 21.31 20.59 19.76	24.23 23.75 23.06 22.28 21.52 20.80 19.96	25.48 24.50 23.56 22.65 21.79 20.95 20.14	25.09 24.59 23.88 23.07 22.29 21.11 20.65	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86	3B 26.66 25.63 24.64 23.69 22.78 21.90	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83	3C 27.91 27.36 26.56 25.66 24.80 23.95	3C 29.46 28.33 27.24 26.19 25.18 24.21
9 8 7 6 5 4 3	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23	25.48 24.50 23.56 22.65 21.79 20.95	25.09 24.59 23.88 23.07 22.29 21.11	3B 25.34 24.84 24.12 23.30 22.51 21.32	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06	3C 27.63 27.09 26.30 25.41 24.55 23.71	3C 27.91 27.36 26.56 25.66 24.80 23.95 23.06	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28
9 8 7 6 5 4 3 2	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24	3C 27.91 27.36 26.56 25.66 24.80 23.95 23.06 22.46	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 22.38 22.38 21.52
9 8 7 6 5 4 3	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10	3C 27.91 27.36 26.56 25.66 24.80 23.95 23.06 22.46 21.31	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 22.38
9 8 7 6 5 4 3 2	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42 17.72	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29	3C 27.91 27.36 26.56 25.66 24.80 23.95 23.06 22.46 21.31	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 22.38 21.52 20.69
9 8 7 6 5 4 3 2	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42 17.72 2019-2020	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019	3C 27.91 27.36 26.56 25.66 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 22.38 21.52 20.69 2020-2021
9 8 7 6 5 4 3 2 1	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42 17.72 2019-2020 M1	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3	3C 27.91 26.56 25.66 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 22.38 21.52 20.69 2020-2021 M3
9 8 7 6 5 4 3 2 1	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 26.81	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 30.17	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 22.38 21.52 20.69 2020-2021 M3 33.08
9 8 7 6 5 4 3 2 1 1 10 9	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 2020-2021 M1 26.81 25.78	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43 27.87	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71 28.15	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 30.17 29.01	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 22.38 21.52 20.69 2020-2021 M3 33.08 31.81
9 8 7 6 5 4 3 2 1 10 9 8	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51 23.80	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76 24.04	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 2020-2021 M1 26.81 25.78 24.79	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43 27.87 27.06	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71 28.15 27.33	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 30.17 29.01 27.89	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55 29.66	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86 29.96	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 24.21 23.28 21.52 20.69 2020-2021 M3 33.08 31.81 30.59
9 8 7 6 5 4 3 2 1 10 9 8 7	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51 23.80 22.99	24.23 23.75 23.06 22.28 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76 24.04 23.22	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 2020-2021 M1 26.81 25.78 24.79 23.84	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 2018-2019 M2 28.43 27.87 27.06 26.15	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71 28.15 27.33 26.41	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 30.17 29.01 27.89 26.82	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55 29.66 28.66	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86 29.96 28.95	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 24.21 23.28 21.52 20.69 2020-2021 M3 33.08 31.81 30.59 29.41
9 8 7 6 5 4 3 2 1 10 9 8 7 6	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51 23.80 22.99 22.21	24.23 23.75 23.06 22.28 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76 24.04 23.22 22.43	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 2020-2021 M1 26.81 25.78 24.79 23.84 22.92	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43 27.87 27.06 26.15 25.26	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71 28.15 27.33 26.41 25.51	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 30.17 29.01 27.89 26.82 25.79	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55 29.66 28.66 27.69	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86 29.96 28.95 27.97	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 21.52 20.69 2020-2021 M3 33.08 31.81 30.59 29.41 28.28
9 8 7 6 5 4 3 2 1 10 9 8 7 6 5	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51 23.80 22.99 22.21 21.05	24.23 23.75 23.06 22.28 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76 24.04 23.22 22.43 21.26	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 26.81 25.78 24.79 23.84 22.92 22.04	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43 27.87 27.06 26.15 25.26 24.41	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71 28.15 27.33 26.41 25.51 24.65	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 30.17 29.01 27.89 26.82 25.79 24.80	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55 29.66 28.66 27.69 26.75	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86 29.96 28.95 27.97 27.02	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 21.52 20.69 2020-2021 M3 33.08 31.81 30.59 29.41 28.28 27.19
9 8 7 6 5 4 3 2 1 10 9 8 7 6 5 4	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51 23.80 22.99 22.21 21.05 20.72	24.23 23.75 23.06 22.28 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76 24.04 23.22 22.43 21.26 20.93	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 2020-2021 M1 26.81 25.78 24.79 23.84 22.92 23.84 22.92 22.04 21.19	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43 27.87 27.06 26.15 25.26 24.41 23.46	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71 28.15 27.33 26.41 25.51 24.65 23.69	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 2020-2021 M2 30.17 29.01 27.89 26.82 25.79 24.80 23.85	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55 29.66 28.66 27.69 26.75 25.71	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86 29.96 28.95 27.97 27.02 25.97	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 21.52 20.69 2020-2021 M3 33.08 31.81 30.59 29.41 28.28 27.19 26.14
9 8 7 6 5 4 3 2 1 10 9 8 7 6 5 4 3	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51 23.80 22.99 22.21 21.05 20.72 19.96	24.23 23.75 23.06 22.28 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76 24.04 23.22 22.43 21.26 20.93 20.16	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 2020-2021 M1 26.81 25.78 24.79 23.84 22.92 23.84 22.92 22.04 21.19 20.37	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43 27.87 27.06 26.15 25.26 24.41 23.46 22.60	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 2019-2020 M2 28.71 28.15 27.33 26.41 25.51 24.65 23.69 22.83	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 2020-2021 M2 30.17 29.01 27.89 26.82 25.79 24.80 23.85 22.93	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55 29.66 28.66 27.69 26.75 25.71 24.79	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86 29.96 28.95 27.97 27.02 25.97	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 21.52 20.69 2020-2021 M3 33.08 31.81 30.59 29.41 28.28 27.19 26.14 25.13
9 8 7 6 5 4 3 2 1 10 9 8 7 6 5 4	23.99 23.51 22.83 22.06 21.31 20.59 19.76 19.04 18.24 17.54 2018-2019 M1 25.01 24.51 23.80 22.99 22.21 21.05 20.72	24.23 23.75 23.06 22.28 21.52 20.80 19.96 19.23 18.42 17.72 2019-2020 M1 25.26 24.76 24.04 23.22 22.43 21.26 20.93 20.16 19.38	25.48 24.50 23.56 22.65 21.79 20.95 20.14 19.36 18.62 17.90 2020-2021 M1 2020-2021 M1 26.81 25.78 24.79 23.84 22.92 23.84 22.92 22.04 21.19 20.37	25.09 24.59 23.88 23.07 22.29 21.11 20.65 19.85 19.13 18.35 2018-2019 M2 28.43 27.87 27.06 26.15 25.26 24.41 23.46 22.60 21.67	3B 25.34 24.84 24.12 23.30 22.51 21.32 20.86 20.05 19.32 18.53 2019-2020 M2 28.71 28.15 27.33 26.41 25.51 24.65 23.69 22.83 21.89	3B 26.66 25.63 24.64 23.69 22.78 21.90 21.06 20.25 19.47 18.72 2020-2021 M2 2020-2021 M2 30.17 29.01 27.89 26.82 25.79 24.80 23.85 22.93 22.05	3C 27.63 27.09 26.30 25.41 24.55 23.71 22.83 22.24 21.10 20.29 2018-2019 M3 31.17 30.55 29.66 28.66 27.69 26.75 25.71 24.79	3C 27.91 27.36 26.56 24.80 23.95 23.06 22.46 21.31 20.49 2019-2020 M3 31.48 30.86 29.96 28.95 27.97 27.02 25.97 25.04 23.99	3C 29.46 28.33 27.24 26.19 25.18 24.21 23.28 21.52 20.69 2020-2021 M3 33.08 31.81 30.59 29.41 28.28 27.19 26.14 25.13 24.16

Reynolds School District 2018-2019, 2019-2020, 2020-2021 Classified Salary Schedules

*Steps have been re-numbered from 2017-18 Schedule in previous contract

**1A/Step 1 adjusted to equal new minimum wage of \$13.25 per hour in 2020-2021 Longevity pay added separately per schedule in Article 8

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