

# **Collective Bargaining Agreement**

**2023-2025**

**Gervais School District No. 1**

**And**

**Oregon School Employees Association/  
AFT Local 6732, AFL-CIO**

**On behalf of  
OSEA Chapter 135**



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**Between**

**Gervais School District No. 1**

**And**

**Oregon School Employees Association/AFT Local 6732, AFL-CIO**

**On behalf of OSEA Chapter 135**

This Collective Bargaining Agreement (CBA) is made and entered into this 1 July 2020 by the Oregon School Employees Association/AFT Local 6732, AFL-CIO ("the Union" or "OSEA") on behalf of OSEA Chapter 135 and Gervais School District No. 1 (the "Board" or "District"). This Collective Bargaining Agreement incorporates the sole and complete agreement reached between the District and the Union resulting from negotiations held pursuant to the provisions of ORS 243.650 *et seq.* Now, therefore, it is hereby agreed by, and between, the parties as follows:

## **Article 1 – Recognition**

- A. The District recognizes the Union as the exclusive representative for purposes of employment relations for all full-time and part-time classified personnel employed by the District, excluding temporary, supervisory [ORS 243.650 (23)], and confidential employees [ORS 243.650(6)].
- B. All new employees shall serve a probationary period of one hundred twenty (120) workdays. For the period of probation, Article 5 - Layoff and Recall, Article 13 - Discipline and Dismissal, and Article 15 - Grievance Procedure, do not apply to probationary employees.
- C. Employees applying for a different position must have passed the initial probationary period. Employees hired into a different position shall serve a trial period of thirty (30) calendar days in the new position. At any time during the trial period the district may, at its discretion, terminate the employee's service in the new position. If a termination does occur, an attempt to return the employee to a substantially equivalent position will be made.
- D. Substitute employees shall be hired by the district for a period of not more than ninety (90) workdays in the same assignment. Substitutes are generally hired to replace regular employees who are absent on a short-term basis, to fill a vacancy during a posting and recruitment process, or to fill a vacancy of less than ninety (90) workdays. A substitute employee will be terminated at the end of their service or ninety (90) workdays.
- E. A temporary employee is a person who is working in a time- or task-specific job, and is in addition to regular employees. Employees hired under limited duration federal grant funding are exempt from this article. The district will not create temporary positions that exceed one (1) contract year.

## **Article 2 - Nondiscrimination**

- A. The District will not discriminate against protected classes outlined in policy GBA. The District will not coerce or restrain an employee in the exercise of the employee's rights under ORS 243.650 to 243.782; provided, however, this Article shall not be subject to the grievance procedure set forth in this contract, it being the intent of the parties the employee's remedy, if any, shall be sought through the appropriate state agency.

### Article 3 - Union Rights

- A. Use of Building Facilities. Upon reasonable advanced request, the Union may be allowed use of District facilities for meetings, provided that such facility is not required for regular use and that the District is reimbursed for any costs (excluding rent) incurred in such Union use.
- B. The Union may post materials related to Union business on a designated bulletin board in each school's staff room. The bulletin board shall be furnished by the District.
- C. Upon request of the Union, the District may duplicate Union materials on District duplicating equipment at times which do not interrupt normal District operations. Costs incurred by the District for making copies shall not exceed twenty (20) cents per page and will be borne by the Union. Any reasonable repair costs due to damage done as a result of such equipment usage by Union representatives shall be borne by the Union.

The District's electronic mail system may be used by the union for union-related communications including, but not limited to, communications related to:

- (a) Collective bargaining
- (b) Grievance or other dispute investigations
- (c) Governance of the union.

Use of the electronic system will comply with the district use board policies and Administrative Rules (ARS)

The District shall provide the Chapter President, the OSEA Field Representative and OSEA's Director of Fiscal Operations at: [classified@osea.org](mailto:classified@osea.org) with an editable Excel spreadsheet containing the following information to the extent the district has the information for each employee in the bargaining unit:

- a. The employee's name and date of hire;
- b. Contact information including:
  - 1. cellular, home and work telephone numbers;
  - 2. personal and work electronic mail addresses; and
  - 3. home or personal mailing address; and
- c. Employment information including the employee's job title, salary and worksite location.

The District shall provide the information within ten (10) calendar days from the date of hire for newly hired employees and three (3) times per year (October 1, February 1 and June 1) for all employees in the bargaining unit.

- D. Union Representatives' Visits. Upon reasonable notice and proper introduction, official non-employee Union representatives will be allowed access to work areas. At no time shall such visits cause an interruption of work. The Union shall provide the District with an updated list of authorized representatives.
- E. The District will deduct Union dues from the wages during the term of this Agreement of each employee who has authorized such deduction in writing on Union forms. Dues so deducted will be transmitted by the 15th of the following month to the central office of OSEA, 4735 Liberty Road South, Salem, Oregon 97302.
- F. Executive leadership and building representatives shall be identified to the district in writing by September 1 each year. Such representatives shall be allowed time off with pay when such representative is required by the district to attend a meeting with representatives of the district. The district shall not be obligated to overtime compensation due to the provisions of this article. The Union President will provide contact information for Union representatives to the personnel office. This document will be included in new hire paperwork and given to the new employee. Local union representatives shall be granted thirty (30) minutes to meet with each new employee at the work site to share information regarding union matters. The local union representative and the new employee shall be allowed to meet during regular work hours so long as the meeting does not interfere with district or building operations with prior approval of direct supervisor at no loss of pay or benefits for either party. Duly authorized representatives of the union may transact union business on school property during periods employees in the unit are on their lunch period, during breaks or outside of scheduled work hours.
- G. The District shall allow designated union representatives to engage in the following activities during work hours and at the District's facilities, without loss of compensation or benefits:
- Investigate and process grievances and other workplace-related complaints;
  - Attend investigatory meetings, hearings, and other due process proceedings;
  - Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
  - Attend labor-management meetings, safety committee meetings (2 representatives per meeting) and any other meetings between representatives of the District and OSEA to discuss employment relations;
  - Testify in a legal proceeding in which the designated union representative has been subpoenaed as a witness. d representatives" shall include chapter executive board officers, building representatives

For purposes of this Article, "designated representatives" shall include chapter executive board officers, building representatives, and their designees as identified in Article 3 F.

The District shall not reduce a designated representative's work hours to accommodate the designated representative's performance of the activities listed above. However, the designated representative and their supervisor may agree to a flex schedule that allows the designated representative to perform the activities above during paid work hours.

- H. During negotiations of a successor agreement, where the district and the union mutually agree to meet during employees regularly scheduled work hours, employees serving on the union bargaining team will be released without loss of pay to attend such meetings. The parties recognize that bargaining may occur outside of normal work hours.
- I. Classified employees on duty after the normal workday may attend a meeting of the Association within their building with the approval of the supervisor with no loss of pay. One Association representative from each worksite may attend an Association meeting in another building with approval of their supervisor with no loss of pay. If the employee is unable to complete all tasks expected during the work day due to attending the meeting, they will work with their supervisor to prioritize tasks that need to be completed in order to ensure there is no disruption to the work or learning environment.



## **Article 4 - Workday and Work Schedule**

A. Hours of Work. The full-time workweek shall consist of forty (40) hours within the designated workweek of Sunday through Saturday. To the extent consistent with the operational needs and requirements of the District, the District will schedule work so that an employee will receive two consecutive work days off within the workweek. The District is obligated to inform the Union about any proposed changes.

B. Overtime.

1. Eligible employees shall be compensated at the rate of one and one-half (1 ½) times their regular rate of pay in the form of pay or compensatory time off for all assigned work in excess of forty (40) hours in any workweek. All overtime work shall require the prior authorization of the District.
2. Overtime shall be computed to the nearest minute. Overtime pay shall be based on the actual number of hours on duty per week. For the purpose of computing overtime, all hours an employee actually works shall be credited as time worked in computing total work period hours. If an employee is regularly assigned to more than one duty with different rates of pay, the overtime rate shall be an average of the rates of pay, at one and one-half (1½) times the averaged rate of pay.
3. In the event that a sufficient number of available, acceptable personnel do not accept overtime on a voluntary basis or in the event of an emergency, such additional personnel as are deemed necessary by the District shall be required to work overtime.

C. Compensatory Time

The use of compensatory time (comp time) in lieu of extra hourly pay must be mutually agreed to by the principal or supervisor and the employee, in advance of the specific hours worked. Comp time must be figured at one and one-half hours for each hour worked in those instances when comp time is authorized beyond the forty (40) hour work week. Records of comp time shall be kept by payroll. The district shall provide employees with their comp time balance monthly. Comp time off will be arranged for between the supervisor and the employee and the employee will report the use of comp time in the same manner as any other leave. Accrued comp time will be taken before the end of the current fiscal year. If the employee is unable to use all of their accrued comp time by the last payroll period in June, the District shall pay the employee their comp time balance in the final pay check of the fiscal year. If an employee terminates employment prior to the end of the fiscal year, all accrued comp time will be paid out in the employee's final pay check at the employee's current rate of pay.

D. Flex or trade time

On occasion, supervisors and employees may agree to a flex schedule. A flex schedule would allow the employee who works more than their scheduled hours on a regular work day to schedule an equal amount of time off within that same workweek (with supervisor approval). If the employee is unable to take the scheduled time off, the extra time will be recorded as extra hours or as comp time, with supervisor approval.

- E. Unpaid meal periods of not less than 30 minutes will be provided to employees that work 6 or more hours in one work period. If an employee is required to work during their unpaid meal period, the meal period will be paid. An employee may take an employer-paid rest period(s) of not less than 10 minutes for every segment of four hours or major part thereof (two hours and one minute through four hours) work in one work period. Adequate break room space for each work site can be discussed in labor-management meetings.
- F. Call Back. When an employee is called back to work after their regular shift, they shall be paid for a minimum of one hour's work at their overtime rate.

## **Article 5 - Layoff and Recall**

- A. The Board, at its discretion, may determine a reduction in force is appropriate. Staff will be laid off within the classification identified for reductions in inverse order of seniority based upon their total length of continuous service with the District. In the event that the District has evidence that an employee has skills, abilities, and/or experience as judged by the District in the context of the anticipated future staffing requirements of the District, that employee may be retained notwithstanding seniority. The District bears the burden of proof that the less senior employee has more skills, abilities, and/or experience over a more a senior employee.
- B. Definitions
  - a. District Seniority: defined as the total time of continuous service with the District beginning with the most recent date of hire, excluding time the employee is on an approved unpaid leave.
  - b. Classification Seniority: defined as the total time of continuous service within a classification, excluding time the employee is on an approved unpaid leave.
- C. The District shall notify the Union and the affected employees at least thirty (30) calendar days prior to the effective date of any layoff, unless an unanticipated revenue shortfall or other emergency conditions prevent such notice. Notice to the Union shall include a copy of the seniority list for the affected classification.
- D. In the event two (2) or more employees working in the same classified specialty are judged by the District to have the same skill, ability, and experience, the employee with the greater total time of service with the District shall be retained. In the event that two (2) employees are judged to have the same skill, ability, and experience, and have the same District and classification seniority then the OSEA Chapter 135 president or their designee and the superintendent/designee shall draw lots to determine which employee will be laid off.
- E. Within five (5) working days of receiving a layoff notice an employee may notify the District of their intent to bump another employee. Bumping will be subject to the following:
  - 1. Employees may bump into a job position they have previously successfully held in the past, if there is a vacancy or if the employee has more classification seniority than another employee in the previously held position. If an employee bumps into a previously held position, the hourly rate will be the step that is closest to the employee's current hourly rate. If the employee's hourly rate exceeds the top hourly rate in the new job classification, the employee will remain at their current rate (with no annual COLA increases) until the top step of the new position equals or exceeds their frozen hourly rate.

2. Employees may not bump into a position with more days or hours than the position they were laid off from. If the employee bumps into a position with fewer hours or days than their original position, then the employee will be eligible to be transferred when a vacant position with additional hours or more days become available so long as they have worked in that position in the past successfully.
  3. Those individuals who choose not to take a position with fewer hours will be placed on the recall list until offered an assignment.
- F. The District will maintain a list of staff members in the order they were laid off. Each staff member shall remain on such list for a period twenty-seven (27) months after layoff, unless that person:
1. Notifies the District in writing that they do not wish to be retained on the recall list;
  2. Resigns;
  3. Fails to accept a recall within ten (10) working days after written notice thereof by certified mail (return receipt requested).
- G. Recall shall be limited to returning to a position within the classification that the employee held at the time of layoff.

## **Article 6 - Inclement Weather**

- A. When inclement weather or other unforeseen circumstances arise that causes the District to close schools, classified employees shall not report for work for any reason. Designated maintenance and office personnel will check with the superintendent or supervisor to determine if there will be work obligations.
- B. The District will make every effort to make-up the day. If it is not possible to make-up the day, classified employees will be compensated for the day. If an employee had asked and been granted leave prior to the inclement weather day announcement using any type of paid leave, those hours will not be credited back if the inclement weather doesn't interfere with the employee's ability to take that leave.

## **Article 7 – Vacancies**

- A. The District agrees to post job openings on bulletin boards and furnish a copy to the Union's president. The District shall post positions and interview candidates prior to filling such positions. Employees laid off under the Layoff and Recall article (Article 5) shall be given preference in filling the vacancy if they are on the recall list and if it was a position they had previously held at any time prior to being laid off, or a lower position in the same classification.
1. When an opening occurs an employee may apply for the vacant position. All qualified current employees shall be given consideration for the vacancy. If an employee is qualified for the position, they will be entitled to an interview for the position. The District is not obligated to interview more than 3 employees.
  2. The District shall analyze the employee's years of experience, their skills, abilities and education. The employee shall be granted their step placement based upon this analysis.
- B. A vacancy shall be defined as a bargaining unit position not presently occupied by an incumbent and which the District has determined to fill.

The District shall analyze a newly hired employee's experience, skills, abilities and education to determine the employee's proper step placement. New employees shall be granted 1 step for completing an associate's degree and an additional step for completing a bachelor's degree. Additional steps may be granted based upon years of direct experience related to the duties of the position the new employee will fill.

- C. Transfer to a Lower Classification.
1. Involuntary. An employee involuntarily transferred to a classification lower than the one under which they are working shall be placed on the lower classification salary range at the same salary, or the nearest comparable salary, as they were receiving on the higher classification range. This section is not applicable if the involuntary transfer is the result of a layoff. If the involuntary transfer is a result of a layoff see Article 5, section E. Involuntary transfers to lower classifications that are not the result of a layoff shall be considered a demotion and are subject to the provisions of Article 13.
  2. Voluntary. An employee voluntarily transferred to a lower classification shall be placed on the proper range and the corresponding step to which the employee's years of experience in the District, qualifies said employee. Prior to voluntary transfer, the employee shall be notified of the range and salary of the classification to which they will be assigned.

- D. Except in the case of an emergency or the existence of conditions beyond the District's control, an employee who is involuntarily transferred shall receive at least five (5) working days-notice of such a transfer. Notice shall include the reason(s) for the transfer.

## **Article 8 - Agenda and Minutes**

The agenda of Board meetings will be posted to the district's website and emailed to the OSEA Chapter 135 president at the time it is made available to Board members. Minutes of the Board meetings will be included in the agenda packet.



## **Article 9 - Vacation**

**A. Twelve month employees are granted vacations as follows:**

- 1 year of employment: 1 week vacation\*;
- 2-5 years of employment: 2 weeks vacation;
- 6-10 years of employment: 3 weeks vacation;
- 11 years of employment: 3 weeks, one day vacation;
- 12 years of employment: 3 weeks, two days vacation;
- 13 years of employment: 3 weeks, three days vacation;
- 14 years of employment: 3 weeks, four days vacation;
- 15 years of employment: 4 weeks vacation.
- 16 years of employment: 4 weeks, one day vacation.
- 17 years of employment: 4 weeks, two days vacation.
- 18 years of employment: 4 weeks, three days vacation.
- 19 years of employment: 4 weeks, four days vacation.
- 20 years of employment: 5 weeks vacation

**B. The vacation is with full pay. The superintendent or a designee shall have the discretion of approving vacation requests for each employee. Vacation time may be requested up to two (2) consecutive weeks. Additional time will be approved by either the immediate supervisor or superintendent based on district needs.**

**C. No employee shall be allowed to accumulate more than two (2) times their annual award of vacation, except when the inability to use vacation time is dictated by District requirements. No vacation time shall be awarded that would result in an accumulated leave balance of more than twice that year's award. Any balance over this amount will be forfeited unless the district has denied a vacation request within the previous 30 days.**

**D. Employees may request to cash out all or a portion of their unused vacation time each year. Requests must be received to the business office no later than June 5 and will be processed as a separate check by June 30<sup>th</sup>.**

**E. Any employee (or, in the event of the employee's death their beneficiary) who is laid off, retired, or terminated from the service of the District for any reason shall be compensated for all unused vacation time accumulated at the time of separation, prorated from the previous July 1. Unused vacation accruals shall not be forfeited.**

\* A first year employee on a 260-day contract accrues, on a monthly basis, one (1) week of vacation. Accrued vacation time may be used at the completion of the probationary period.

## **Article 10 – Holiday**

- A. Employees in the bargaining unit shall be compensated for the holiday as though that employee had worked a regular schedule for the day and shall be available to the employee who is actively on the payroll of the District at the time of the holiday.
- B. Holidays for twelve- (12-) month employees in the bargaining unit shall be as follows:
- Labor Day
  - Veterans' Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Day
  - New Year's Day
  - Memorial Day
  - Independence Day
  - MLK Day
  - Juneteenth
- C. Less-than-twelve- (12-) month employees shall receive the following holidays:
- Labor Day
  - Veterans' Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Day
  - Memorial Day
  - MLK Day

Employees whose work calendar includes Juneteenth shall be paid holiday pay for Juneteenth.

If an employee is required to work on a holiday, they shall be paid the holiday pay and their regular pay (double-time).

## **Article 11 – Insurance**

- A. For the 2023-2024 school year, the District agrees to pay up to \$1,550 (one thousand five hundred and fifty dollars); for the 2024-2025 school year, the District agrees to pay up to \$1,615 (one thousand six hundred and fifteen dollars); towards health insurance premiums per month for full-time employees (regularly scheduled to work 30 hours or more per week) and \$1,085 (one thousand eighty-five dollars) per month for part-time employees (those who are regularly scheduled to work 20 hours or more, but less than 30 hours per week), towards the purchase of the District's health insurance premiums. Health insurance premiums may include medical insurance, dental insurance, and/or vision insurance. In the event the premiums for insurance in any given school year exceed the aforementioned District contribution for that year, bargaining unit members shall be responsible for the amount in excess of the District contribution.
- B. The Association shall form a committee comprised of representatives appointed by the Executive Board. The committee may select from the plans provided by the Oregon Education Benefits Board (OEBB) or its successor. If the association decides to explore changing from a composite to a tiered rate (or vice versa), the Executive Board shall establish an internal decision making process. that decision will be made based on a majority vote of the entire bargaining unit.
- C. Classified staff shall self-pay a Long-Term Disability Insurance Plan.
- D. Health Savings Account: Employees who qualify for an IRS qualified Health Savings Account (HSA) by selecting a High Deductible Health Plan, and who have no other health coverage (except as permitted by the Internal Revenue Code), and are not enrolled in Medicare, may divert unused insurance cap monies into a qualifying Health Savings Account, up to the IRS contribution limits, as established by their selected medical plan. In the first year that an employee chooses an insurance plan that is eligible for the HSA, the district will contribute seven (7) months of the incentive between September and December, with the remaining amount equally distributed during the balance of the fiscal year. Thereafter, contributions to the HSA will be made on a monthly basis. Any change in coverage pursuant to a decision by OEBB will be subject to negotiation pursuant to ORS 243.698.
- E. Opt out: Employees working at least 20 hours per week, who are covered by other group medical coverage, may opt out of medical insurance or medical, dental and/or vision insurance. Employees choosing to opt out may receive a District contribution to a Health Reimbursement Account (HRA) with-up to the following amounts:
  - 1. Medical opt out only: \$400 per month, \$4,800 annually for employees scheduled to work 30 or more hours per week; \$280 per month, \$3,360 annually for employees scheduled to work at least 20 hours, but less than 30 hours per week.

- Medical, dental and ~~or~~ vision opt out: \$450 per month, \$5,400 annually for employees scheduled to work 30 or more hours per week; \$315 per month, \$3,780 annually for employees scheduled to work at least 20 hours, but less than 30 hours per week.

Any surcharge levied by OEBC or other agency shall be the responsibility of the employee and will be deducted from the opt out amount.

## **Article 12 - Personnel Files**

The District will provide employees with a copy of and the opportunity to initial materials related to nonbusiness related documents before placing the material in their personnel file. The employee's signature shall not indicate the employee's agreement with any materials contained in such a document.

The District shall provide reasonable opportunity for the employee to inspect their personnel file. The employee will be required to view the file in the presence of district office personnel or the employee's immediate supervisor. The employee is not to remove or place anything into the file during this review. However, If the employee has received an award, certification or a letter acknowledging the employee's work performance, the employee may request that the document be added to their personnel file. At the request of the employee or the Union, the District shall furnish copies of documents from the employee's personnel file. The District will afford the employee an opportunity to place a written response to the material in their personnel file. Written responses will be given to the direct supervisor or the superintendent for placement into the file. Employees may request that material relating to reprimands, warnings, or other disciplinary matters that do not involve serious misconduct and that are at least three (3) years old be removed from the employee's personnel file provided the employee has no other disciplinary action pertaining to the same type of conduct in the prior three (3) years. Final decision on removal shall be at the superintendent's discretion.

### **Article 13 - Discipline and Dismissal**

- A. The District agrees to maintain a formal written demotion, discipline, and dismissal procedure for employees covered by this Agreement which shall provide for due process for employees who are disciplined or dismissed. This procedure shall include, but not be limited to, procedures dealing with employee-supervisor conferences concerning performance and required improvements, correction periods, and follow-up conferences. However, no employee shall be discharged or disciplined without just cause. The District policy and rule regarding discipline for classified employees shall remain in effect and unchanged during the term of this Agreement.
- B. An employee has the right to appeal their demotion, discipline, or dismissal to the Board, upon written request within fifteen (15) days thereof. Such employee may be represented by a Union representative at such hearing. Discipline or dismissal actions may be appealed through the grievance procedure contained in this contract, but any such action will be limited to the issue of whether the District has violated the policy and procedures referenced above.
- C. Nothing herein is intended to prevent the District from immediately suspending an employee with pay pending an investigation.
- D. Members of the bargaining unit shall not be criticized in front of staff members, students, or parents, except when necessary for emergency or safety reasons. All bargaining unit members are expected to adhere to District confidentiality policies.

## **Article 14 - Wages**

- A. The District shall pay eligible employees' six percent (6%) contribution, or whatever contribution is required by law into the employee's PERS/OPSRP IAP employee account
- B. The following changes shall be applied to the salary schedule for steps 1-12; Longevity 1-3 for the 2023-2024 year:

Eliminate Food Service Transport  
Eliminate Food Service Assistant  
Eliminate Day Care Worker  
Eliminate Day Care Assistant  
Eliminate Day Care Lead Classified Teacher  
Eliminate Site Coordinator  
Eliminate Director of Volunteer Services  
Eliminate Home School Consultant  
Add Student Advocate and Behavioral Management Coordinator

The following increases shall be applied to the following classifications as reflected on the 2023-2024 Classified Salary Schedule for Groups 1 thru 4:

Childcare (Latchkey) 6%  
Preschool Worker 8%  
Instructional Assistant 3%  
Instructional Assistant-Bilingual 3%  
Library Assistant 5%  
FLC Instructional Assistant 2%  
FLC Instructional Assistant-Bilingual 2%  
Student Advocate and Behavioral Management Coordinator 2%  
College and Career Program 2%  
Cook 3%  
Head Cook 3%  
Custodian 5%  
Maintenance 2%  
Secretary 2%  
Secretary-Bilingual 2%  
Office Manager 3%  
Office Manager-Bilingual 3%  
Accounting Clerk 3%  
Migrant Community Liaison 2%  
Computer Coordinator 2%  
Student Account Specialist 2%

Note: \$1.50 per hour is to be available for any position to which the District wishes to add lead responsibilities.

The following COLAs shall be applied to the entire Classified Salary Schedule in the specified years.

2023-2024 COLA = 3%

2024-2025 COLA = 2.5%

The COLA for each year of this agreement shall be applied to the Classified Salary Schedule, Longevity and Grandfathered Longevity.

Every classified employee who is eligible for a step increase will receive a step increase on July 1 of each year.

- C. Employees 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. After five (5) consecutive workdays in such assignment, an employee shall be entitled to the rate of pay that is the same step in the new classification range or the rate of the first step of the new classification range, whichever is greater, for the remainder of the assignment.
- D. Employees who are temporarily assigned, no more than ten (10) consecutive workdays, to replace an absent employee through extra duty, will be paid at their current primary assignment hourly rate.
- E. Assigned Interpretation & Translation.
  - 1. Employees who apply for and meet the District-established standard for bilingual literacy as evidenced by their passing the approved literacy examination in both English and the respective non-English language, will be placed on the Second Language row at the same step.
- F. Classified Bargaining unit staff members shall be paid in twelve (12) equal checks. All classified employees shall be paid on the 25<sup>th</sup> of each month except during November, December, March and June. They shall be paid on the last work day for certified staff before the break period. Employees shall receive their pay no more than 35 days from the date the employee entered upon their work.
- G. Classified employees that work in a coach or advisor position shall agree to limited number of hours for the position for the school year or season. The hourly rate of pay for the position will be minimum wage or higher and be according to the stipend amount listed in the licensed bargaining agreement.



- H. In consideration for employees that are not paid as an FLC Instructional Assistant but are assigned 504 duties such as diaper change of a student and catheterization of a student, the district will compensate those employees the hourly difference between row E and row G on their respective step placement. The assignment shall be for the entire school year or pro-rated if the student withdraws and shall be distributed as a stipend representing 3.5 hours per day, in equal payments September – June paychecks.
- I. For employees hired into a permanent position and at the top of the pay scale, they will be eligible for longevity based on consecutive years of service (excluding approved unpaid leaves). If an employee is eligible for longevity then their step placement will be increased by the percentage of their corresponding longevity increase, Longevity 1 [18-24 consecutive years = 1.5%, Longevity 2 25-29 consecutive years = 3.0% and Longevity 3 30 or more consecutive years = 5%]. Employees will remain eligible for COLA increases similar to other staff members.
1. Employees in longevity steps 13-15 of the wage scale as of July 1, 2018 will remain on the grandfathered longevity scale and advance each step by completing the number of service years between columns. Any COLA applied to their classification shall also be applied to the grandfathered longevity. As of 2023, the only remaining positions that are filled with employees on grandfathered longevity are Office Manager, Student Account Specialist and Computer Coordinator M. All other grandfathered longevity columns shall be deleted.
- J. Working from Home

Should circumstances arise requiring adjustments to the operations of the school setting thereby impacting the ability of employees to perform their tasks onsite, the association and the district may negotiate an MOU to cover the circumstances.

It will be the District's intent to always have employees work onsite as this would be the most secure and well-equipped environment to meet the essential functions of the district.

## **Article 15 - Grievance Procedure**

### **A. Definitions.**

1. A "grievance" shall mean a complaint by an employee or the Union that there has been a violation of the provisions of this Agreement.
  2. A "grievant" is the person or persons making the complaint.
- B. The purpose of this procedure is to provide an orderly method for resolving grievances. The parties shall endeavor to settle any such differences at the lowest possible level.
- C. The grievant must initiate the first step of the grievance procedure within ten (10) working days after the facts upon which the grievance is based first occurred or within ten (10) working days of the time when the grievant reasonably should have become aware of the facts giving rise to the grievance.
- D. Grievances will be processed in conformance with the time frames contained in this Article unless otherwise mutually agreed upon by the parties.

#### **1. Step One**

- a. The grievance shall be initiated by orally notifying the immediate supervisor of the grievance and the requested action.
- b. If the grievance is not resolved within ten (10) working days by the immediate supervisor, the grievant may file a written grievance with the Superintendent within ten (10) working days from the response by the immediate supervisor. The grievance shall be placed on an OSEA grievance form and signed by the grievant and shall include the specific provision of the contract that is alleged to have been violated. Forms shall be available at the District Office and through the Union.

#### **2. Step Two**

If the written grievance is not resolved within ten (10) workdays after the grievance is filed with the superintendent, the grievant, within ten (10) days thereafter, may file the written grievance with the Board.

#### **3. Step Three**

The Board shall render its decision in writing within thirty (30) calendar days of receipt of said grievance.

#### 4. Step Four

- a. If the grievance is not settled at Step Three of the grievance procedure, except as otherwise provided in this Agreement, it may be appealed to binding arbitration provided that written notice of a request for arbitration is made to the superintendent within ten (10) working days following the Board's answer concerning the grievance.
- b. The arbitrator will be selected by the Union and the District striking names from a list supplied by the State of Oregon Employment Relations Board. The order of striking names will be determined by lot. The cost of arbitration will be borne equally by the Union and the District.
- c. The arbitrator shall have no power to add to, subtract from, modify, or amend any terms of this Agreement, and their decision shall be based upon whether or not the Agreement has been violated.
- d. A decision of the arbitrator shall, within the scope of their authority, be binding on the parties.

## **Article 16 Leaves**

- A. Bereavement Leave. An employee is entitled to five (5) paid days of bereavement leave to attend to matters relating to the death of a family member as defined by OAR 839-009-0210 or its updated statute to include siblings and siblings in law, not to exceed five (5) paid bereavement days in one school year.

Each employee shall have a total of ten (10) days (five (5) days unpaid or using other paid leaves) per the Oregon Family Medical Leave Law. This leave shall be used only in the event of a death in the immediate family as prescribed by law OAR 839-009-0210 to including siblings and siblings in-law.

B. Personal Leave.

1. Each employee shall be entitled to three (3) paid days for personal leave each year with the option to either receive 50% of the employee's daily wage, or seventy-five dollars (\$75.00), whichever is greater, as reimbursement for one unused day or to carry one unused day to the following year. If less than six hours, the day will be reimbursed at a pro-rated amount. All anticipated personal leave requests must be put into the leave request system by June 1 of each year for a payout determination to be made. No more than a total of four (4) days may accumulate. Personal leave may be taken in increments of one (1) hour.
2. Except for true emergencies, personal leave must be requested from the Superintendent or their designee in writing at least two (2) days prior to the requested date of the leave. The request shall state the times requested to be excused from duty.
3. The Superintendent, except in cases of true emergency, may deny the use of personal leave immediately before or after a holiday, vacation period, or during the first or last weeks of school.
4. Personal leave will be frontloaded at the beginning of the fiscal year. If the employee is terminated prior to the end of the fiscal year, the unearned personal leave will be adjusted from the employee's final paycheck, which may result in the employee owing the district for leave taken but not earned.

C. Sick Leave. All members of the bargaining unit shall receive paid sick leave as stated herein:

1. "Sick leave" means absence from duty because of an employee's illness or injury or the illness or injury of a member of the employee's family as defined by OAR 839-009-0210.

2. The District shall allow each employee ten (10) days sick leave for each school year or one (1) day per month employed, whichever is greater.
3. Sick leave will be frontloaded at the beginning of the fiscal year. If the employee is terminated prior to the end of the fiscal year, the unearned sick leave will be adjusted from the employee's final paycheck, which may result in the employee owing the district for leave taken but not earned.
4. Employees must provide a fitness for duty form from the attending physician or practitioner if absent for illness 5 (five) or more consecutive workdays or if returning after a serious health condition.
4. Sick leave not taken shall accumulate for an unlimited number of days.
5. These days are granted according to state law, ORS 332.507, but not in addition to state law.
6. Employees may use accumulated sick leave for illness of a member of the immediate family as defined by OAR 839-009-0210.

D. Paid Leave Oregon

Paid Leave Oregon (PLO) will be administered in accordance with applicable state law and rules.

Once the insurance company has approved the PLO leave, the district shall apply the employee's leaves to make-up the difference between an employee's straight time pay and the PLO pay. The district will allow the employees to use their sick leave, vacation leave, personal leave or donated sick leave to pay the difference as directed by the employee.

E. Military Leave.

Military leave will be administered in accordance with applicable state and federal law.

F. Court Appearances.

1. If an employee is called for jury duty or is subpoenaed as a witness in a court case in which they do not have an interest, monetary or otherwise, they will be entitled to reimbursement by the District at the straight-time hourly rate of their regular job for the hours of work necessarily lost as a result of a court appearance or duty, less the amount of reimbursement paid by the court, excluding mileage reimbursement. Employees shall be entitled to paid leave in proceedings by an employee or the Union against the District for proceedings in which the employee is witness for a grievance, arbitration and/or unfair labor practice cases.

2. Day shift employees will be required to report for any work if their court appearance ends on any day in time to permit at least two (2) hours work in the balance of their regular shift. Other shift employees will not be required to report for any work on any day they have performed court duty for more than one-half (1/2) of their shift. Hours paid for court appearances will be counted as hours worked for the purpose of computing leave benefits and insurance contributions.

G. Extended Leave Without Pay.

1. The District may grant unpaid leaves of absence for a specific period of time up to one (1) year when, in the District's judgment, such leaves would not hamper the District's operations. Such leaves shall not be granted for the purpose of seeking or engaging in other employment.
2. An employee on such leave shall maintain, but not add to, seniority and sick leave. Upon return, the employee shall be returned to the same position or one of comparable pay if one is available.

Donation of Leave. Effective July 1, 2009, with prior approval of the Superintendent, bargaining unit members may donate a portion of unused personal and sick leave to assist a fellow staff member who has exhausted their sick leave and personal leave prior to the end of the school year and is facing a catastrophic illness or injury. Personal leave may be donated in half day or full day increments. An individual may not donate more than five (5) days total of combined sick and personal leave. If the employee receiving the donation does not use all of the donated leave, the donated leave will be returned to the donating employees on a proportional basis:  $((\text{number of hours unused} / \text{total number of hours donated}) \times \text{number of hours donated by each employee}))$ .

The district shall develop a sick leave bank available to all employees by December 31, 2023. If this deadline is not met by the district, OSEA Chapter 135 may reopen this clause to negotiate a sick leave bank for the classified employees.

H. Union Leave

1. Union members shall be granted time to attend conferences, trainings, or to conduct association business; provided that the union shall reimburse the district for the full cost (including payroll expenses) of the employee's release time. The union shall notify the district in advance of its plan to utilize union leave, which employees will be using the leave, and the length of time for the leave, and to whom the billing should be sent. Such leaves shall be subject to the approval of the immediate supervisor and the superintendent.
2. Upon request, and with at least thirty (30) days prior notice, the district will grant:

- a. Paid leaves, as needed, for classified employees who have been elected to an OSEA state office for which time release is available, provided that OSEA shall reimburse the district for the full cost (including payroll expenses) of the employee's release time.
- b. A 3-year paid leave of absence to a classified employee who has been elected to an OSEA state office (i.e.: the OSEA State President) for which full-time time release is available, provided that OSEA shall reimburse the district for the full cost (including payroll expenses) of the employee's release time.

An additional 3-years may be granted upon request from the employee no less than thirty (30) days prior to the expiration of the original leave. The employee must notify the district no less than thirty (30) days prior to the expiration of the leave of the employee's intent to return to the bargaining unit. The district will seek to place the employee to a similar position upon return.

## **Article 17 - Reimbursement**

- A. When it is necessary for a bargaining unit member covered by this Agreement to return to the school after their regular shift as requested by the administration, they shall qualify for mileage reimbursement for the number of miles driven via the most direct route.
- B. Employees shall also qualify for mileage reimbursement when required to use their personal vehicles for District-directed travel provided the employee submits the appropriate request for mileage reimbursement.
- C. The mileage reimbursement rate shall be at the IRS rate.



## **Article 18 - Management Rights**

The Union recognizes the District has the responsibility and authority to manage, direct, and otherwise control, on behalf of the public, all of the operations and activities of the District. The District retains all rights and prerogatives not limited by this Agreement.

By way of illustration, and not by way of a limitation, the management rights are as follows:

- A. To manage and control the school's business, the equipment, the operations, and to direct the working forces and affairs of the employer; and to determine the financial policies, including all accounting procedures and all matters pertaining to public relations;
- B. To continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts, hours of work, starting times, and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify, or change any work hours, business hours or days;
- C. The right to direct the working forces, including the right to hire, promote, suspend, discharge, or transfer employees, to assign work or extra duties to employees, to determine the size of the work force and to lay off employees;
- D. To determine the services, supplies, and equipment necessary to continue its operations and to determine the methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein; and to determine the placement of operations, production, services, maintenance, or distribution of work and the source of materials and supplies;
- E. To adopt reasonable rules and regulations;
- F. To determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing offices, departments, divisions, subdivisions, buildings, or other facilities;
- G. To determine the size of the management organization, its functions, authority, amount of supervision, and table of organization, provided that the employer shall not abridge any rights from employees as specifically provided for in this Agreement;
- H. To determine the policy affecting the selection, testing, or training of employees, providing such selection shall be based upon lawful criteria.

## **Article 19 - Strikes and Lockouts**

The Union agrees that, during the term of this Agreement, it will not participate in any strike, work stoppage, slow down, or picket line observance which interferes with an employee's normal duties. Employees who participate in any such action may be subject to appropriate discipline including discharge. The District agrees that, during the term of this Agreement, there will be no lockout of members of the bargaining unit.

## **Article 20 - Reclassification**

- A. The District recognizes that the duties and responsibilities of a classified position can be modified by two means. One is a change in the job description, and the other is an evolution of the job functions as a result of the needs of the District.
- B. When the District changes the duties of a job by way of a change in the job description, the District shall notify the union of the proposed change and will meet with the union to bargain the placement of the position on the wage scale.
- C. Classified employees who can demonstrate that there has been a significant change in their duties that warrants a reclassification, may apply to the chapter executive board to consider a reclassification. Prior to any bargaining, the union shall notify the direct supervisor and the superintendent (or designee) that they believe a position has evolved into a new classification and provide documentation to support the reclassification request. Management retains the right to make adjustments to return the duties to reflect the original job description and classification. When the union thinks a position has evolved into a different classification, the union and the district shall meet to bargain the placement of the position on the wage scale. Bargaining placement on the wage schedule shall be conducted according to the expedited bargaining provisions of ORS 243.698.

## **Article 21 - Savings Clause**

Should any provision of this agreement; or any application thereof, be invalid by virtue of any federal law or state law, such specific portion of this Agreement shall remain in effect to the extent permitted by the terms of the law or order, but in all other respects the provisions of this Agreement shall continue in full force and effect. If requested by either party, the parties agree to enter the negotiations for the sole purpose of a replacement for the specific provisions invalidated.

## **Article 22 - Labor Management**

- A. Representatives from the Union and the District shall meet five (5) times per school\_year during the life of the agreement. The meeting dates will be established by mutual agreement of the Union and the District. The OSEA Chapter 135 Executive Board shall appoint the members who will represent the chapter and the OSEA Field Representative may also attend. The superintendent shall designate the administrators or supervisors who will attend the meetings. Each side shall have no more than four (4) members including the OSEA Field Representative and the superintendent in attendance. The meetings may be canceled if both parties agree that there is nothing to discuss.
- B. The purpose of these meetings shall be: to discuss matters of concern regarding the terms of this agreement and other matters of concern regarding classified employees. As appropriate all concerns should be first addressed with a building principal or direct supervisor in order to avoid escalating situations or conditions which could be quickly and easily solved at the lowest level possible.
- C. Either the District or the Union may decide that the Labor-Management meetings may be suspended after written notification has been received by the District from OSEA Chapter 135 for a request to negotiate a successor agreement. If the meetings are suspended during bargaining, they may resume once both parties have ratified the agreement.

## **Article 23 - Professional Development**

- A. The District will provide \$7,500 annually in professional development funds.
- B. From the \$7,500 professional development fund, individual classified employees are eligible for up to \$900 of these funds per year. Any unused funds that have not been approved by May 15 will be dispersed equitably to members who were approved for \$900 but their request was in excess of \$900.
- C. All permanent classified employees may apply for professional development funds to cover the cost of workshops, seminars, conferences, and college tuition (does not include travel expenses, cost of materials and textbooks, parking permits, online fees, printing costs and other incidental fees). To be eligible for these funds, all professional development must be preapproved and must be related to the employee's work assignment as determined by the direct supervisor or administrator. Request will be submitted on the Classified Request for Professional Development Funds form. The member is responsible to submit a copy of every request to the chapter president.
- D. An employee requesting these funds shall provide the superintendent or a designee proof that they successfully completed the professional development with a passing grade or a certificate of attendance, and the receipt of cost. If proof is not submitted within 60 days of the course or workshop completion, the tuition will be deducted in three equal payments from the staff member's next three paychecks.

## **Article 24 - SAFE WORKING CONDITIONS**

The District will provide a safe and healthful working environment by complying with state and federal laws and regulations pertaining to workplace safety and equipment safety. Since the district is subject to federal and state laws in regard to safety which already have dispute resolution processes, this article, in its entirety is exempt from a dispute leading to arbitration. Alleged violations of this article may be subject under Article 15 – Grievance Procedure up to the Board but not to step 4 – binding arbitration. Nor shall this article be subject to an unfair labor practice (ULP) except for any ULP arising from a violation of ORS 243.672 1(b).

If the District is notified by the Oregon Health Authority or local county health organization of a serious health condition or event, the District will communicate that information to the employees, unless confidentiality laws prevent it from doing so.

Employees that are required to report to work during an epidemic or pandemic or other health crisis, will be provided all necessary personal protective equipment (PPE) needed to perform job duties as determined by the district, based on guidance provided by the Center for Disease Control, the Oregon Health Authority, or the Governor. If an employee believes they do not have the necessary PPE to safely perform the duties of their position, or they do not believe that they have had the proper training to properly utilize such safety equipment, they may request the District to review their PPE and training. Those employees either refusing to use equipment or failing to use equipment properly after receiving training may face disciplinary consequences.

Employees may use their own PPE with prior approval of their immediate supervisor if it meets the guidelines of the district in relation to guidance established by ODE, OHA or a Governor's order. But, under no circumstances shall the District require employees to provide their own PPE.

If an employee has medical concerns about PPE, the employee may request an ADA interactive meeting and they will provide medical documentation to the District before the meeting. The District will schedule the meeting and will discuss how the employee may be accommodated based on documentation received from the medical provider. The district may request additional information prior to determining if accommodations may be made. The employee may request a union representative for this meeting.

In an effort to keep students and staff safe, classified employees who may be required to supervise a student on an education plan (i.e. IEP, IFSP, 504, etc.) shall be provided with the necessary information to successfully support the student in a safe environment. When determined appropriate by the District, classified employees shall be provided training to use the strategies required to provide for a safe environment for students and staff. All disclosures will be subject to state and federal laws including but not limited to FERPA.

According to ORS 343.154, all classified service providers of students on an IEP or 504 plan who

are involved in an incident that places the student, other students, or staff at imminent risk of serious bodily injury (as defined in ORS 339.285 and OAR 581-015-2425) shall be allowed to participate and have meaningful input into the development, review, or revision of the student's behavior plan.

Meaningful participation could include, but is not limited to:

- a. Attending a behavioral support planning meeting
- b. Meeting with a licensed member to review, ask questions, and provide feedback on the plan after a planning meeting; and/or
- c. Provide information prior to a planning meeting that will help inform the plan

To reduce the potential for harm to staff members, the District when it determines it is appropriate may provide the following (list is not all inclusive and is based on individual student and staff needs):

- a. Training of employees on proper lifting techniques;
- b. Lifting equipment (back supporter, mechanical lift) when the student's size warrants;
- c. Protective equipment to protect employees from students who pinch, bite, spit, etc.
- d. The appropriate supplies and equipment (ie gloves, goggles, safety diapers, etc) to ensure sanitary conditions when an employee must change diapers, tube feedings, bath room students with special needs etc.
- e. Training of employees who work with students who have a history of presenting safety issues;
- f. Training on de-escalation, deflection and restraint/seclusion when a student's behaviors warrant and the school team determines necessary;
- g. Training by special needs nurse for delegated health services; and
- h. Other District level resources when needed, as identified by the District.

School administrators shall handle behavioral referrals through a process based on the District's disciplinary standards found in board policy.

Safety topics may be discussed at the quarterly labor management meetings.

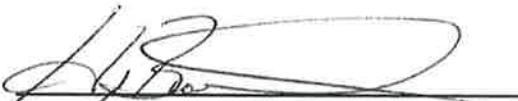
The OSEA Chapter 135 executive board shall appoint at least two classified employees to the Districtwide Safety Committee. The Committee shall meet according to Oregon OSHA requirements outlined in 437-001-0765. Minutes of Committee meetings shall be emailed to all classified employees no later than five (5) working days after they were approved by the Safety Committee. Employees who submit a safety concern in writing to the District Safety committee shall receive information about action taken by the committee, as recorded in the minutes of the committee meeting.



## Article 25 - Entire Agreement

- A. Both parties acknowledge that, during the course of the negotiations, which resulted in the execution of this Agreement, each party had the unlimited opportunity of making proposals, assessing proposals, and analyzing portions, and that this Agreement contains the full and complete agreement reached on all proposals considered in negotiations and supersedes all prior practices of the District.
- B. The term of this Agreement shall be from July 1, 2023 up to and including June 30, 2025

**For the District:**


  
Henry Bustamante, School Board Chair

9/5/23  
Date


  
Dandy Stevens, Superintendent

9/2/23  
Date

**For the Union:**

  
Esther Oropeza, OSEA Chapter 135 President

9/11/23  
Date

  
Hal Meyerdierk, OSEA Field Representative

9-5-23  
Date

# Appendix A-1

## CLASSIFIED SALARY SCHEDULE 2023-24

2023-24 (3% COLA + additional % listed next to Classification Name)														Column 12 ← 1.5% or 3% or 5%		
	1	2	3	4	5	6	7	8	9	10	11	12		Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
<b>GROUP 1</b>																
Child Care (LatchKey) 6%	\$15.02	\$15.40	\$15.80	\$16.20	\$16.62	\$17.04	\$17.48	\$17.93	\$18.39	\$18.86	\$19.34	\$19.83		\$20.13	\$20.43	\$20.83
Preschool Worker 8%	\$15.30	\$15.69	\$16.09	\$16.50	\$16.92	\$17.36	\$17.80	\$18.26	\$18.72	\$19.20	\$19.69	\$20.20		\$20.50	\$20.80	\$21.21
Instructional Assistant 3%	\$15.83	\$16.23	\$16.65	\$17.07	\$17.51	\$17.96	\$18.42	\$18.89	\$19.37	\$19.87	\$20.38	\$20.90		\$21.21	\$21.53	\$21.94
Instructional Asst - Bilingual 3%	\$16.14	\$16.56	\$16.98	\$17.41	\$17.86	\$18.32	\$18.79	\$19.27	\$19.76	\$20.27	\$20.78	\$21.32		\$21.64	\$21.96	\$22.38
Library Assistant 5%	\$16.55	\$16.97	\$17.40	\$17.85	\$18.31	\$18.77	\$19.26	\$19.75	\$20.25	\$20.77	\$21.30	\$21.85		\$22.18	\$22.50	\$22.94
Special Education Support Asst 2%	\$17.68	\$18.13	\$18.60	\$19.08	\$19.56	\$20.06	\$20.58	\$21.10	\$21.64	\$22.20	\$22.77	\$23.35		\$23.70	\$24.05	\$24.52
FLC Instructional Asst 2%	\$18.04	\$18.50	\$18.97	\$19.46	\$19.95	\$20.47	\$20.99	\$21.53	\$22.08	\$22.64	\$23.22	\$23.82		\$24.17	\$24.53	\$25.01
FLC Instructional Asst - Bilingual 2%	\$21.00	\$21.54	\$22.09	\$22.66	\$23.24	\$23.83	\$24.44	\$25.07	\$25.71	\$26.37	\$27.04	\$27.73		\$28.15	\$28.57	\$29.12
Student Advocate & Behavioral Mgt Coord 2%	\$21.00	\$21.54	\$22.09	\$22.66	\$23.24	\$23.83	\$24.44	\$25.07	\$25.71	\$26.37	\$27.04	\$27.73		\$28.15	\$28.57	\$29.12
College & Career Program 2%																
<b>GROUP 2</b>																
Cook 3%	\$15.14	\$15.52	\$15.92	\$16.33	\$16.75	\$17.17	\$17.61	\$18.07	\$18.53	\$19.00	\$19.49	\$19.99		\$20.29	\$20.59	\$20.99
Head Cook 3%	\$16.70	\$17.12	\$17.56	\$18.01	\$18.47	\$18.94	\$19.43	\$19.93	\$20.44	\$20.96	\$21.50	\$22.05		\$22.38	\$22.71	\$23.15
<b>GROUP 3</b>																
Custodian 5%	\$17.01	\$17.44	\$17.89	\$18.34	\$18.81	\$19.30	\$19.79	\$20.30	\$20.82	\$21.35	\$21.90	\$22.46		\$22.79	\$23.13	\$23.58
Maintenance 2%	\$20.59	\$21.12	\$21.66	\$22.22	\$22.79	\$23.37	\$23.97	\$24.58	\$25.21	\$25.86	\$26.52	\$27.20		\$27.60	\$28.01	\$28.56
<b>GROUP 4</b>																
Secretary 2%	\$16.15	\$16.56	\$16.99	\$17.42	\$17.87	\$18.32	\$18.79	\$19.27	\$19.77	\$20.27	\$20.79	\$21.33		\$21.65	\$21.97	\$22.39
Secretary - Bilingual 2%	\$16.49	\$16.91	\$17.34	\$17.78	\$18.24	\$18.71	\$19.18	\$19.68	\$20.18	\$20.70	\$21.23	\$21.77		\$22.10	\$22.42	\$22.86
Office Manager 3%	\$18.21	\$18.68	\$19.16	\$19.65	\$20.15	\$20.66	\$21.19	\$21.74	\$22.29	\$22.86	\$23.45	\$24.05		\$24.41	\$24.77	\$25.25
Office Manager-Bilingual 3%	\$18.58	\$19.05	\$19.54	\$20.04	\$20.55	\$21.08	\$21.62	\$22.17	\$22.74	\$23.32	\$23.92	\$24.53		\$24.90	\$25.27	\$25.76
Accounting Clerk 3%	\$18.74	\$19.22	\$19.71	\$20.21	\$20.73	\$21.26	\$21.80	\$22.36	\$22.93	\$23.52	\$24.12	\$24.74		\$25.11	\$25.48	\$25.98
Migrant Community Liaison 2%	\$25.53	\$26.18	\$26.85	\$27.54	\$28.24	\$28.97	\$29.71	\$30.47	\$31.25	\$32.05	\$32.87	\$33.71		\$34.22	\$34.72	\$35.40
Computer Coordinator 2%	\$26.33	\$27.00	\$27.69	\$28.40	\$29.13	\$29.87	\$30.64	\$31.42	\$32.23	\$33.05	\$33.90	\$34.77		\$35.29	\$35.81	\$36.50
Student Account Specialist 2%	\$26.33	\$27.00	\$27.69	\$28.40	\$29.13	\$29.87	\$30.64	\$31.42	\$32.23	\$33.05	\$33.90	\$34.77		\$35.29	\$35.81	\$36.50
<b>GRANDFATHERED GROUP</b>																
	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity	Longevity vity		Longevity vity	Longevity vity	Longevity vity
<b>GROUP 5 - GRANDFATHERED</b>																
GF Office Manager	\$23.91	\$26.36	\$30.00	1.00												
GF Computer Coordinator	\$35.62	\$39.30	\$44.73	0.50												
GF Student Account Specialist	\$35.62	\$39.30	\$44.73	0.50												
<div> <div>\$1.50/hour is available for any position to which the District wishes to add lead responsibilities</div> <div>STUDENT WORKERS</div> <div>MIN WAGE</div> </div>																

# Appendix A-2

## CLASSIFIED SALARY SCHEDULE 2024-25

2024-25 (2.5% COLA)													Column 12 x 1.5% or 3% or 5%					
	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)			
GROUP 1																		
Child Care (LatchKey)	\$15.40	\$15.79	\$16.19	\$16.61	\$17.03	\$17.47	\$17.92	\$18.38	\$18.85	\$19.33	\$19.82	\$20.33	\$20.64	\$20.94	\$21.35			
Preschool Worker	\$15.68	\$16.08	\$16.50	\$16.92	\$17.35	\$17.80	\$18.25	\$18.72	\$19.20	\$19.69	\$20.19	\$20.71	\$21.02	\$21.33	\$21.75			
Instructional Assistant	\$16.23	\$16.64	\$17.07	\$17.50	\$17.95	\$18.41	\$18.88	\$19.37	\$19.86	\$20.37	\$20.89	\$21.43	\$21.75	\$22.07	\$22.50			
Instructional Asst - Bilingual	\$16.55	\$16.97	\$17.41	\$17.85	\$18.31	\$18.78	\$19.26	\$19.75	\$20.26	\$20.78	\$21.31	\$21.86	\$22.18	\$22.51	\$22.95			
Library Assistant	\$16.96	\$17.40	\$17.84	\$18.30	\$18.77	\$19.25	\$19.74	\$20.25	\$20.77	\$21.30	\$21.84	\$22.40	\$22.74	\$23.07	\$23.52			
Special Education Support Asst	\$18.12	\$18.59	\$19.06	\$19.55	\$20.05	\$20.56	\$21.09	\$21.63	\$22.18	\$22.75	\$23.33	\$23.93	\$24.29	\$24.65	\$25.13			
FLC Instructional Asst	\$18.12	\$18.59	\$19.06	\$19.55	\$20.05	\$20.56	\$21.09	\$21.63	\$22.18	\$22.75	\$23.33	\$23.93	\$24.29	\$24.65	\$25.13			
FLC Instructional Asst - Bilingual	\$18.48	\$18.96	\$19.44	\$19.94	\$20.45	\$20.97	\$21.51	\$22.06	\$22.63	\$23.21	\$23.80	\$24.41	\$24.78	\$25.14	\$25.63			
Student Advocate & Behavioral Mgt Coord	\$21.53	\$22.08	\$22.64	\$23.22	\$23.82	\$24.42	\$25.05	\$25.69	\$26.35	\$27.02	\$27.72	\$28.43	\$28.85	\$29.28	\$29.85			
College & Career Program	\$21.53	\$22.08	\$22.64	\$23.22	\$23.82	\$24.42	\$25.05	\$25.69	\$26.35	\$27.02	\$27.72	\$28.43	\$28.85	\$29.28	\$29.85			
GROUP 2																		
Cook	\$15.52	\$15.92	\$16.32	\$16.74	\$17.17	\$17.61	\$18.06	\$18.52	\$19.00	\$19.48	\$19.98	\$20.49	\$20.80	\$21.11	\$21.52			
Head Cook	\$17.12	\$17.56	\$18.01	\$18.47	\$18.94	\$19.42	\$19.92	\$20.43	\$20.95	\$21.49	\$22.04	\$22.60	\$22.94	\$23.28	\$23.73			
GROUP 3																		
Custodian	\$17.44	\$17.88	\$18.34	\$18.81	\$19.29	\$19.78	\$20.29	\$20.81	\$21.34	\$21.89	\$22.45	\$23.02	\$23.37	\$23.72	\$24.18			
Maintenance	\$21.10	\$21.65	\$22.20	\$22.77	\$23.35	\$23.95	\$24.56	\$25.19	\$25.83	\$26.50	\$27.17	\$27.87	\$28.29	\$28.71	\$29.26			
GROUP 4																		
Secretary	\$16.55	\$16.98	\$17.41	\$17.86	\$18.32	\$18.78	\$19.26	\$19.76	\$20.26	\$20.78	\$21.31	\$21.86	\$22.19	\$22.52	\$22.95			
Secretary - Bilingual	\$16.90	\$17.33	\$17.78	\$18.23	\$18.70	\$19.18	\$19.67	\$20.17	\$20.69	\$21.22	\$21.76	\$22.32	\$22.66	\$22.99	\$23.44			
Office Manager	\$18.67	\$19.14	\$19.63	\$20.14	\$20.65	\$21.18	\$21.72	\$22.28	\$22.85	\$23.43	\$24.03	\$24.65	\$25.02	\$25.39	\$25.88			
Office Manager-Bilingual	\$19.04	\$19.53	\$20.03	\$20.54	\$21.06	\$21.60	\$22.16	\$22.72	\$23.31	\$23.90	\$24.51	\$25.14	\$25.52	\$25.90	\$26.40			
Accounting Clerk	\$19.21	\$19.70	\$20.20	\$20.72	\$21.25	\$21.80	\$22.35	\$22.93	\$23.51	\$24.12	\$24.73	\$25.37	\$25.75	\$26.13	\$26.63			
Migrant Community Liaison	\$26.17	\$26.84	\$27.53	\$28.23	\$28.95	\$29.69	\$30.45	\$31.23	\$32.03	\$32.85	\$33.69	\$34.56	\$35.08	\$35.59	\$36.28			
Computer Coordinator	\$26.99	\$27.68	\$28.39	\$29.11	\$29.86	\$30.62	\$31.41	\$32.21	\$33.04	\$33.88	\$34.75	\$35.64	\$36.17	\$36.71	\$37.42			
Student Account Specialist	\$26.99	\$27.68	\$28.39	\$29.11	\$29.86	\$30.62	\$31.41	\$32.21	\$33.04	\$33.88	\$34.75	\$35.64	\$36.17	\$36.71	\$37.42			
GRANDFATHERED GROUP																		
GROUP 5 - GRANDFATHERED	2024-25 (2.5% COLA)												STUDENT WORKERS				MIN	WAGE
													\$1.50/hour is available for any position to which the District wishes to add lead responsibilities					
	Longevity 1	Longevity 2	Longevity 3	Current FTE														
				Grandfathered Schedule														
GF Office Manager	\$24.51	\$27.02	\$30.75	1.00														
GF Computer Coordinator	\$36.51	\$40.29	\$45.85	0.50														
GF Student Account Specialist	\$36.51	\$40.29	\$45.85	0.50														