

COLLECTIVE BARGAINING AGREEMENT

GLADSTONE SCHOOL DISTRICT #115



OREGON SCHOOL EMPLOYEES ASSOCIATION CHAPTER 66



2020-2023

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COLLECTIVE BARGAINING AGREEMENT
Between
GLADSTONE SCHOOL DISTRICT #115
and
OREGON SCHOOL EMPLOYEES ASSOCIATION CHAPTER 66

PREAMBLE

This agreement is made and entered into as of the 1st day of July 2020 by the Oregon School Employees Association, Chapter 66, hereinafter referred to as the "Association," and the Board of Education of School District No. 115, hereinafter referred to as the "Board" and/or "District."

The duration of this Agreement shall be three years starting July 1, 2020, and ending June 30, 2023.

This agreement replaces all other agreements, understandings, or contracts that may have been entered into between the Board and the classified personnel on prior occasions.

ARTICLE 1
RECOGNITION

A. The District recognizes the Association as sole and exclusive bargaining representative of all classified employees of the District excluding substitutes, student (high school) workers, temporary, supervisory, and confidential employees.

"Classified employee" means any District employee who is not required to hold a teaching certificate.

B. DEFINITIONS:

1. **REGULAR:** All personnel who have worked for the School District for at least six [6] months are considered to be regular employees. Regular employees may be either full-time or part-time.
2. **PROBATIONARY:** All personnel new to the District will serve a six [6] month probationary period.
3. **SUBSTITUTE:** One who is called upon to fill in for an absent employee for a period not to exceed 84 consecutive work days. The rate of pay will be at least 95% of Step 1 in the appropriate category for which the substitute is hired.

4. **TEMPORARY EMPLOYEE:** One hired for a special project for less than 75 consecutive workdays. After 75 work days in the same position and within the same fiscal year, a temporary employee shall become a regular or probationary employee with time of service honored.

C. **ANNIVERSARY DATE:**

The anniversary date for regular employees is July 1 of each fiscal year. The first date of actual service shall determine seniority, eligibility for personal leave (see Article 12) and eligibility for vacation (see Article 11).

**ARTICLE 2
MANAGEMENT RIGHTS**

The Board shall, with the exception of the clear and expressed terms of this agreement, retain the right to exercise the customary functions of management including, but not limited to, directing the activities of the District, determining the levels of service and methods of operation including the right to hire, lay off, transfer, promote, discipline, discharge, determine work schedules, and assign work.

**ARTICLE 3
ASSOCIATION RIGHTS**

- A. Upon notification to building supervisor, employees represented by the Association shall be allowed the use of District facilities for meetings when such facilities are not being used for other functions, and following the regular protocol for reserving facilities. The Association may secure approval for regularly scheduled meetings through a written request at the beginning of each school year. Regular Association meetings shall be conducted during hours outside the regular daytime work schedule.
- B. Upon notice to the building supervisor, the Association shall be allowed the use of office equipment as needed for duplication, provided that the use does not interrupt the regular routine of District programs, and provided that the Association pays for the supplies and materials that may be used in these activities. The Association may secure approval for such use through a written request at the beginning of each school year.
- C. The District shall provide the Association with bulletin board space, and use of staff mailboxes for the Association's use in communicating with classified employees in each facility in which such employees are assigned. The Association shall be allowed utilize the District's electronic mail system for union-related communications consistent with Board Policy, including communications related to:
 - a. Collective Bargaining
 - b. Investigation of grievance or other disputes relating to employment relations; and
 - c. Matters involving the governance or business of the Association

- D. Association representatives, elected or appointed, shall be granted limited unpaid time off to attend meetings of interest to the local chapter when arrangements for such absence can be made with the supervisor and with the superintendent's approval, so as not to interfere with normal school duties. One evening shift employee from each school will be allowed to attend each Association meeting with no loss in pay as long as the supervisor approves of such attendance, and as long as the employee makes up the lost work time either before or after the regular work shift.
- E. Designated representatives of the Association shall be permitted to meet with bargaining unit members during regular work hours at their regular work location for a reasonable amount of time in accordance with Oregon law (243.650). The Association will provide a list of designated Association representatives to the District By September 15th of each year.
- F. The District shall provide the Association with the following information, in an editable digital file format, the following information for each employee in the bargaining unit if the District possesses that information:
 - 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 addresses.
 - c. The employee's job title, salary and worksite location.

The District shall provide this information within ten (10) calendar days from the date of hire for newly hired employees and every one hundred twenty (120) calendar days for all employees in the bargaining unit.

- G. The Association president shall receive an advance agenda, approved Board minutes, and a copy of the Board packet (excluding confidential information) on the same day they are sent to Board members.

H. MAINTENANCE OF MEMBERSHIP:

Membership or non-membership in the Association shall be the individual choice of employees covered by this agreement.

- 1. The District agrees to deduct the payment of dues from the wages of each bargaining unit member. Authorization for payroll deduction shall be in writing on the form provided by the Association on or about the 10th of each month. Authorization to withdraw from dues deductions may be selected by an employee at any time. All authorization requests shall be in writing to the Oregon School Employees Association.
- 2. The District agrees to transmit the dues deducted to the state office of the Oregon School Employees Association.
- 3. The Association agrees to lawfully implement this ~~Article~~ section and agrees to defend the District and to hold the District harmless against any orders or judgments that result.

- I. The Association may use, with the approval of the superintendent, up to four leave days per year for the purpose of providing representatives with professional growth opportunities at the OSEA state convention. Such representatives shall not lose pay for these leave days.
- J. Upon request, an Association representative shall be allowed to make brief announcements at the end of any faculty meeting. Attendance shall be voluntary during the Association presentation.
- K. The Association shall be allowed to use faculty mailboxes and the support of the District courier when available for distribution of its communications. Such communications shall be clearly labeled "OSEA Communications" and shall comply with District policies.

ARTICLE 4 HOURS AND SCHEDULES

- A. The workday shall consist of five consecutive days, normally Monday through Friday.
- B. The District shall compensate at time and one-half employees working more than eight hours in a day or forty hours in a week. In accordance with ORS 279.340, the Association agrees that Community School night supervisors and programmers and any employee assigned to a 4/10 schedule (four days per week, 10 hours per day) are specifically exempted from the eight (8) hour overtime requirement and shall be paid overtime only if actual hours worked during the work week exceed 40 hours or ten hours per day.
- C. Overtime work is voluntary, except in the case of an emergency, and will not be allowed without prior authorization from the employee's supervisor.
- D. Compensatory time may be granted in lieu of overtime pay upon mutual agreement between the District and the employee. Employees will not be allowed to accrue more than three compensatory days unless pre-authorized by the District. Carry-over from year to year will not be allowed, except under special circumstances, and pre-approved by the District. Compensatory time that is not used, or approved for carry-over, will be paid out to the employee. Payroll will keep a record of compensatory time accrued by each employee.
- E. In the event that sufficient personnel do not accept offered overtime, additional personnel as necessary may be required to work overtime on an assigned basis. In case of an emergency, the District expects regular employees to work overtime as assigned.

- F. Each employee shall receive a 15 minute rest period after every two (2) hours of work. Each employee, if working four (4) or more hours, shall receive a 30-minute-duty free meal period at or after four (4) hours of work. Each employee working more than six (6) hours shall receive a second 15-minute rest period at or after six (6) hours of work.

Length of Work Period	Number of 15-minute Rest Periods Required	Number of 30-minute (non-paid, duty-free) Meal Periods Required
2 hours or fewer	0	0
2hrs. 1min.-4 hrs.	1	0
4hrs. 1min.-6 hrs.	1	1
6hrs. 1min.-10 hrs.	2	1

- G. Cooks will work, at a minimum, each school day when meals are served to students. Additional work days may be assigned by the District supervisor.

H. EMERGENCY CLOSURE:

Emergency school closure and snow days declared by the superintendent shall be paid days for all classified employees according to their hourly and daily work schedule. However, if inclement weather or catastrophic event requires the closing of school the school calendar may be adjusted to meet State requirements. Additionally, if it is necessary to reschedule student contact days to meet State standards at any grade level, all grade levels will make up that day.

I. EMERGENCY CALL-IN TIME:

Staff that is required to report for work will be paid four (4) hours of wage, as a minimum. Employees called to work outside their regularly scheduled shift shall be paid for a minimum of two hours at the rate of time and one-half the employee's regular hourly rate of pay.

**ARTICLE 5
PERSONNEL RECORDS**

- A. The personnel records of any employee shall not contain any information of a critical nature that does not bear the signature or initials of the employee indicating that the material has been reviewed with and explained to the employee. If the employee refuses to sign the document, a witness will be required to verify that the employee was shown the material but refused to sign it. An employee may attach a written statement to any item in the personnel file. All materials related to the employee's work performance shall be signed and dated by the originator prior to being placed in the employee's personnel file.

- B. Upon employee request, letters of warning, admonishment and reprimand may be removed from an employee's file after three (3) years if there is no objection from the superintendent.

- C. The employee will have the right to review his/her personnel file upon request during regular business hours. The employee may have a representative present with him/her to review his/her file. The employee may also review documents placed in his/her supervisor's "working file" by contacting his/her supervisor.

ARTICLE 6 EVALUATIONS

- A. New employees shall serve a probationary period of six (6) months, with an evaluation made within this probationary period. All regular personnel shall be evaluated at least once a year.

- B. All employees will be provided the name of their evaluator at the beginning of their employment, and whenever a change in supervision is implemented.

ARTICLE 7 SENIORITY/LAYOFF AND RECALL

- A. Seniority for the purpose of promotion or transfer shall be defined as the total length of consecutive service within the District including time on authorized leave of absence. Seniority for the purpose of layoff shall be defined as the total length of consecutive service within a job title, including time on authorized paid or unpaid leave of absence.

- B. If the District determines the need for a reduction in its work force; the District shall provide the Association with a seniority list that includes each classified member's date of hire. At least 30 days' notice shall be provided to employees to be laid off unless the District is responding to an unanticipated reduction in revenue. Employees shall be laid off within a job title in inverse order of their seniority as defined above. When forces again increase, employees shall be returned in the inverse order from which they were laid off. No new employees shall be hired into the title from which employees are laid off, remain eligible for recall, and remain qualified to perform. Layoff status shall automatically terminate twenty-four (24) months after the effective date of the layoff.

If an employee to be laid off has held another position in the District within the past five (5) years, that employee may move to the previous position if they have more District seniority than an employee in the position to be assumed, if in the District's judgment the employees are equally qualified.

Classified staff members who are laid off will be given consideration as substitutes; such will not affect the member's recall rights.

Recall notice shall be sent by certified mail, and an employee shall have seven (7) calendar days from receipt to accept the position. The laid-off employee must report to work with the District within three (3) weeks of receipt of the notice or shall be considered to have resigned.

All benefits to which a member was entitled at the time of layoff, including unused accumulated sick leave, and seniority, will be restored to the member upon the member's return to active employment; and the member will be placed on the proper step of the salary schedule for the member's current position. A member will not receive increment credit for the time spent on layoff. Employment benefits do not accrue during the time of layoff.

- C. When the District has determined the need to reduce hours in existing positions prior to making a decision to reduce hours for specific employees, the District will discuss the proposed changes with the employees involved and the Association. If the District chooses not to reduce hours by subtracting all lost hours from the least senior employees in that title, the situation will be reviewed with the Association officers. The Association shall be provided with the opportunity to present a plan that would be consistent with the needs of the District and still utilizes a strict seniority system for reducing hours. If the plan presented by the Association is not acceptable, the District shall inform the Association of the reasons why the plan is not consistent with the needs of the District.

ARTICLE 8 JOB POSTING/EMPLOYMENT

- A. The District shall post all job openings for classified employees in the District at least five (5) days prior to the closing of the open position. Job openings shall be posted in the District Office and on the district website. The posting shall also include the requirements for the open position.

Copies of postings shall be emailed to the Association president at the same time as they are posted.

- B. It shall be the policy of the District to consider all existing employees when opportunities for promotion or transfer exist because of resignations, dismissals, or the creation of a new position. Either the employee or the District may initiate action for another placement. If employees wish to be considered, they must make a written request to the District's personnel officer.

The District shall fill vacancies with the best-qualified candidates available. In the event two or more candidates are considered by the District to be equally qualified as to skills and abilities, first consideration will be given to *the most senior current* employees.

C. MEMORANDUM OF EMPLOYMENT:

1. The School District shall furnish each individual employee a notice of employment no later than fifteen (15) days after the collective bargaining agreement is signed for the following school year, or by the end of the previous school year if a collective bargaining agreement is in force. These notices shall include the following:
 - a. Position held (per job description).
 - b. Classification, step, and hourly rate, and number of days including holidays.
 - c. Division of annual salary through the year (10 or 12 payments).
 - d. Number of months or days in working year.
 - e. Hours called to work in each working day.
 - f. Beginning and ending dates of work.

**ARTICLE 9
DEMOTIONS AND DISMISSALS**

Dismissal, suspension, or demotion of an employee for unsatisfactory service shall be made through the application of due process procedures and, in the case of performance deficiencies, a plan of assistance which shall contain (a) an identification of deficiencies, (b) expectations for improvement, (c) assistance to be provided and (d) time period to bring performance to an acceptable level.

Whenever any classified staff member is required to appear before an administrator or representative of the District concerning any matter which could reasonably result in the member's dismissal, suspension, disciplinary action, or being placed on a program of assistance for improvement, the member shall be advised of the nature and purpose of the meeting and of the member's right to have a representative of the Association present at the member's request. The notice shall be given twenty-four hours in advance, if possible.

**ARTICLE 10
SALARY**

A. Salary Schedule

1.
 - The schedule for 2020-2021 will provide for a 7% COLA increase over the current 2019-2020 schedule effective July 1, 2020 (Appendix A).
 - The schedule for 2021-2022 will provide for a 4% COLA increase over the 2020-2021 schedule effective July 1, 2021 (Appendix B).
 - The schedule for 2022-2023 will provide for a 3% COLA increase over the 2021-2022 schedule effective July 1, 2022 (Appendix C).

2. Adjustment to pay scale:

Removal of A/B columns of the pay scale and move any member currently in those columns to Column C of the pay scale.

3. Salaries as indicated on the salary schedule shall be for the term of this contract unless amended or supplemented by mutual agreement between the Board and the Association, or unless altered as provided by operation of the Funding Clause (Article 16, B).

4. LONGEVITY:

1. After 10 years of service in the district, a person will get an additional \$.20 per hour.
2. After 12 years of service in the district, a person will get an additional \$.30 per hour.
3. After 15 years of service in the district, a person will get an additional \$.50 per hour.

B. RECLASSIFICATION PROCEDURE

1. During the term of this agreement, either the District or the Association may initiate discussions about the need to reclassify positions in the bargaining unit. Following discussion, the District and/or the Association may make proposals for a change in the classification placement for selected positions. The superintendent or designee will review the applicable information and will make the final decision on whether or not the position will be reclassified. From the date of formal reclassification proposal the District shall have 90 working days to conclude this process. Pay adjustments for reclassified employees will be made effective from the date of the reclassification request.

2. In the event an employee believes he or she is permanently or regularly performing the duties and responsibilities of an existing position in the bargaining unit that is higher in rank and/or pay, the employee may submit a written request for reclassification to the Superintendent or designee. The request shall state the employee's current classification, the classification in which the employee believes he/she should be more properly placed, and a description of the kinds of higher-level duties performed and the percentage of time spent doing them.

3. Upon receipt of a request for reclassification upwards, the Superintendent or his/her designee shall conduct an audit of the employee's duties and undertake any other reasonable investigation pursuant to the employee's request in order to determine the classification in which the employee should be most properly placed. The Superintendent or his/her designee shall respond to the employee's request within fifteen (15) working days of the date the request was made. If the employee is more properly classified in a higher classification because of actual duties performed, the District may:

- a. Pay the employee as indicated in Article 12, Section E of this Agreement (Temporary assignment) from the date the request was made until the date the duties are removed; or,

- b. Reclassify the employee to the higher classification and pay the employee from the date the initial reclassification request was made as indicated in below.
- 4. In the event the employee's request for reclassification is approved, the rate of pay shall be on the higher classification's range at the closest to the current rate, and at a minimum of a 5% increase. The effective date of reclassification and any increase shall be the date of the employee's initial request for reclassification which shall also constitute the employee's new anniversary date.
- C. Each employee not on the top step of their classification during any year of the contract shall advance one step on the salary schedule as of the start of their new work year.
- D. New employees will begin at the lowest step of the classification for which they are hired, unless the personnel director recognizes that previous experience with other school districts or equivalent work experience warrants a higher step of that classification. After six months of employment, probationary employees will receive the next scheduled step increase. No new employee will receive a step increase prior to the completion of the probationary period.
- E. Employees promoted to a position on a higher salary classification shall on the effective date of their promotion be placed on the new salary classification and shall be placed on the closest step of the new classification that is at least 5% greater than the previous salary.

OUT OF CLASSIFICATION PAY

An employee in the bargaining unit required to replace another employee in a higher classification shall be compensated at the rate of an additional 50 cents per hour or the first step on the higher classification, whichever is greater, but only one (1) person (i.e., in the cafeteria) shall move up, not all employees at that work site. An employee shall be placed in a higher classification at the same step that he/she was working at in a lower classification after working more than 30 consecutive days in the higher classification. Qualified custodial personnel may be assigned skilled maintenance tasks on a temporary basis. The rate of pay for skilled maintenance work will be Step 1, Classification O. All maintenance assignments will be pre-authorized by the director of finance and operations or designee.

- I. Upon written authorization by employees in the bargaining unit, the District agrees to make the following payroll deductions and/or transmit the amounts deducted to the appropriate companies or agencies:

- Life Insurance
- Hospital-Medical Insurance
- Dental Insurance
- Vision Insurance

In addition, the District will make payroll deductions and/or transmit the amounts deducted to the appropriate companies or agencies if at least five (5) employees in the bargaining unit authorize these deductions, in writing, for the following:

Credit Union
Income Replacement Insurance
Tax Sheltered Annuities
Deferred Compensation
Auto/RV/Homeowners Insurance through OSEA

Classified employees will have access to a Section 125 Plan so as to be able to take payroll deductions for payment of remainder of insurance premiums from pre-tax dollars. An outside administrator may be chosen to administer the Section 125 plan, and other qualifying expenditures may be added, as long as there is no additional cost to the district.

- J. Upon completion of job related classes, training or workshops for which the employee received prior approval from his/her supervisor, the employee will receive additional incentive pay as established in Article 14.

ARTICLE 11 BENEFITS

INSURANCE:

- A. The District will contribute on behalf of each full time classified staff member in the bargaining unit the full cost of health, dental, and life insurance (\$10,000) up to \$1541 for years 2020-2021 and 2021-2022. The parties agree to reopen for insurance benefits for 2022-2023. Recommendations for changes to insurance or carriers will be developed jointly by a committee comprised of association representatives and the administration. Bargaining unit members may elect to self-pay premiums for naturopathic and chiropractic coverage at the group rate if not covered by the plan in force. Full contributions apply to employees working seven (7) hours or more. 75% contribution applies to employees working six (6) to six point-nine-nine (6.99) hours. 50% contribution applies to employees working four (4) to five point-nine-nine (5.99) hours. Employees working less than four (4) hours will not receive benefits.

Classified employees who select an insurance plan option with premium costs below the District cap shall receive a percentage of the difference between the total premium cost and the District cap (referred to as the "difference amount"). A percentage of the difference amount will be credited monthly under a Section 125 plan, and available for use toward plan benefits, or to be paid in cash, as described below, and in accordance with the terms of the Section 125 plan. Specifically, 40% of the difference amount will be credited to the Section 125 plan, and the full 40% may be used toward benefits under the plan. The Section 125 plan also permits employees to elect to receive plan credits in the form of cash, but if an employee elects to receive the difference amount in cash, only 38% of the difference amount will be available for a cash distribution. To the extent a classified employee elects to receive a portion of the difference amount in cash, the classified employee will pay state and federal income and payroll taxes on the amount of the cash received, and the District will pay its portion of the payroll taxes. The portion of the difference amount that is not utilized under the Section 125 plan (i.e., amounts not actually paid out in cash, or not actually used for non-cash

benefits under the plan) will be retained by the District. In addition, in accordance with the terms of the Section 125 plan and the applicable IRS rules, amounts credited toward benefits under the Section 125 plan, but not utilized for benefits, will be forfeited.

In lieu of receiving a percentage of the difference amount, an employee who chooses an HSA qualifying plan will receive a District contribution up to \$250 per-month (\$3000 total) into a Health Savings Account (HSA).

Classified employees will have access to a Section 125 Plan so as to be able to take payroll deductions for payment of remainder of insurance premiums from pre-tax dollars. An outside administrator may be chosen to administer the Section 125 plan, and other qualifying expenditures may be added, as long as there is no additional cost to the District.

Any employee electing to, enroll or remain enrolled, in another health plan offered by the District that has a higher premium will pay the difference through a payroll deduction. Such employee contribution may be paid under the provisions of the District's Section 125 plan. An employee is eligible for coverage on the first day of the month following that employee's date of hire.

C. PRESCRIPTION REIMBURSEMENT:

Prescription drug reimbursement will only apply to employees who were hired before July 1, 2013. New hires after June 30, 2013 will NOT be eligible for the prescription reimbursement benefit.

The District will reimburse employees for out-of-pocket cost for prescription drugs as covered by the medical plan in force, subject to the following:

1. The actual co-pay subject to maximum reimbursement of \$20 (e.g. per prescription or regular 30 day supply).

For example, prescription reimbursement benefit would result in employee out-of-pocket costs ranging from \$0 (generic) \$5 (preferred), \$30 (non-preferred) for each prescriptions covered by the plan. Most prescriptions will be covered in the \$0-\$5 range.

2. The reimbursement will be made to the employee upon presentation of a receipt demonstrating the out-of-pocket cost for the prescription.

D. VACATION PAY:

One [1] year for a 260 day or more employee shall mean 12 months of completed work from the date of hire, according to the following schedule.

Less than 6 months = 0 days
6 months but less than 5 years = 10 days
5 years but less than 10 years = 15 days
10 years + = 20 days

Twelve-month employees entitled to vacations shall arrange vacations to best fit their work schedule with the consent of their immediate supervisor. The supervisor will be the final decision-maker as to whether such a request can be accommodated. A procedure by which all employees may indicate in advance what their vacation preferences are for the year will be established at the beginning of each school year by the supervisor.

Extended day staff who work 12-months will have the same rights to vacation as 260 day employees.

260 day employees may carry over a maximum of five (5) unused vacation days from one fiscal year to the next, with an additional five (5) unused vacation days if approved by the immediate supervisor.

For the purposes of this section, a "day" shall mean the number of hours an employee is scheduled to work daily.

E. MILEAGE:

Employees who are required by their immediate supervisor to use private vehicles for District business or required to drive students to any school related activity shall be reimbursed at the per-mile rate established by the IRS Standard Mileage Rate.

F. EARLY RETIREMENT:

Gladstone School District shall establish an early retirement option program for classified employees who meet the eligibility and service requirements listed as follows and were hired prior to July 1, 2012:

H. Employees who have completed fifteen (15) years of service in the Gladstone School District, have not reached their 62nd birthday, and are PERS eligible shall have the option of an early retirement program that will provide the benefits as follows: (Employees working half-time or more, but less than full-time as of the date of their retirement shall receive a pro-rated share of these benefits).

a. Employees electing to retire upon meeting the criteria outlined will receive a fixed monthly stipend per month for a maximum of sixty (60) months. All payments shall cease at age 65 or death, whichever comes first. The rate of the fixed monthly stipend is determined by the year of retirement, as detailed below. This stipend will increase by 8% each year of the contract.

2020-21 \$641.10

2021-22: \$692.39

2022-23: \$747.78

b. Employees may elect to use the stipend to purchase insurance through the District carrier.

- c. Retirees (not spouse or other family members) will be allowed to participate in the prescription reimbursement pool.
- d. Classified members that retire from the District but do not qualify for early retirement benefits will have the option to pay out of pocket to purchase retiree medical insurance until age 65.
- e. In order to receive benefits under this program, an employee must give notice of intended retirement to the superintendent's office as soon as possible, and no later than sixty (60) days prior to his/her retirement date.

G. PERS

Upon ratification by the Association and School Board, PERS benefits shall be assumed by the eligible employees. The offset increase of 6.55% is reflected in the salary schedules (Appendix A, B and C) to hold the employee harmless.

ARTICLE 12 LEAVES

A. SICK LEAVE:

"Sick Leave" in this article means the illness of an immediate family member or the absence from duty because of illness or non-job related injury which prevents the employee from working. Immediate family is defined as: spouse, domestic partner, children, grandchildren, parents, grandparents, brothers and sisters, and parents of the spouse and those in loco parentis to the employee or the employee's spouse.

FMLA/OFLA leave is to be used for an employee's own or a family member's serious health condition, for birth, adoption, or foster placement, or for certain military-related exigencies or caregiving, or death of a family member.

The District will allow employees to contribute up to eight (8) hours of sick leave from their personal sick leave accounts, such contributions to a maximum of 60 days, to an employee who is suffering from a life-threatening illness or injury, or for use by the employee to care for an immediate family member who is suffering from a life-threatening illness or injury, and has exhausted all of his/her personal sick leave accumulation. Employees contributing must sign a "hold harmless" form so that the District is protected from any future action to attempt to regain contributed sick leave days.

B. WORKERS' COMPENSATION:

In accordance with ORS 656.240, the District may deduct from any sick leave payments made to an individual amounts equal to benefits received by the individual under ORS Ch. 656 with respect to the same injury that gave rise to the sick leave. The deduction of sick leave shall not exceed an amount determined by taking the employee's regular pay for the period, less benefits received from the State Accident Insurance Fund, divided by the employee's daily wage.

C. EMERGENCY LEAVE:

Up to three [3] days of non-accumulative emergency leave will be granted to each full-time employee. Up to two [2] days of emergency leave will be granted to any four to six [6] hour employee. Only one [1] day of emergency leave may be requested for use during inclement weather.

For purposes of this section, "emergency leave is defined as an unanticipated, unforeseen event of a serious or critical nature." The granting of emergency leave is left with the Superintendent and/or designee, and the success of it depends upon the professional approach to its use.

D. BEREAVEMENT LEAVE:

Bereavement leave will be provided up to three (3) days each for the purpose of mourning the death of a qualifying family member. Bereavement leave may be taken for a staff member's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, step-child, adoptive/foster child, legal ward, step-parent, adoptive/foster parent, grandchild, grandparent, domestic partner, and any other relative living in the immediate household. Up to two (2) additional days necessary for travel may be granted at the discretion of the superintendent or designee.

In the event of the death of an employee's friend or relative not listed above, one day of bereavement to attend the funeral, may be granted with prior approval of superintendent or designee. If out of town travel is required additional time may be granted.

E. PERSONAL LEAVE:

One day of personal leave will be granted to each employee, based on contracted hours per day, at any time of the year. Whenever possible, the employee requesting personal leave shall provide seventy two (72) hours notice to his/her building principal or supervisor in advance of taking the leave. Personal leave shall not be used in less than half day increments. A maximum of three classified staff per building, per day, may be out on personal leave. Anyone not using their full personal leave by June 30 of each year will receive compensation equal to one-half of the unused leave.

F. JURY DUTY LEAVE:

When employees are called for jury duty or are subpoenaed as a witness under circumstances beyond their control and when such duties can be construed to be in the public interest, they will be continued at full salary for the period of required service. All monies received as witness fees or pay for jury duty, other than mileage or per diem reimbursement, must be assigned to the District unless such fees are earned on employee's days off or during an authorized leave. Employees will be expected to report for work when less than a normal work day is required by jury or witness duties.

G. UNPAID LEAVE OF ABSENCE:

1. An unpaid leave of absence for up to one (1) year may be granted by the Board. Request for such leave shall be made in writing to the immediate supervisor thirty (30) days prior to commencement of the leave, except in cases of emergency. Extension of leave shall be applied for and granted in writing with the agreement of the supervisor and superintendent.

Employees on unpaid leave of absence shall notify the superintendent, or designee, of their intention to return to work at least thirty (30) days prior to the end of the leave.

2. Group insurance programs the employee participated in prior to the leave may be continued by the employee at his/her expense when allowed by the carrier. Upon return from a leave, the employee shall retain all benefits accrued in the District prior to the leave. The employee shall be assigned to his/her previous position or a comparable assignment.

H. PARENTAL LEAVE:

1. Parental leave may be granted to any classified employee for the purpose of childbearing and/or child rearing, to begin any time between commencement of pregnancy and one (1) year after the child is born or adopted. A request for such leave shall be made no less than four (4) months prior to the date on which the leave will commence. Exceptions may be granted in cases of emergency.

The leave shall begin at a time agreed upon by the employee and his/her immediate supervisor. The duration of the leave shall be established at the time the leave is granted, subject to mutually agreed-upon modification for unforeseen circumstances.

2. Upon return from parental leave, an employee shall retain all benefits accrued in the District prior to the leave. During the unpaid leave, the employee may continue fringe benefits at his/her expense when allowed by the carrier.

An employee returning to the District following parental leave shall be reassigned to his/her previous work assignment or a comparable assignment without loss of pay.

ARTICLE 13 HOLIDAYS

A. Paid holidays for all classified employees are as follows:

- Labor Day
- Veterans' Day – November 11
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day (260-day employees only)
- Christmas Day
- New Year's Eve Day (260-day employees only)
- New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day

In addition, all employees working an assignment at the directive of their supervisor as well as twelve-month employees shall receive the Fourth (4th) of July holiday.

ARTICLE 14 EMPLOYEE TRAINING

Employees are encouraged to take part in workshops, seminars, or other courses to improve their work skills.

Five-thousand dollars (\$5000) is budgeted for workshops, seminars, or courses for classified employees. Requests must first be approved by the immediate supervisor and then approved for funding by Human Resources or designee.

A. Each classified member is entitled to submit reimbursement for an amount equal to the actual cost of one (1) three (3) credit hour class per fiscal year (July 1 through June 30), not to exceed the then current monetary rate charged by Portland State University.

Classified staff working less than 4 hours will accrue no benefits. Classified staff working 4 hours or more, but less than 6 hours will accrue half benefits. Classified staff working more than 6 hours will accrue full benefits. The fiscal year the class will be charged to will be determined by the time frame of when the majority of seat time for the class is offered. The cost of a workshop or series of workshops, which exceed that amount, must be approved in advance by the Superintendent or Designee.

B. Stipends

1. Stipends will be paid as follows :

Work-Keys	\$ 250
Para educator	\$ 500
Associate’s Degree	\$1000
Bachelor’s Degree	\$1500

2. The stipends will initially be paid over a three-year period. Classified staff will be paid full stipend amount beginning year four (4).

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Work Keys	\$250		
Para Educator	\$300	\$200 (\$500 total)	
Associates Degree	\$350	\$350 (total \$700)	\$300(Total \$1000)
Bachelor’s Degree	\$500	\$500 (total \$1000)	\$500 (Total \$1500)

3. The stipends are not cumulative. Once the maximum stipend amount has been reached, the full stipend will be paid annually starting with the next work year.

4. In order to qualify for an educational stipend, the employee must submit a request for stipend form that will be reviewed by Human Resources Director or designee. Official transcripts, certificate of completion or other documentation will be required to verify the educational development. In addition, a meeting may be held to review the request.

5. The District will pay the full stipend for employees working 6 or more hours and half of the stipend for employees working 4 to 6 hours. Employees hired for less than 4 hours per day will not qualify for the stipend.

6. A prorated amount will be calculated if an employee qualifies for the stipend after the start of the fiscal year.

7. If an employee attains a higher level of educational development they may submit a request for a stipend at the higher level. Upon approval, the higher stipend will replace the current stipend.

C. Classified members must notify the superintendent or designee of courses or workshops for which tuition reimbursement will be sought by submitting the appropriate tuition reimbursement form for approval. Classes must be approved by the building or District level administrator. Only those classes or workshops taken while employed by Gladstone School District will be considered for reimbursement or credit.

D. Courses or workshops taken must correlate directly with the employee’s area of responsibility and will be considered on a case-by-case basis. If a grade is assigned, the employee must earn a grade of “C” or better, or a pass on a pass/no pass system to qualify for reimbursement. Workshops will require evidence of participation. Classes or workshops will not be attended during work hours unless authorized by the Director of Human Resources or designee.

- E. Reimbursement will be provided to the employee upon presentation of proof of payment for the course or workshop. Evidence of participation or grading will be required within 6 weeks of completion unless approved by the Director of Human Resources or designee. The employee will be responsible for repayment of any class or workshop, which was not attended or if a passing grade was not earned for which the District provided reimbursement. Authorizations for deductions from pay will be included on the tuition reimbursement request form.
- F. Reimbursements will be made on a first come, first served basis until all allocated funds are expended. One reimbursable class or series of workshops (the determined equivalent of a three credit hour class) is allowed by each employee prior to December 31 of each year.

After that time, employees may submit for additional reimbursements for qualifying classes or workshops until all funds are expended from the tuition pool established according to the contract. A lottery will be held at the end of the year (mid-June) to distribute any unused funds in the pool for those employees who attended eligible classes but who were not reimbursed for those classes. Each employee participating in the lottery will receive a pro-rated portion of reimbursement comparing the total costs of outstanding reimbursements to the available balance in the pool.

G. INCENTIVE PAYMENTS:

Those employees hired prior to the 2006-2007 school year that have already accrued units for incentive pay as outlined in Article 14, "INCENTIVE PAY," will be eligible to reach their maximum of three units. All employees hired after the 2006-2007 school year, will not be eligible for this benefit. A list of names will be generated and kept in the payroll office for those employees that fit this language.

1. There are approximately ten (10) hours of seat time required for each Clackamas Community College (CCC) credit hour. Eight (8) hours of part day, or one (1) full day workshop will be considered equivalent to one (1) CCC college credit. A Gladstone Community School class will be considered equivalent to one (1) CCC credit. A unit is defined as three (3) CCC credits. Only one unit of professional development may be earned during any school year. A total of three units may be earned during the employee's tenure with the District.
2. Full-time employees will be awarded a stipend of \$208 upon completion of one approved unit of professional development. Part-time employees will receive a pro-rated portion of the stipend similar to the allocation percentage used to determine employee health benefits. Once earned, the employee will continue to receive the stipend each year as long as they remain employed with the District.

ARTICLE 15 GRIEVANCE PROCEDURE

A. PURPOSE:

The purpose of this procedure is to secure, at the lowest possible level, solutions to problems relating to the administration of this Agreement, which may from time to time arise. The parties agree that these proceedings will be kept informal and confidential, consistent with the ultimate goal of resolving the grievance at each step of the grievance procedure.

B. DEFINITIONS:

1. Grievance: A "grievance" is a claim by a member, group of members, or the Association of a violation of the Agreement.
2. Grievant: A "grievant" is the person or the Association making the claim.
3. Days: "Days" when used in this article shall mean Monday-Friday, Gladstone School District business days.

C. TIME LIMITS:

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement. When a grievance is submitted on or after May 1, the time limits shall consist of all calendar days, so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

D. PROCEDURE:

1. Step One – Supervisor. Within fifteen (15) days after he/she knows or reasonably should have known of the alleged violation, the grievant shall discuss it with the supervisor with the objective of resolving the matter informally. At this meeting, the employee or his/her representative shall inform the supervisor that the meeting constitutes the Step One grievance meeting. The supervisor shall have five (5) days after the informal conference in which to respond orally to the grievance. At the time the oral response is given, the supervisor will identify it as their oral response.
2. Step Two - Supervisor (Written). If the grievant is not satisfied with the disposition of their grievance at the informal level, they may file the grievance in writing with the supervisor within ten (10) days after the supervisor's oral response is given or due. The supervisor shall have ten (10) days after the submission of the written grievance to respond in writing. The written grievance shall specify the specific management action or inaction being grieved, the contract provisions alleged to have been violated, and the specific remedy sought.

3. Step Three - Superintendent. If the grievant is not satisfied with the disposition of his/her grievance at Step Two, he/she may appeal the grievance to the Superintendent within five (5) days after the supervisor's response is due. In a group grievance, which commences at Step Two, the Association may file that grievance within fifteen (15) days after the Association knows or should have known of the alleged violation. The Superintendent shall have five (5) days after receipt of the grievance in which to schedule a meeting with the grievant and his/her representative and five (5) days after the meeting to respond in writing to the grievance.
4. Step Four- School Board. If the grievant is not satisfied with the decision of the Superintendent, the grievance may be presented to the Board by filing with the clerk of the Board all correspondence presented or received at prior steps with a letter within five (5) days after the Superintendent's response is due. The Board will make a written response to the grievance within five (5) days after the next regularly scheduled Board meeting. The grievant is entitled to make a presentation to the Board at the meeting in which the grievance is reviewed.
5. Step Five- Arbitration.
 - a. If the grievant is not satisfied with the disposition of the grievance at Step Four, or if no decision has been rendered within ten (10) school days after the grievant has first met with the Board, the grievant may, within five (5) school days after a decision by the Board or fifteen (15) school days after the grievant has first met with the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration. The Association may, by written notice to the Superintendent within fifteen (15) school days after receipt of the request from the grievant, submit the grievance to binding arbitration.
 - b. Within ten (10) school days after such written notice of submission to arbitration, the Superintendent and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such commitment within the 10-day period, a request for a list of arbitrators may be made to the Employee Relations Board (ERB) by either party. If any question arises as to whether a particular dispute involves the interpretation, meaning or application of any of the provisions of this Agreement, such question will first be ruled upon by the arbitrator selected to hear the disputes.
 - c. The arbitrator so selected will confer with the representatives of the Superintendent and the Association and hold hearings promptly and will issue his/her decision not later than thirty (30) days from the date of the close of the hearing, or if oral hearings have been waived, then from the date the final statements and evidence are submitted to him/her. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision, which requires the commission of an act, prohibited by law or which is in violation of or

expands upon the terms of this Agreement. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.

- d. The costs for the services of the arbitrator, including per diem expenses, if any, and his/her travel and subsistence expenses and the cost of any hearing room will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them. The arbitrator shall have the discretion to assign the costs of the arbitrator to the party suffering the adverse decision if he/she considers the grievance or aggrieved action was substantially without basis/merit as per the contracted agreement, law or fact.

E. GROUP GRIEVANCE:

If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association will start the grievance at step one, with the Human Resources Director or designee.

F. GRIEVANCE AGAINST AN ADMINISTRATOR OR SUPERVISOR:

If a grievance arises from action or inaction on the part of a member of the administration at the level above the Principal or immediate supervisor, the grievant will submit such grievance in writing to the Human Resources Director or designee and the Association directly. The processing of such grievance will commence at step one [1].

G. ASSOCIATION RIGHTS:

Any grievant may be represented at all stages of the grievance procedure by themselves or, at their option, by a representative selected or approved by the Association. The Association shall have the right to be present and to state its view at all stages of the grievance procedure.

H. REPRISALS:

No reprisal of any kind shall be taken by the District or any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation. No reprisal of any kind shall be taken by the Association, its agents, or a member of the Association against the School District Board of Directors, the District's administrators, or any participant in the grievance procedure by reason of such participation.

I. 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 except for the documents, which were the basis for the grievance where the grievance has not been upheld.

J. MEETINGS AND HEARINGS:

All meetings and hearings under this procedure shall be private, where lawful, and shall include only such parties in interest and their designated or selected representatives, heretofore referred in this article.

K. TERMINATION OF GRIEVANCE:

A grievance may be terminated at any time upon receipt of a signed statement from the employee or the Association that the matter has been resolved, or that the employee or Association does not wish to pursue the grievance.

ARTICLE 16 FORMAL COMPLAINT PROCEDURE

A. PROCEDURAL REQUIREMENTS:

Upon receipt of a formal written complaint regarding a classified staff member made to any member of the administration by any parent, student, or other person which, in the opinion of the administration, may affect the member's employment status shall be processed according to this procedure.

B. PROCEDURE:

Step 1: The principal or immediate supervisor shall meet with the classified staff member to discuss the complaint within ten (10) working days after receipt of the complaint. If the member's supervisor determines that the complaint is without merit, or does not discuss the complaint within the ten (10) day time period, the complaint will not be inserted in the personnel file nor included in the evaluation. If after the initial meeting, the principal determines that the complaint may affect the member's employment status the following procedure shall be used.

Step 2: The administrator will suggest that the complainant discuss the matter directly with the member. If the administrator attends the meeting, their will serve as a facilitator.

Step 3: If the complaint is not resolved at Step 2, either party may request a meeting with the Superintendent/designee. The purpose of the meeting shall be to resolve the complaint, and the Superintendent/designee will act as a facilitator. If the complainant refuses to meet with the member and the

Superintendent/designee, the Superintendent/designee will meet with the member to discuss the complaint and receive any additional information that the member wishes to present.

Step 4: If a record of the complaint is to be placed in the member's personnel file, it shall include the following information: name of the member against whom the complaint is made, date and description of the complaint, and the name(s) of the complainant(s). The member shall have the right to attach a written response to the complaint.

C. PLACEMENT OF COMPLAINT IN PERSONNEL FILE:

Any resulting discipline or evaluation shall become a permanent part of the personnel file. The classified staff member shall have the right to read any documents and add a response in writing where appropriate.

D. RIGHT TO REPRESENTATION:

The classified staff member will have the right to an Association representative of his/her choice at any meeting about a complaint.

**ARTICLE 17
SEPARABILITY CLAUSE AND FUNDING**

A. SAVINGS CLAUSE:

Should any article, section or portion thereof of this agreement be held unlawful and unenforceable by any court of competent jurisdiction or any administrative agency having jurisdiction over the subject matter, such decision shall apply only to the specific article, section or portion thereof directly specified in the decision; upon the issuance of any such decision, the parties agree to meet upon the request of either party to negotiate a substitute, if possible, for the invalidated article, section or portion thereof. All other portions of this agreement and the agreement as a whole shall continue without interruption for the term hereof.


B. FUNDING:

The parties recognize that revenue needed to fund the wages and benefits provided by the agreement must be approved annually by established budget procedures. All such wages and benefits are therefore contingent upon sources of revenue and annual budget approval. The District will not cut wages or benefits specified in this agreement because of budgetary limitations, but cannot and does not guarantee any level of employment in the bargaining unit covered by the agreement. The District agrees to include in its annual budget request amounts sufficient to fund the wages and benefits provided by this agreement, but makes no guarantee as to passage of such budget request pursuant to established budget procedures.


CONTRACTUAL AGREEMENT
Between
School Board of School District Number 115
and
Oregon School Employees Association, Chapter 66

This replacement for the 2017-2020 collective bargaining agreement was ratified by the Association at a meeting on 06/22/2020.

For the School Board:

DocuSigned by:
 6/19/2020
C8D5DC107C4A4B8

Board Chair Jay Schmidt

DocuSigned by:
 6/18/2020
927151581A8B42C...


Representative Jeremiah Patterson

Representative


Representative

Date

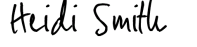
For the Classified Employees

DocuSigned by:
 6/22/2020
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Negotiating Chair Gabe ortega

DocuSigned by:
 6/18/2020
F8BAE9A388A0430...

Representative Rob Staehle

DocuSigned by:
 6/18/2020
6886F17F42864GC...

Representative Heidi Smith

Representative

Representative

Representative

Date

OSEA Field Representative

Contractual agreement received by:

CLASSIFIED PAY TABLE 2020-21 - APPENDIX A									
Cost of Living Increase (COLA)	7.00%	1.1355							
PERS to Employee Paid	6.55%								
Minimum Wage July 1, 2020:	\$ 13.25								
DESCRIPTION	CLASS	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8
	A								
	B								
Community School Supervisor, Cooks Helper, Dishwasher	C	14.19	14.19	14.19	14.50	15.16	15.76	16.40	17.06
Extended Day Helper	D	14.19	14.19	14.19	15.26	15.95	16.60	17.26	17.95
Educational Assistant, Assistant Cook, GCCF Receptionist	E	14.19	14.19	14.82	15.97	16.69	17.36	18.05	18.78
Extended Day Assistant	F	14.19	14.25	15.09	16.35	17.10	17.78	18.50	19.24
Instructional Assistant SPED, Library Assistant, ELL Assistant, Instructional Assistant	G	14.19	14.52	15.36	16.75	17.51	18.21	18.94	19.70
School Secretary, Athletic Secretary	H	14.24	14.90	15.74	17.18	17.96	18.69	19.44	20.21
Technology Assistant I	I	14.52	15.28	16.12	17.62	18.43	19.16	19.93	20.72
Middle School Counseling Secretary	J	15.28	16.03	16.99	18.50	19.34	20.12	20.93	21.77
Secretary SPED, Elementary School Secretary, Technology Assistant II, Custodian, Coordinator Volunteer, Attendance Secretary HS, Elementary Media Center Coordinator, Instructional Assistant II SPED	K	16.03	16.88	17.75	19.44	20.33	21.14	21.98	22.87
Head Cook, HS Counseling Secretary, Community School Extended Day Coordinator	L	16.88	17.65	18.76	20.38	21.31	22.16	23.05	23.97
Head Secretary, High School Campus Monitor, Youth Transition Specialist, HS Student Center Coordinator, DO Receptionist, Student Support Specialist, Grounds/Courier	M	17.65	18.66	19.67	21.43	22.40	23.30	24.23	25.21
Community School Programmer, Lead Grounds, Head Custodian, Head Cook/Food Service Coordinator	N	18.21	19.21	20.23	22.01	23.01	23.92	24.89	25.88
Technology & Communications Specialist, Custodian Head/Coordinator, Tech Infrastructure Specialist, Youth Transition Specialist	O	19.58	20.50	21.60	23.61	24.69	25.67	26.70	27.76
High School Accountant/Bookkeeper	P	20.67	21.42	22.49	24.33	25.31	26.32	27.38	28.47
Maintenance/Grounds, Technology & Communications Specialist, Tech Infrastructure Specialist	Q	21.48	22.34	23.37	25.05	26.18	27.24	28.33	29.47
	R	22.63	24.35	24.66	26.30	27.49	28.59	29.74	30.93
CLASSIFIED (FORMERLY CONFIDENTIAL GROUP)									
Accounts Payable/Receivable Specialist	APS/ARS	21.71	22.59	23.63	25.32	26.47	27.47	28.57	29.65
Accounting Specialist	AGSPRB	27.57	28.38	29.39	30.90	32.16	33.15	34.29	35.68
Accountant Specialist	ATS	29.17	30.02	31.10	32.82	34.00	35.06	36.28	38.10

CLASSIFIED PAY TABLE 2021-22 - APPENDIX B

Cost of Living Increase (COLA) 4.00% 1.04
 Employee Paid PERS
 Minimum Wage July 1, 2021: \$ 14.00

DESCRIPTION	CLASS	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8
	A								
	B								
Community School Supervisor, Cooks Helper, Dishwasher	C	14.76	14.76	14.76	15.08	15.77	16.39	17.05	17.74
Extended Day Helper	D	14.76	14.76	14.76	15.87	16.59	17.27	17.95	18.67
Educational Assistant, Assistant Cook, GCCF Receptionist	E	14.76	14.76	15.41	16.60	17.36	18.06	18.78	19.53
Extended Day Assistant	F	14.76	14.82	15.69	17.01	17.78	18.49	19.24	20.00
Instructional Assistant SPED, Library Assistant, ELL Assistant, Instructional Assistant	G	14.76	15.10	15.98	17.42	18.21	18.94	19.70	20.49
School Secretary, Athletic Secretary	H	14.81	15.49	16.37	17.87	18.68	19.44	20.22	21.02
Technology Assistant I	I	15.10	15.90	16.77	18.33	19.17	19.92	20.73	21.55
Middle School Counseling Secretary	J	15.90	16.67	17.67	19.24	20.11	20.93	21.76	22.64
Secretary SPED, Elementary School Secretary, Technology Assistant II, Custodian, Coordinator Volunteer, Attendance Secretary HS, Elementary Media Center Coordinator, Instructional Assistant II SPED	K	16.67	17.56	18.46	20.22	21.14	21.99	22.86	23.78
Head Cook, HS Counseling Secretary, Community School Extended Day Coordinator	L	17.56	18.35	19.51	21.20	22.17	23.05	23.97	24.93
Head Secretary, High School Campus Monitor, Youth Transition Specialist, HS Student Center Coordinator, DO Receptionist, Student Support Specialist, Grounds/Courier	M	18.35	19.40	20.45	22.28	23.30	24.23	25.20	26.22
Community School Programmer, Lead Grounds, Head Custodian, Head Cook/Food Service Coordinator	N	18.94	19.98	21.04	22.89	23.93	24.88	25.89	26.91
Technology & Communications Specialist, Custodian Head/Coordinator, Tech Infrastructure Specialist, Youth Transition Specialist	O	20.36	21.32	22.46	24.55	25.67	26.70	27.76	28.87
High School Accountant/Bookkeeper	P	21.49	22.27	23.39	25.31	26.32	27.37	28.47	29.61
Maintenance/Grounds, Technology & Communications Specialist, Tech Infrastructure Specialist	Q	22.34	23.23	24.30	26.05	27.23	28.33	29.46	30.64
	R	23.54	25.32	25.65	27.35	28.59	29.74	30.93	32.17
CLASSIFIED (FORMERLY CONFIDENTIAL GROUP)									
Accounts Payable/Receivable Specialist	APS/ARS	22.58	23.49	24.57	26.33	27.53	28.57	29.71	30.83
Accounting Specialist	AGSPRB	28.67	29.51	30.56	32.13	33.44	34.47	35.66	37.10
Accountant Specialist	ATS	30.34	31.22	32.35	34.13	35.36	36.47	37.73	39.62

CLASSIFIED PAY TABLE 2022-23 - APPENDIX C

Cost of Living Increase (COLA) 3.00% 1.03
 Employee Paid PERS
 Minimum Wage July 1, 2021: \$ 14.75

DESCRIPTION	CLASS	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8
	A								
	B								
Community School Supervisor, Cooks Helper, Dishwasher	C	15.20	15.20	15.20	15.53	16.24	16.88	17.56	18.27
Extended Day Helper	D	15.20	15.20	15.20	16.35	17.09	17.78	18.49	19.23
Educational Assistant, Assistant Cook, GCCF Receptionist	E	15.20	15.20	15.87	17.10	17.88	18.60	19.34	20.12
Extended Day Assistant	F	15.20	15.27	16.17	17.52	18.32	19.05	19.81	20.60
Instructional Assistant SPED, Library Assistant, ELL Assistant, Instructional Assistant	G	15.20	15.56	16.46	17.94	18.76	19.51	20.29	21.10
School Secretary, Athletic Secretary	H	15.25	15.96	16.86	18.40	19.24	20.02	20.82	21.65
Technology Assistant I	I	15.56	16.37	17.27	18.88	19.74	20.52	21.35	22.20
Middle School Counseling Secretary	J	16.37	17.17	18.20	19.81	20.71	21.55	22.42	23.32
Secretary SPED, Elementary School Secretary, Technology Assistant II, Custodian, Coordinator Volunteer, Attendance Secretary HS, Elementary Media Center Coordinator, Instructional Assistant II SPED	K	17.17	18.09	19.01	20.82	21.77	22.65	23.55	24.50
Head Cook, HS Counseling Secretary, Community School Extended Day Coordinator	L	18.09	18.90	20.09	21.83	22.83	23.74	24.69	25.68
Head Secretary, High School Campus Monitor, Youth Transition Specialist, HS Student Center Coordinator, DO Receptionist, Student Support Specialist, Grounds/Courier	M	18.90	19.98	21.07	22.95	24.00	24.96	25.96	27.00
Community School Programmer, Lead Grounds, Head Custodian, Head Cook/Food Service Coordinator	N	19.51	20.58	21.68	23.57	24.64	25.63	26.66	27.72
Technology & Communications Specialist, Custodian Head/Coordinator, Tech Infrastructure Specialist, Youth Transition Specialist	O	20.97	21.96	23.13	25.29	26.44	27.50	28.60	29.74
High School Accountant/Bookkeeper	P	22.14	22.94	24.10	26.07	27.11	28.19	29.33	30.49
Maintenance/Grounds, Technology & Communications Specialist, Tech Infrastructure Specialist	Q	23.01	23.93	25.03	26.83	28.05	29.18	30.35	31.56
	R	24.24	26.08	26.42	28.17	29.45	30.63	31.86	33.13
CLASSIFIED (FORMERLY CONFIDENTIAL GROUP)									
Accounts Payable/Receivable Specialist	APS/ARS	23.26	24.19	25.31	27.12	28.35	29.42	30.60	31.76
Accounting Specialist	AGSPRB	29.53	30.40	31.48	33.10	34.45	35.51	36.73	38.22
Accountant Specialist	ATS	31.25	32.16	33.32	35.15	36.42	37.56	38.86	40.81