

Collective Bargaining Agreement

Between

**Gresham-Barlow Education Association/
East County Bargaining Council**

and

Gresham-Barlow School District #10J

2024-2027

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PREAMBLE
CONTRACT BETWEEN
THE EAST COUNTY BARGAINING COUNCIL
and
THE BOARD OF DIRECTORS OF
GRESHAM-BARLOW SCHOOL DISTRICT NO. 10J
MULTNOMAH and CLACKAMAS COUNTIES, OREGON

This Agreement is entered into between the Board of Directors on behalf of the Gresham-Barlow School District, No. 10J, Multnomah and Clackamas Counties, Oregon, (hereinafter referred to as the "District" or "Board") and the East County Bargaining Council (hereinafter referred to as the "Council").

ARTICLE 1 RECOGNITION

- A. The Gresham-Barlow School District Board of Directors recognizes the East County Bargaining Council as the exclusive collective bargaining representative with respect to economic benefits and other conditions of employment to the extent required by Oregon Law, Chapter ORS 243.650 to 243.782, for the term hereof for all employees in the bargaining unit defined as follows:
1. All employees of the District who are required as a condition of employment, to possess an academic certificate, license, degree or the equivalent issued by the State of Oregon, an institution of higher education, or a professional society, will be members of the bargaining unit, excluding substitute teachers, temporary employees who work less than sixty (60) working days in a school year, administrative and confidential employees.
 2. Members assuming non-instructional assignments, such as, but not limited to, Athletic Director, Activities Director, Department Chair and TOSAs shall remain members of the bargaining unit.
 3. GBEA retirees are members of the unit except they are not covered by the provisions of Article 11 (Reduction in Force). The District may stipulate the term of employment for retirees. At the beginning of employment as a retiree, the retiree will carry forward from their accrued and unused sick leave one (1) day for each month of employment as a retiree. The use of these sick leave days can exceed one (1) day per month but cannot, for pay, exceed the account total number of days. If employed for a subsequent school year, or in the event a retiree has no accrued sick leave at the time of retirement, the retiree will earn one (1) sick leave day for every thirty (30) calendar days.
- B. The Board agrees not to negotiate with or recognize any employees' organization other than the Council for the duration of the Agreement.
- C. There shall be no subcontracting or outsourcing of current bargaining unit work or positions (courses taught by bargaining unit members as of the signing of this agreement) during the term of this contract, except by mutual agreement. This provision shall not be interpreted to prevent the District from providing additional opportunities for students, including the ability to take courses from non-District entities.

ARTICLE 2 NEGOTIATIONS PROCEDURE

A. Successor Agreement

Prior to the expiration of this Agreement, the Board and ECBC, through the Executive Council of the GBEA, agree to enter into negotiations over a successor Agreement in accordance with the procedures set forth herein in a good faith effort to reach Agreement concerning economic benefits and other conditions of employment for members of the bargaining unit. Any Agreement so negotiated will be reduced to writing and signed by the Board, the Superintendent, the ECBC president, the GBEA president, the OEA UniServ representative, and the GBEA bargaining chairperson.

B. Change in Board Policy

Before the Board adopts a change in policy which affects economic benefits and other conditions of employment which are not covered by the terms of this Agreement, the District will send to the GBEA President a copy of the policies being proposed at the same time as provided to the Board prior to the first reading by the Board and at least thirty (30) days in advance of their implementation.

C. Modification of Agreement

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by the Board and ECBC through the GBEA Executive Council.

D. Copies

1. There shall be three (3) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the District and one (1) by the GBEA Executive Council and one (1) by ECBC. These copies will be prepared by a joint effort of the two negotiating teams. The format of the contract shall be agreed upon by the parties prior to printing.
2. The District shall maintain a searchable electronic copy of the current collective bargaining agreement on the District website. The District will also publish and distribute hard copies to any teacher upon request. The GBEA will distribute hard copies of the contract to new bargaining unit members during new teacher in-service. The District shall be responsible for distributing hard copies of the contract to teachers who are hired after the start of a school year.

3. A searchable copy of the complete current District Handbook of Policies and existing job descriptions will be available on the District website prior to September 15 annually. The District will provide the Council Presidents with two (2) copies of the Handbook and existing job descriptions upon request.

ARTICLE 3 GBEA/ECBC RIGHTS

A. Information

Upon request, the District agrees to furnish the East County Bargaining Council (ECBC) or the Gresham-Barlow Education Association (GBEA) representatives, herein referred to as the Council, with public, non-confidential information necessary for it to function as exclusive representative. The Council agrees to reimburse the District for actual costs incurred in development and delivery of such information when it is not readily available, when it is not for utilization by the Council as the exclusive bargaining representative, or when the costs of production or reproduction go beyond a nominal level.

B. Right to Hold Meetings

Council activities may occur during building hours, but outside member's instructional hours, by mutual agreement of the parties, including for the purposes of this Article, the processing of a grievance as a Council activity.

C. Building Use

The Council and its representative, including member benefit providers, shall have the right of access to school buildings for the purpose of holding meetings or workshops, provided that such meetings shall not interfere with normal school operations or members' student contact time. Scheduling shall be consistent with District and/or site procedures governing building use.

D. Equipment Use

The Council shall have the opportunity to use school equipment such as copy machines, computers, Fax, and printers, and all types of media equipment at reasonable times. The Council representative shall discuss equipment use with each principal prior to the start of the school year and receive appropriate training on its use if necessary. The Council shall pay for the reasonable cost incidental to such use and for any repairs necessitated as a result thereof.

E. Communication

The Council or its representative shall have the right to make phone calls and write letters for official Council business at all reasonable times, provided that it does not interrupt class or normal school operations and is consistent with state law regulations.

F. Bulletin Boards

The District will provide a designated location in each faculty room to the Council for posting bulletins. The Council will provide the desired bulletin boards and maintain them.

G. School Mail/E-Mail

Inter-school mail/e-mail facilities may be used for distribution of Council communications. Association/Council business communication with members via mail/e-mail may occur during the school day but outside student contact time, not interfering with normal school operations or a member's responsibilities, and be consistent with state law and regulations. When inter-school mail courier service is used for distribution of Council communications, then communications distributed to all members of the bargaining unit shall be provided to each building principal and the Superintendent at the same time it is being provided to members.

H. Announcements

Upon request, the Council shall be allowed up to 10 minutes once a month to make announcements as a scheduled item at a mutually agreed upon building meeting.

I. Release Days

Upon request, the GBEA will be granted annually up to one hundred (100) days of release time for officers and members. The Council agrees to pay the full cost of a sub, to include related costs, if a sub is hired.

J. President's Release Time

Upon request, and with at least sixty (60) days prior notice, the Board shall grant up to full leave to the local president of the Council during their term of office. The Gresham-Barlow Education Association will reimburse the District for salary and related costs. The District shall file the necessary paperwork to assure that the local president's leave is treated as an authorized paid leave by PERS for which the local president is entitled to creditable service. The parties believe that such leave is of service to the District and assists the Association to carry out its statutory duties as exclusive representative for the bargaining unit.

Note: If Section J is not used, the one hundred (100) days in Section I remain at one hundred (100) to be used with a cap of thirty (30) days for any council member as delegated by the president(s). If Section J is used, then the days in

Section I are reduced to seventy-five (75) with a cap of twenty-five (25) days for any member.

K. Negotiations Team Release Time

The District shall provide release time for the members of the GBEA's negotiating team at such times as the parties actually meet during school hours for the purpose of negotiating a successor agreement. The Council agrees not to add additional members to its negotiating team during such negotiating sessions.

L. New Employee Information

The District will place in the Human Resource package to all new employees, a statement that the Council is recognized as the exclusive negotiating representative for all licensed employees in the District and the name of the current building representatives as provided by the GBEA Executive Council.

M. Orientation

The GBEA will assist the administration by participating in the planning of the orientation program for members new to the District and District-wide in-service training. The Association participation in this planning will not obligate them to any costs of the orientation; however, any Council representative participating in planning outside of the regular contractual day or year is not subject to compensation by the District.

The GBEA shall have the right to be present and address new members for a minimum of thirty (30) minutes at any new staff orientation scheduled by the District during the school year.

N. New Member Inservice/Convocation

The GBEA Executive Council shall have the right to participate in sixty (60) minutes of contact time during the new member in-service at the beginning of the school year. The District will provide for the introduction of GBEA officers at the district convocation. The District will schedule the last thirty (30) minutes of the convocation schedule for the GBEA to hold a meeting at the convocation site for its members.

O. School Board Agenda

The GBEA representative may address the Board during its regular sessions under the "Citizen's Request" portion of the agenda. The District shall provide the Association President with an electronic, advance agenda, minutes from

the prior Board meeting, and a copy of the Board packet, excluding any information which is confidential or not available to the general public, forty-eight (48) hours prior to the regularly scheduled Board meeting. One (1) copy of the School Board unapproved minutes will be sent electronically to all bargaining unit members.

P. Exclusive Representation

The rights and privileges of the Council and its representatives as set forth in this agreement shall, unless specified by law or ERB ruling, be granted only to the Council as the exclusive representative of the members, and to no other member organization.

Q. Membership Records

1. Each month, the District shall provide to the OEA Membership Specialist an electronic database of each employee in the bargaining unit (both dues paying members and non-dues paying members). Information shall include the last four (4) digits of the SSN, employee ID, date of birth, first date of service, FTE, classification or title, PERS classification, worksite, position on the salary schedule, NEA/OEA/GBEA dues paid, and employee contact information. Whenever a new employee is hired into the bargaining unit, the District shall provide the above information within ten (10) days of hire.
2. The District shall notify the OEA Member Specialist whenever an employee in the bargaining unit is placed on an unpaid leave of absence for more than thirty (30) days, retires, is laid off, resigns, or changes their name.
3. In the event that the OEA Membership Specialist is unavailable, the above information shall be given to the GBEA President.

R. Substitute Lists

The District will make current substitute lists in each building readily available to staff. Whenever possible, member preferences for substitutes will be honored.

ARTICLE 4 RIGHTS OF MEMBERS

A. Personnel Files

1. There shall be one official personnel file designated by the District for each member. This file shall be located in the District Administration Office. The personnel file is confidential and access to it shall be limited to individuals as permitted in accordance with Oregon statutes, Oregon Administrative Rules and District policy. Administrative files and investigatory files regarding allegations of misconduct are considered personnel files for purposes of the confidentiality provisions of this section.
2. If the District receives a request from a parent for information about the professional qualifications of a member, the District shall only provide the information required by state or federal law. The District will notify the member, the Association president(s) and the OEA UniServ consultant within three (3) working days about any request for information about the member's qualifications. The District may use e-mail to notify.
3. Members will have the right upon request to review the contents of their personnel files except references from previous employers, placement files and other documents excluded by law. The member will have the right to have representation present during such review and may make copies of such file contents at the member's expense. A copy of any disciplinary material will be given to the member at the time it is placed in the file. The member will have the right to respond within sixty (60) days in writing to documents placed in the file. Material not maintained by the District in accordance with this Section shall be considered a grievable matter.
4. Any disciplinary document written by the administration that is placed in the member's personnel file will include the notation "cc: Personnel File" and will bear the member's signature acknowledging that they have received a copy of the document. Such a document will not be written before following procedures outlined in Section B.
5. Disciplinary material (i.e., warnings, reprimands, or suspension actions), evaluations, observation forms or written complaints which have not been given to the member will not be used by the District as a basis for disciplinary action.

6. All written documents and communications that are part of the grievance record, as introduced by either party, shall be placed in a separate file and shall not be added to the personnel file of any member in the District.

7. Confidentiality

All employee personnel records shall be considered confidential and access to those records shall be permitted only to:

- a. administrators and other District employees who have a legitimate need for information in the personnel file;
- b. the employee who is the subject of the personnel file;
- c. those individuals or organizations to which the employee specifically authorizes the release of such records; and
- d. designated agents and/or representatives of the District who have a legitimate need for information in the personnel file.

Administrative files and investigatory files regarding allegations of misconduct are considered personnel files for purposes of the confidentiality provisions of this section.

B. Representation

1. When an administrator determines that they must call a meeting to investigate allegations made against a member, or for disciplinary purposes, they shall notify the member in writing of the nature of the meeting and the member's right to Council representation. The member may seek representation, taking no more than two (2) working days to obtain an appropriate Council representative to attend the meeting if for disciplinary purposes, or to secure Council representation prior to the commencement of the following student day, for a meeting to investigate a serious allegation. The District will not be deemed to be in violation of any timelines set forth in Article 7 due to a delay caused by a member obtaining Council representation.
2. When, in the course of a meeting between a member and administrator, the administrator determines events are occurring, or facts becoming known, which could potentially result in disciplinary action, that administrator shall immediately advise the member that they have the right to Council representation and then schedule a separate meeting with prior notice to the member so the member can arrange Council representation.

C. Discipline of Members

Unless necessary because of safety concerns or to ensure the orderly operation of the school, discipline of a member by a District representative shall be made in private (without parents, students, members, or other members of the public being present). The member shall retain the right to have Council representatives present.

D. Non-Reprisal

The District agrees not to coerce, restrain, interfere with, or otherwise take reprisals against any member for the exercise of rights guaranteed by this Agreement.

E. Nondiscrimination

The District and the Council agree they shall not discriminate in the application of this agreement because of: age, race, religion, gender, gender identity, marital status, national origin, disability, sexual orientation, ethnic background, union activity or membership or non-membership in the Council. The provisions of this Section shall be subject to the grievance procedure included in this agreement as Article 6 up to and including Level Two. The decision at this level shall be final and binding on the parties. Any other remedy must be sought through an appropriate agency or court of competent jurisdiction.

F. Right to Organize

All members shall have the right to organize and engage in GBEA and ECBC activities insofar as the activities do not occur during the contract day, excluding members' duty-free lunch, or unless otherwise allowed by terms of this contract or law.

G. Evaluation of Students

The member shall maintain the responsibility to determine grades and other evaluations of students during each grading term. When recording grades for midterms or final grades for the end of each term, the member will use the District approved grading/scoring scales. In the event a grade or evaluation is changed without the member's consent, the District will notify the member and the District's record shall reflect the change and the fact that it was affected without the consent of the member.

H. News Releases

Information regarding a member's pending suspension or dismissal case will not be made available to the news media unless the information is a matter of public record.

I. Just Cause

1. No member shall be disciplined without just cause; however, the Fair Dismissal Law shall provide the exclusive procedure with respect to the dismissal or non-extension of a contract member and the exclusive grounds for appeal of such dismissal or non-extension.
2. This Article does not modify the Board's rights under the provisions of ORS 342.835 to discharge, remove or refuse to renew the contract of a probationary member for any cause deemed in good faith sufficient by the Board.
3. Evaluations, assignments to or retention in any extra duty assignments are excluded from the provisions of this section. However, the District will not remove a member from an extra duty assignment during the term of the assignment without providing justification.

J. Video Surveillance

The primary purpose of a facility's video surveillance cameras is to ensure the health, welfare and safety of all members, students and visitors to District property and to safeguard District facilities and equipment. In addition, the District and Association agree:

1. Video cameras may be used as deemed appropriate by the Superintendent.
2. The District shall notify members that video surveillance may occur on District property before such surveillance is initiated.
3. Video, images, and/or audio footage obtained without the consent of the member may only be used for disciplinary purposes in accordance with just cause (Article 4 section I).

K. Student performance on state or federal required tests shall not serve as a sole basis for:

1. Involuntary transfer of a member;
2. Placement of a member on a Program of Assistance for Improvement;
3. Determination of competence for purposes of layoff and recall;
4. Disciplinary action against a member (up to and including termination of employment).

Test scores and assessments will not be placed in the personnel file except to the extent that they are referenced and/or included in the teacher's evaluation or electronic evaluation file.

ARTICLE 5
PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a member is not an appropriate concern of the District so long as it does not interfere with the member's contractual work responsibilities.

- B. The Council and the District acknowledge the fundamental need to protect members from any censorship or restraint that might interfere with their obligation to perform their prescribed teaching functions. Therefore, members shall be protected in the use of controversial material, methodology, or content as long as such use complies with District policy and procedures and is in accordance with the District's adopted curriculum or State Standards, and planned course statement. Copies of such policy and procedures as well as copies of such District-approved curriculum or course statements shall be provided upon member request prior to the beginning date of the instruction of such curricula and courses.

- C. Intellectual property created, made, or originated by a member exclusively outside their contractual time shall be the sole and exclusive property of the member, except as he or she may voluntarily choose to transfer such property, in full or in part. Members shall be entitled to retrieve any materials, including electronically stored materials, that are their exclusive property until the end of their contract year. Requests for materials after that time will be processed as time allows and documents are still retrievable.

ARTICLE 6 GRIEVANCE

A. Purpose

A determined effort shall be made to settle grievances at the lowest possible level. Meetings or discussions involving a grievance shall be scheduled to avoid interruption of duties. The grievance proceedings will be kept as informal and confidential as may be appropriate at any level.

B. Definitions

1. A grievant shall be the Council (the East County Bargaining Council/GBEA Grievance Representative(s).
2. A grievance shall mean a claim by the Council alleging a violation, misinterpretation or misapplication of this agreement.
3. Immediate supervisor shall mean the one who has authority to resolve the grievance.
4. Days shall mean member contract days, excluding holidays, in-service days and inclement weather days. During summer vacation, days shall mean those on which the District office is open for business. During the summer either party may extend the time limits, except for the time requirements for initial filing of a grievance referenced in (C)(1) below, of the Article if it deems necessary by giving written notice to the other party and discussing the need for the extension with the other party.

C. Procedure

1. Level One - Principal/Immediate Supervisor
 - a. Informal
Within twenty (20) days of the time of the grievance or within twenty (20) days of the time the Council could reasonably have become aware of the grievance, the Council shall initially discuss the grievance informally with the immediate supervisor/principal with the objective of resolving the matter. Those discussions shall not extend beyond ten (10) days without mutual agreement.
 - b. Formal
If the matter is not resolved within ten (10) days of the informal discussion or if the Council is not satisfied with the initial decision of the immediate supervisor/principal, the GBEA Grievance

Chairperson, within ten (10) days of the initial decision, shall submit the grievance to the immediate supervisor/principal in writing. The immediate supervisor/principal shall have ten (10) days to render their decision, in writing, to the signatories (cited in Section D.1).

2. Level Two – Superintendent

If the Council/GBEA Grievance Chairperson is not satisfied with the disposition of the grievance at Level One, or the principal/immediate supervisor does not render a written decision within the timeline, the GBEA Grievance Chair shall submit the written grievance to the Superintendent's office and the Executive Director of Human Resources no later than ten (10) days from the due date or receipt of the Level One decision. Within ten (10) days of the receipt by the Superintendent of the written grievance, the Superintendent or designee will meet with Council representatives to hear the grievance. The Superintendent/designee shall provide a written response to the original grievance signatories and the UniServ Representative within ten (10) days of the meeting

3. Level Three – Arbitration

The GBEA and ECBC Councils shall determine if the grievance will be submitted to arbitration.

Grievances which are arbitrable as hereafter provided and not settled at Level Two, may be appealed to arbitration by delivering written notice of request for arbitration to the Superintendent within ten (10) days of receipt of the decision of the Superintendent/designee at Level Two.

When timely request has been made for arbitration, the parties or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, the Council, within fourteen (14) days of the request for arbitration, shall request the Employment Relations Board to submit a list of seven (7) arbitrators. As soon as the list has been received, the parties or their designated representatives shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike. Procedures, to which the parties mutually agree, can be used in lieu of striking from a list.

The arbitrator cannot add to, subtract from, modify or amend the terms of this Agreement. The decision of the arbitrator shall be binding on both parties.

The cost for services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of

the hearing room shall be borne equally by the District and the Council. Any other expenses incurred shall be paid by the party incurring same.

D. General Conditions

1. Grievances submitted at the first and second levels in writing shall contain at least the following information:
 - a. Article or Section of the contract allegedly violated
 - b. Statement of the facts, to include the name(s), positions(s), or group(s) affected
 - c. Date action occurred on which grievance is based
 - d. Remedy sought
 - e. Signature of GBEA President
 - f. Signature of Grievance Representative
 - g. Signature of GBEA Negotiations Chairperson
2. The Council shall have the right to be present and to state the Council's view at all stages of the grievance procedure. If more than two (2) Council members are to be present at any meeting, the Council will give twenty-four (24) hours' notice of that to the Executive Director of Human Resources and the building principal.
3. Time limits provided in these procedures may be waived by mutual written agreement.
4. Documents, communications and records dealing with the processing of a grievance shall not be filed in the personnel file of the member(s) involved, but shall be kept in a separate file.
5. The time limits referred to in these procedures are considered to be maximums. Failure at any level of this procedure by the aggrieved or by the Council to process a grievance in the specified time limits or in accordance with procedures contained herein shall cause the grievance to be deemed abandoned.
6. When a grievance arises at a level above the principal or immediate supervisor, the GBEA Grievance Chairperson may submit, with the agreement of the Executive Director of Human Resources, such grievance in writing to the Superintendent and the grievance shall be commenced at Level Two.
7. There shall be no restraint, interference, discrimination, or reprisal exerted on any employee concerned with the resolution of grievances.

8. Failure at any step of this procedure to communicate the decision on a grievance in writing within the specified time limit shall permit the grievant to proceed to the next step.

ARTICLE 7 COMPLAINT PROCEDURE

A. Definitions

A complaint is a negative remark or criticism made against a member that has been brought to the attention of the District and that warrants further consideration in the opinion of the District. It is the intent of this Article to provide a complaint procedure that will handle such complaints expeditiously and fairly.

B. Procedural Requirements

1. Level One – Informal

If a complaint is made against a member, the administrator may confer with the member, with or without the complainant present at the discretion of the administrator in order to resolve the complaint. If the complaint is not resolved through informal discussion with the administrator, then the administrator will process the complaint in accordance with the remaining provisions of Article 7.

Timeline

The informal meeting with the member must occur within seven (7) working days of receipt of the complaint. This timeline is to be extended the number of days a member or administrator is absent during the seven (7) working days following the complaint.

Complaints not discussed within this time period shall not be considered in the member's evaluation, shall not be placed in their personnel file, and shall not be used against the member in any subsequent action by the District. However, complaints that are apparently resolved through this discussion may be referenced if a subsequent complaint occurs within twelve (12) months of the original and the subsequent complaint demonstrates a pattern or practice of behavior.

In situations in which a member who is subject of a complaint has been placed on paid administrative leave, the process will begin at Level Two.

2. Level Two – Formal

- a. If the member has been placed on administrative leave or a complaint is not resolved in accordance with Section B.1 above, such complaint shall be investigated further under the following circumstances:

1. If the complaint is of such a nature that, if determined to be valid, the administrator would make a record in the evaluation report of a complaint received concerning the member; or
 2. If the complaint is of such a nature that, if determined to be valid, the administrator would consider disciplinary action to be appropriate.
- b. Any complaint processed at Level Two will be in writing and signed by the complainant or the administrator and will be processed in accordance with the following:
1. A meeting between the administrator or designated investigator and the member within seven (7) days of the Level One meeting or seven (7) days of the placement of the member on administrative leave. This meeting shall be for the purpose of providing the member with an opportunity to respond to the complaint. Timelines may be waived by mutual agreement of the parties.
 2. The written complaint will be provided to the member prior to the Level Two meeting and will include;
 - a. The name of the member against whom the complaint is made;
 - b. The date and nature of the complaint;
 - c. The name(s) of the complainant(s).

C. Miscellaneous Provisions

1. During the investigatory period regarding the allegation, the administrator will withhold judgment until they have had an opportunity to listen to the member's response to the complaint. The District will refrain from taking disciplinary action during the investigatory period. However, a paid administrative leave will not be considered to be disciplinary action. If a criminal or child abuse investigation is under way, the District shall not proceed with a member conference until authorized by legal authorities.
2. The member shall have the right to the Council representatives of his or her choice at all levels of this procedure. Members have protection under Article 4, including just cause, for all disciplinary actions.

3. The administration may coordinate a meeting including the complainant and member if that is viewed by administration as a constructive step in resolving the matter.
4. Any directive given to a member at the conclusion of the complaint process shall be given in writing and shall address specific expectations and any intended consequences of failure to comply with the written directive.
5. A complaint included in an evaluation or that results in disciplinary action in violation of the complaint procedure is grievable under Article 6, Grievance, up to and including binding arbitration as provided therein.

ARTICLE 8 CLASSROOM DISCIPLINE

All language in this article is intended to align with the principles, values, definitions and practices of the Student Discipline Handbook.

- A. The District and the Association are committed to ensuring the right of each student to have equitable opportunities to achieve their academic goals by minimizing barriers and limitations. Student success will not be predicted nor predetermined by national origin, race, culture, ethnicity, sex, language, socio-economic status, mobility, sexual orientation, disability, and/or religion. The parties agree that maintenance of discipline within the classroom is an important priority, and each further agrees to assist the other in their mutual efforts to resolve difficult discipline issues. The emphasis will be on employing a range of supports and interventions that are culturally responsive and include restorative practices, and will consistently implement the accommodations and modifications reflected in 504, IEP, and behavior plans in accordance with the law. The building principal will provide the member with a written building discipline procedure and a copy of the student rights and responsibilities code at the beginning of each school year. The building principal or designee will schedule a meeting annually with members to review building disciplinary standards and procedures to ensure appropriate support for building standards. Members shall adhere to the procedures.
- B. All members and administrators are expected to accept a share in the responsibility for the control and discipline of the students in the environment, including those students who demonstrate aggressive or combative behaviors.
- C. Disruptive Students
 - 1. When in the judgment of a member, a student is by their behavior disrupting the instructional program to the detriment of other students, the member may send the student to the principal/designee in accordance with the agreed upon building procedures as established in section A. At that time the member will provide to the administrator or designee a brief verbal or written explanation why the student is being removed. When the member requests, and the principal supervising administrator or designee concurs, a student may be withheld from class for a set period of time before returning to the classroom. Students will not return to class without an administrator or designee communicating with the classroom teacher the corrective action that was taken to de-escalate the student as informed by the Student Discipline Handbook.
 - 2. When either the member or principal/designee requests, a conference will be scheduled not later than the conclusion of the following school day

to discuss the problem and to decide upon appropriate steps for resolution. The principal/designee may involve a parent in the conference if deemed necessary.

3. Any member referring a student will strive to provide a signed copy of the referral by the end of the work day but will provide it no later than twenty-four (24) hours to the principal or designee, including a statement of facts, and a summary of conditions which led to the referral and steps taken by the member prior to the referral. The principal/designee will provide a reasonable response to the referral within a reasonable period of time, ordinarily understood to be seventy-two (72) hours.
4. When in the judgment of a member or principal/designee a student requires additional help with their behavior, the member or principal/designee may refer the student to the assistance team, special education team or other appropriate group. Within one (1) week of referral, the appropriate team or group shall arrange a conference with the member(s) to discuss the problem and to decide upon appropriate steps for its resolution. If this conference does not occur, the principal/designee will provide what they deem to be appropriate resources and/or assistance until the meeting is held. Additional conferences may be held at the request of the member or principal/designee.

D. Seriously Disruptive Students

1. When a student is seriously disrupting the instructional program by engaging in non-accidental physical violence, verbal or written threats, or imminent harm to self or others, immediate action will be taken. The member shall be authorized to send the student to an administrator's office. There shall be a defined behavior support plan developed or agreement finalized between the administrator and the member within three (3) working days that specifies the future behavior expectations of the student, and additional support the member may receive.

E. Notification

1. In the event District administrators are aware of situations in which students being assigned to member(s) have had documented patterns of behavioral problems in the past that are likely to pose safety problems in the future, the District shall keep those members informed of these facts unless prevented from doing so by the laws of confidentiality.
2. The District will notify members concerning students that have entered the court system, consistent with the requirements of state law.
3. Members will be provided names of students in their classes that have an

IEP or Section 504 Plan by the student's special education teacher and/or counselor as soon as possible. Members who are assigned students who are known to have an IEP or Section 504 Plan shall be offered, upon the member's request, training and/or relevant information to access, interpret and implement the IEP or 504 Plan

- F. Members who are assigned students who are on an IEP and who are recognized as physically aggressive and/or combative shall have access to a behavioral coach, subject to the availability and scheduling of the behavioral coach. Members will be provided with protective equipment on request.
- G. No provision in this Article will have the effect of denying any rights a student has under federal or state law and regulations.
- H. In the event a member perceives that particularly persistent and challenging behavior situations exist in their classroom, that member may request to review the situation with their administrator. The administrator and member ~~may~~ **shall** discuss potential solutions, including the development of a plan to support the class, the utilization of opportunities for students to develop and practice social/emotional learning, and additional professional development for the member. A member whose concerns are not satisfied at the building level may request a meeting with the Superintendent/designee.
- I. If a member is not satisfied with the management of student behavior on a school-wide basis, the member will first address the matter with the building principal or designee. If the issue remains unresolved, the member may refer the situation to the building intervention team or to the building Student Conduct Committee or the principal's supervisor, as appropriate.
- J. Building Student Conduct Committee

Each building shall have a Student Conduct committee that reviews behavior trends, qualitative and quantitative data, interventions, longitudinal outcomes, in order to support and improve the implementation of the Student Discipline Handbook.

This committee will consist of representatives from licensed and classified groups.

The building administrator will collaborate with the GBEA to establish a team of licensed staff members that work at the school site, generally understood to be a maximum of three individuals.

All licensed members of the Student Conduct Committee shall be compensated with a \$250 stipend. This committee is exempt from the committee hiring practices outlined in Article 35.

Meetings will be held monthly, and the time shall be determined by members once all committee members are selected.

The duties of the committee are to:

1. Review measurable data, including discipline referrals, related to overall trends in student behavior.
2. Review current system processes and procedures to identify areas of successes and concerns, and to propose solutions that align with the School Safety and Discipline Handbook.
3. Inform the development and adjustment of building-level intervention strategies in order to improve behavioral outcomes throughout the school.
4. Share information and adjustments with the appropriate building staff as needed.
5. Communicate meeting minutes to building staff monthly and submit them to the facilitator(s) of District Safety/Student Conduct Committee quarterly.

ARTICLE 9 EVALUATION

- A. The primary purpose of evaluation shall be the improvement of instruction and the measurement of teaching effectiveness.
- B. The Professional Growth and Evaluation Handbook shall govern evaluation procedures for the duration of this agreement unless changes and/or modifications to the Evaluation Handbook are developed by an Evaluation Committee and approved by the District. The Evaluation Committee will be comprised of up to five (5) members appointed by the GBEA Executive Council and up to five (5) members appointed by the District. The Evaluation Committee will forward its final draft to the District and Board for their review and approval. Modifications or changes in the Committee's draft, initiated by the District and/or Board, will be returned to the Committee for review and additional input prior to the final consideration and approval by the Board. The procedures and provisions in the Evaluation Handbook are binding in this Article.
- C. Failure to follow the procedures in the Handbook is a grievable matter which may be processed up to and including arbitration, but the substance of the evaluation including content in a plan of improvement or program of assistance for improvement is not grievable or arbitrable.
- D. The District will provide copies of the Professional Growth and Evaluation Handbook to all licensed new hires upon employment. Additional copies will be available upon request through the District Office. The District will post a searchable copy of the Professional Growth and Evaluation Handbook on the District website.
- E. If the administrator determines that there is a performance deficiency which requires attention, the administrator will notify them of the deficiency prior to placing them on a Program of Assistance for Improvement.
- F. Any Program of Assistance for Improvement shall be in writing and include the following:
 - a. A statement of deficiencies;
 - b. Corrective steps the teacher may pursue to correct the deficiencies;
 - c. Assistance which will be provided;
 - d. Assessment techniques by which the District will measure and determine whether the teacher has sufficiently corrected the deficiencies;
 - e. The person(s) responsible for the evaluation;
 - f. The timelines involved; and
 - g. A statement that the teacher may be dismissed, non-extended or non-renewed if deficiencies are not corrected.

- G. A member will be entitled to have a GBEA representative present during the development and implementation of a program of assistance for improvement. The District shall notify the OEA UniServ representative that a member is being placed on a program of assistance.
- H. At the member's request, the District will provide Peer Assistance during any Program of Assistance for Improvement and Improvement Plans.

ARTICLE 10
POSITIONS, TRANSFERS AND VACANCIES

A. Definitions

1. A “vacancy” is any position that is new, vacated, or no longer assigned to a member and that the District intends to fill.
2. A “temporary“ position shall be defined for purposes of this Article as a position that does not extend beyond one twelve (12) month period, unless the member was hired in the last ninety (90) days of the school year and will teach for the following school year. If a temporary position is, or is to become a vacant position, such vacancy will be posted prior to June 1 and the vacancy shall be filled in accordance with the procedures of this Article.

B. Posting and Filling Positions Governed by this Contract

1. **Step 1: Informal Building/ Program Placement**
Staff members will have the opportunity annually to make requests to their building principal or program director for changes in grade level, academic field, or program. The principal or program director will notify staff of any vacancy in the building or program. The principal or program director will talk with all qualified members who have expressed an interest in the vacancy at their building or in their program.
2. **Step 2: Transfers**
After the building placements are complete, the District may begin the transfer process in accordance with Sections, C and D of this Article.
3. **Step 3: District Wide Process**
All positions governed by this contract including extra duty positions, will be posted electronically to all members according to the guidelines and processes outlined below. A posting will carry the basic qualifications, special training and skills needed for the position. Qualified members who apply will be interviewed for any job posted within the District, unless they were previously interviewed for the same position as part of the voluntary transfer process. In the case of multiple internal applicants, the number of interviews may be narrowed to five.
4. **Summer Procedures and Emergency Hires**
During the summer, the principal, program director or District will notify those members who have a written transfer request on file with their principal, program director, or the District office of any vacancy which matches their request. Such members will have seven (7) business days from date of notification (either telephone contact or email sent to the

member designated email address) to apply for the vacancy. For vacancies that occur between August 1 and the end of the school year, and that will not extend beyond that school year, the District shall not be required to follow the posting requirements of this Article.

C. Member-Initiated Transfers

1. Member-initiated transfers are those in which a member requests a transfer from one school to another. Individual staff members may initiate a request for transfer in writing to the human resources office and may, if desired, consult with the human resources department regarding the requested change. Requests for transfers must be submitted by March 1. Members who have not submitted a member-initiated transfer request may still apply for any vacancies in accordance with Article 10, section B.3.
2. If the member is qualified for the position sought, they will be entitled to an interview for that position. If more than five (5) members seek the same position, the District is not obligated to interview more than five (5) individuals.
3. Any member denied a member-initiated transfer will be notified in writing and given the reason(s) for the denial upon request.
4. The District will, at minimum, use the criteria listed below when considering voluntary transfer requests.
 - a. Instructional and licensing requirements
 - b. Service to the District (seniority)
 - c. Basic qualifications as included on the posting and other special training and skills as may be applicable.

D. District-Initiated Transfer

1. Definitions
 - a. District-initiated transfers at the Elementary school level are defined as a transfer from one school to another, one grade level to another, or one program to another on the initiation of the District.
 - b. District-initiated transfers at the Middle school level are defined as a transfer from one school to another, one grade level to another, one academic field to another, or one program to another on the initiation of the District.
 - c. District-initiated transfers at the High school level are defined as a transfer from one school to another, one academic field to another, or one program to another on the initiation of the District.

The following are examples of changes in academic field, program, or grade level:

- from English to science (Academic field change)
- from first grade to third grade (Grade level changes)
- from third grade to 2/3 blend
- LE1 to LE2 (Program Change)

The following are not examples of change in academic field or grade level:

- from English 1 to English 2
- from four periods of English/one period of math to one period of English/four periods of math

Looping from grade to grade is considered a District-initiated transfer for the first time each new grade is taught.

2. The District will, at minimum, consider the criteria listed below when using a District-initiated transfer:
 - a. Instructional and licensing requirements
 - b. Service to the District (seniority)
 - c. Basic qualifications as included on the posting and other special training and skills as may be applicable

In addition, the District will also consider the length someone has worked in the current school and position, when the person was last transferred, where the person is in a looping sequence, and any professional change processes in which the member is already involved. District-initiated transfers shall not occur within the last two (2) years prior to retirement at unreduced PERS benefits, provided the member has given the District written irrevocable notice of retirement effective that date or sooner.

3. Notice of District-initiated transfer shall be given to the members of the bargaining unit at least thirty (30) days before the date of the transfer, where practicable.
4. A member who is transferred at District initiative will be extended the opportunity for a meeting with the Superintendent, the appropriate building administrators and, at the member's option, the grievance rep, UniServ rep and other Council officials. The member will have the opportunity to make known their wishes in regard to the transfer. If, after the meeting, the member is to be transferred against their will to another grade level or subject area, they will receive an additional six (6) hours of tuition reimbursement or the cash equivalent of up to two (2) of those six (6) hours for professional development in accordance with Article 20, Section B(1) so long as it is taken in the year of transfer or during the summers preceding and following the year of transfer and is related to the member's new assignment and responsibilities. (In this case the member is not

entitled to additional reimbursement under the License for Conditional Assignment, Article 12.)

A member who is transferred between schools at any time or transferred to another grade level or academic field, as defined in D.1, during the school year or notified of such a transfer during the summer will receive two additional days of compensation for their assistance.

A member returning from an unpaid leave under Article 15.G does not receive the two (2) additional days of compensation if moved to another building.

5. When a member of the bargaining unit is to be transferred at District initiative to another school, the member may visit the new school prior to the actual transfer. The District will, at its cost, move the member's instructional and personal materials and supplies to the new assignment.
6. In the event that an itinerant psychologist, a speech pathologist, or an ELL staff member is directed to serve a new building they will receive two (2) days of preparation time.

E. Teaching Assignments

Teaching assignments within an academic field for the next school year will be made for the members of the bargaining unit ten (10) days prior to the start of the school year and/or subsequent terms. Members may make suggestions for revision in teaching assignments within an academic field. Members receiving teaching assignment changes requiring additional preparation, and without a minimum of ten (10) days notice will be compensated, at the member's choice, two (2) days extra preparation release time or (2) two days per diem pay to prepare for the new assignment will be provided.

F. Room Assignment Change

Any member directed by the District to change rooms will receive physical assistance for moving.

Any member directed by the District to change rooms will also be provided two (2) days of pay. These days shall not be in addition to days provided as a result of a District-initiated transfer to another school.

Members assigned to multiple classrooms within a building will only receive benefits under this Section if they are required to move all materials (e.g. an office) to a new location.

ARTICLE 11 REDUCTION IN FORCE

A. Reduction Procedure

The District shall determine when a reduction in force is necessary and which programs will be affected. However, the District agrees that such layoffs shall be implemented in accordance with the following procedures. When the Board determines that a reduction in staff is necessary, it shall, forty (40) days prior to the effective date of layoff, (the first day that the member would have been scheduled to, but does not, work as a result of the layoff) provide the Council a layoff list. The Superintendent will also then provide a list showing the seniority and endorsements/licenses of each unit member. Affected members shall be notified, in writing, at least thirty (30) days prior to the effective day of layoff. In the event of school closure due to lack of funds, however, the notice shall be twenty (20) calendar days in advance to the Council and ten (10) calendar days to the member. In the event of a necessary layoff, the District and GBEA will work together to develop options that may reduce the impact upon members of a department or staff. The District will offer the opportunity for unit members who would not otherwise be laid off to voluntarily apply for a one (1) year unpaid leave of absence. Upon written request, such unpaid leave may be extended for an additional year providing the layoff conditions remain in effect.

The following criteria shall be applied in determining which members shall be retained:

1. The member must be properly licensed (endorsed) to teach the curriculum area or program being retained.
2. The most senior members in the District who are competent will be retained in accordance with ORS 342.934. Competence shall be defined as the ability to teach a subject or grade level based on recent (within the last five (5) years) teaching experience related to that subject or grade level or based on recent (within last five (5) years) training and/or educational attainment related to that subject or grade level, but not based solely on the proper license(s) and endorsements the member holds. For purposes of applying competence, grade level shall mean grade levels K-8, special services/life skills, ESL, or 5-12. For positions that are attached to a specific high school program, such as band, choir, athletic/activities director and drama, grade level shall be defined as K-8 and 6-12. Members who do not qualify as competent for a position for which they seek to be retained may nevertheless qualify as competent if they are willing to complete training applicable to that subject or grade level. The amount of required training should commence either prior to the start of the new assignment or within the first academic term of the new assignment.

If the member asserts that they are competent based upon recent (within the last five (5) years) training or wishes to be retained in a position(s) where they are not deemed to be competent, the District and the member (who has a right to have a representative present) shall review the member's training and experience to that date and determine the program, if any, that would fulfill the training requirement. Training programs may include college coursework, workshops, work with the Department Chair, program visitations, or mentoring. Consultation with officials from appropriate university and college training programs as well as TSPC may be sought to help answer questions about training programs. If an agreement cannot be reached, the District will provide final notification of the training to be required. The member will either accept the training as a condition of accepting the position or will decline and thus be laid off. The required training shall not include more than six (6) credit hours of coursework in any one (1) fiscal year with tuition being paid under the procedures described in Article 20. In addition to these six (6) extra District-paid credit hours, a member may use their allotted tuition reimbursement hours to complete the required coursework and may request from the District advancement of tuition credit hours from a subsequent year if necessary to complete this training. All credit hours accumulated as a result of retraining may be used for salary advancement.

3. Seniority shall be determined from the first date of actual service for required duties in a regular position. Service in an athletic or activity position, or one in which trade time (not compensatory time) was exercised, shall not be counted as first date of service. Members who were under contract (as distinct from an employee agreement) in a temporary position (as distinct from a regular employee contract) and were then employed in a regular position without a break in service shall be allowed to have seniority begin from the first day of actual service in that contracted temporary position. Approved leaves of absence will not be considered as interruptions in service, and the actual year of leave will be counted as a year of service. Seniority is retained if a severance of employment and a break in service are due to layoff. If two (2) or more members are found to have equal seniority and competence, the member to be laid off will be determined by lot. The District shall provide a full seniority list to the Council each year. Additionally, the District and the Council shall meet annually to review the seniority list for all newly hired members. The District and the Council shall draw lots for all new members, including temporary members, that have the same first date of actual service and this lot number shall remain for the duration of continuous employment with the District.

B. Recall Procedure

1. The definition for the date of layoff shall be the last day of actual service in

the contract year, not counting days in an athletic, department chair, or other extended contract assignment. Members who arrange to trade the last day of actual service at the end of the year for a later date shall not be considered to have a layoff date later than the regularly scheduled last date of actual service.

2. Members shall be recalled by reverse order of layoff to positions they are qualified or deemed competent to fill when an opening occurs in the license group(s) from which they were laid off, if they held at the time of lay off the proper endorsement(s) and license(s) and are deemed competent according to criteria in Section A.2.
3. Notice of recall shall be sent via certified mail to the last address given to the office of human resources by the member. A member shall have ten (10) days from the date notice of recall was mailed to the last known address to notify the District of their intent to return. The member must report on the starting date specified by the District, provided the reporting date is at least twenty (20) calendar days from the date the notice of recall was received. A member who has been laid off may refuse one (1) job offer without loss of recall rights. Failure to notify the District of intent to return or to return to work within the time limits shall be considered the resignation of said member.
4. Members who are laid off from the District shall be eligible for recall as outlined above for a period of twenty-seven (27) months after the effective date of their layoff unless they:
 - a. Resign. In such event, a written resignation shall be sent to the District.
 - b. Fail to return when recalled as described above.
5. Members recalled according to contract language shall not be considered involuntarily transferred.

C. Layoff Benefits

1. The member who is laid off will receive all months of pre-paid insurance due to them at the time of layoff. The member is eligible for COBRA health coverage as per Article 29.1.
2. All benefits to which a member was entitled at the time of their layoff and to which members are currently entitled will be restored upon their return to active employment, and the member will be placed on the proper step of the salary schedule for the member's current position according to the member's experience and education.

3. Notwithstanding any other provision in the Agreement, no vacancy in the new or former bargaining unit position will be filled until the procedures in this Article have been complied with.

ARTICLE 12
LICENSE FOR CONDITIONAL ASSIGNMENT (LCA)

- A. A License for Conditional Assignment is required when teaching out-of-field under any of the following circumstances:
1. Teaching at any grade level not held on the underlying license;
 2. Teaching more than ten (10) hours weekly in one subject-matter area without the appropriate subject-matter endorsement;
 3. Teaching two (2) or more subject-matter areas not held on the underlying license for any amount of time; or
 4. Moving from one licensure area to another, such as moving from teaching to school counseling or administration.
- B. An application for a License for Conditional Assignment will follow the guidelines pursuant to (ORS 584-060-0250).
1. The District agrees to discuss the possible misassignment, including the TSPC requirements for the LCA, with the member before sponsoring that member for the LCA.
 2. The District shall apply for an LCA by October 31 for the fall term or otherwise within two (2) weeks after the assignment has begun.
 3. The District will agree to provide professional assistance specific to the assignment for the educator during the first year of the conditional assignment.
 4. The member will pay the application fee for the LCA.
- C. The District and the member will meet annually to review progress and requirements for the next phase. In the event that the member does not complete required progress or does not wish to continue pursuing the LCA, the District shall transfer the member to a position for which they are fully endorsed. If no such position exists, the member will be subject to provisions of Article 11 Reduction in Force.
- D. In addition to the hours provided in Article 20, the District will pay tuition at a rate not to exceed the Portland State University resident graduate tuition in effect at the time the course is taken, provided that it is required by the LCA. This will continue until the endorsement or authorization is earned or the LCA ends. The District will pay the cost of tests required by the LCA.

- E. The LCA is not a stand-alone license. The underlying license must be kept current in order for it to remain active. The District shall send a notice ninety (90) days prior to the due date for their licensure reminding the member of this timeline.

ARTICLE 13 SICK LEAVE

A. Sick Leave

1. A total of fourteen (14) full working days per year, with full pay, shall be allowed each full-time member as current annual sick leave. The fourteen (14) days will be prorated for part-time members. The fourteen (14) days will be prorated for members whose service begins after the start of the contract year. Such current sick leave shall accrue to the member on the first regular work day of each school year, and members shall be allowed unlimited accumulation of sick leave. Members may use accumulated sick leave for any reason set forth in the Oregon Sick time statute (ORS 653.601 *et seq.*).
2. Retirees shall receive sick leave benefits consistent with the language in Article 1 of this agreement.
3. Members on extended contracts, in addition to the fourteen (14) days of sick leave per year, shall receive an additional sick leave day for each additional eighteen (18) days worked, not to exceed sixteen (16) sick leave days accrued per year.
4. When a principal believes a member is showing a questionable pattern of absences, the member shall, at the request of the principal, provide an explanation about the pattern. If the pattern continues, verification from the member's treating health care professional supporting the explanation about the pattern of absences may be required from the member.

A granting of sick leave in excess of five (5) consecutive days of absence may be verified, at the District's discretion, by a written statement from the member's attending physician or practitioner that injury or illness prevents the member from working. If the absence is extended over successive pay periods, these verifications must be submitted on a regular monthly basis, or worded by the physician in such a way as to indicate the length of absence. Those individuals, who for religious reasons do not employ the services of a medical physician, shall furnish such other proof as may be required by the employer.

5. Members shall receive notice of accumulated sick leave on their monthly pay statement.
6. Exhausted Sick Leave
When a member has exhausted allotted sick leave days, the member will lose only the amount of salary that the District would have to pay a substitute member whether or not a substitute is actually required. These costs are limited to salary, FICA, Workman's Compensation, PERS

contribution from management and unemployment. This allotment is not to exceed seven (7) days.

7. The District will report all unused accumulated sick leave hours to PERS to be used for the computation of a retiring member's PERS benefits.
8. Upon proper verification, members shall be allowed to transfer in all accumulated sick leave from the most recent employing Oregon District. The transfer of additional unused sick leave earned in other Oregon Districts shall also be accepted upon member verification to the satisfaction of this District. The transfer of all sick leave into this District shall not be effective until the member has completed thirty (30) working days in this District. The District and Association shall mutually agree on a method of collecting donations to the sick leave bank.

B. Injury Leave

If an absence is necessary because of injury incurred while performing their regular duties, the member shall be granted up to their accumulated sick leave with full pay and benefits. If the member receives time loss pay, the member's paycheck and sick leave shall be adjusted to reflect the time loss payment. The combination of worker's compensation benefits and paid sick leave cannot exceed the member's regular compensation.

C. Sick Leave Bank

1. On or before October 31 of each year, each member may contribute either four (4) hours or eight (8) hours of their accumulated sick leave to a common bank, if needed to restore the balance of the bank. Annual contributions shall be limited to the number of days necessary to bring the bank to a level of one and one half (1 ½) days (twelve (12) hours) per member on a first come first served basis. If the bank's balance is 750 hours or less by March 1, members shall have a second opportunity to contribute to the bank through March 15. Such contributions are irrevocable. Participation in the bank shall be voluntary. Members who have not participated previously shall be permitted to contribute during the annual open enrollment period. The District and the Association shall mutually agree on a method of collecting donations to the sick leave bank.
2. Criteria to grant leaves from the Sick Leave Bank:
 - a. The member must have used all of their accumulated sick leave.
 - b. The member has also used the seven (7) exhausted sick leave days in which the member will lose only the amount of salary that the District would have to pay a substitute as written in Article 13.A.7.
 - c. The member must obtain a doctor's (M.D. or D.O.) statement

verifying that a debilitating illness or injury exists which prevents the member from performing the duties of their job for more than ten (10) days.

- d. There must be sufficient days in the Sick Leave Bank to cover the request.
 - e. A member is limited to receiving sixty-eight (68) full or partial days during a twelve (12) month period from the sick leave bank.
 - f. District records show that the member has exhausted their accumulated sick leave, personal leave and exhausted sick leave provisions of the Article 13.A.
 - g. The member is not absent due to a parental leave.
 - h. If the member is eligible under PERS disability, workers' compensation, or the District's long-term disability insurance, the member may access only partial sick leave days up to sixty-eight (68) partial days, such that the total of sick leave and disability payments does not exceed the member's normal daily rate, unless accessing the sick leave bank would result in a reduction in disability payments.
3. If the request is approved, the Committee shall notify the District office, and subsequent days of absence due to the illness or injury, including the first seven (7) days of illness or injury, if the member's accumulated sick leave was not available for those days, will be charged to the bank until further notice.

4. Procedures for Committee Members:

Grants from the Bank will be determined by the Sick Leave Committee. This Committee will be comprised of three (3) licensed staff members appointed by the representative council of the GBEA. Members who wish to apply for sick leave bank benefits should contact the president of the Gresham-Barlow Education Association (GBEA). Inquiries to the human resources office shall be referred to the president of the GBEA.

D. Records

The District shall keep accurate records of leave accumulated by the Bank and of sick leave used by the Bank. These records shall be available at all times for review by the committee members and the Council. Annually the District shall notify the Council in writing of the accumulated days and days charged to the bank that school year.

ARTICLE 14 PAID LEAVES

A. Personal Leave

1. When a member is absent because of personal business, and the absence is not covered by any other leave, the District will allow the member three (3) days of personal leave, per year.
2. A maximum of ten percent (10%) of licensed staff in any building or no less than two (2) licensed staff members may use personal leave on the day before and/or after a holiday or break period as long as the member provides five (5) days notice. In emergency situations the prior notice and the ten percent (10%) limit shall not apply.
3. Requests for personal leave will be given to the principal or other immediate supervisor at least twenty-four (24) hours in advance of taking the leave whenever possible.
4. Members shall be reimbursed for personal leave days paid at the sub rate per unused day by June 30.

B. Bereavement Leave

1. A member of the bargaining unit who is absent because of death in their immediate family or household shall be permitted an absence of up to five (5) days with pay. A member may use any accumulated leave or unpaid leave to cover up to five (5) additional days of bereavement in accordance with Oregon law.
2. "Immediate Family" (to include in-law and step-relatives) shall be interpreted to mean spouse, domestic partner, children, child of domestic partner, parents, parent of domestic partner, grandparents, grandparent of domestic partner, siblings, or grandchildren. It shall also include any other persons who are members of the member's household or who are dependent upon the member for a major portion of their support. In any instance not covered in this definition, when unusual circumstances indicate, a written application may be made by the member to the Executive Director of Human Resources and may be approved on a case by case basis.

C. Funeral Leave

The member of the bargaining unit shall be permitted an absence of up to eight (8) hours, per year with pay, to attend the funeral of a friend or relative. When a substitute is required, a member must take either a half or full day, consistent

with the Substitute Management System. If a sub is not required, the member must take the leave in blocks of not less than two (2) hours.

D. Emergency Leave

Each member shall be eligible for emergency leave with pay and may be granted such leave upon approval of the Superintendent/designee. The District may use a person's absence history and historical use of personal leave as factors in granting emergency leave with pay. No emergency leave will be approved until applicable paid leaves have been exhausted. Upon denial of this leave, reasons shall be furnished upon request of the member within one (1) week.

E. Excused Absence

Excused absence with pay, occasioned by inability to reach the place of employment because of flood, storm, terrorism, crisis and acts of nature, may be granted when, in the judgment of the Superintendent/designee, every reasonable effort has been made to anticipate such an emergency and to make the necessary arrangements to be available for work.

F. Professional Leave

Members may attend educational meetings and/or activities during school time without loss of pay or other privileges if the importance of the meeting is agreed upon by the District. The educational meeting must mutually benefit the member and the District.

The District reserves the right to recall members scheduled for professional leave. Members recalled with less than twenty-four (24) hours' notice shall be compensated with one (1) hour of pay or compensatory time at the member's choice.

Members utilizing their individual professional development funds per Article 20 shall not be recalled.

G. Jury Duty Leave

If a member is summoned to serve on a jury, the District shall grant the member permission to serve, without loss of his regular salary, provided that if the member receives a fee for these services, the fee shall be submitted to the District business office. The member shall retain all monies collected for mileage and expenses while on jury duty.

H. Military Leave With Pay

All periods of annual active duty for training as a member of the National Guard, National Guard Reserve, or of any reserve component of the Armed Forces shall

be in accordance with ORS 408.290.

I. Legal Leave

1. The District will grant up to three (3) days of a legal leave with full pay in the event a member is subpoenaed or summoned to appear in a legal proceeding in which the member is not the plaintiff.
2. The member will give as much advance notice as possible of intended use of legal leave and will provide the District human resources office with a copy of the subpoena or summons.

ARTICLE 15 UNPAID LEAVES

A. Provisions for All Unpaid Leaves

1. A member returning to the District after a leave without pay will receive all accumulated benefits to which other members are entitled and will be reassigned to the same or similar position in the same school and division(s), except that they will be subject to the same staff reduction and reassignment policies and procedures as other members during the duration of the leave in accordance with Articles 10 and 11.
2. Notification of intent to return to active employment the next school year or written request to extend the leave for the following school year must be sent to the human resources office by March 1. A request to extend a leave that is received after March 1 will be forwarded to the Superintendent.
3. A member of the bargaining unit on an unpaid leave of absence may continue District insurance plans at member expense, subject to carrier limitations.
4. An unpaid leave shall not be considered a break in service.
5. A member who does not meet the qualifying requirements for FMLA/OFLA shall nevertheless be entitled to such leave but shall not be eligible for District paid insurance for any portion of the leave that is unpaid.

B. Association Leave

The District shall grant a two (2) year unpaid leave of absence to any member elected to one (1) of the five (5) major executive positions in the OEA or one (1) of the five (5) major executive positions in the NEA. Extensions up to two (2) additional years for a member continuing to serve in this capacity may be approved by the District upon request by the Council. The Council shall provide the District with a list of those positions. Request for such leave shall be made at the time a member accepts nomination of one (1) of those positions. No less than six (6) months prior to the conclusion of the member's term of office, they shall notify the District in writing of their intention to return to the bargaining unit at the conclusion of their term in office. The District shall file the necessary paperwork required by PERS to assure that the member does not experience a break or termination of PERS covered service as a result of the authorized unpaid leave. The parties believe that such leave assists the Association to carry out its statutory duties as the exclusive representative and bears a direct relationship to labor-management relations between the Association and the

District.

C. Council Leave

A leave of absence of up to one (1) year shall be granted to any member upon written application for the purpose of serving as an officer of the Council or on its staff.

D. Family and Medical Leave (including Parental Leave)

1. A leave of absence without pay shall be granted to members upon request of the member, for up to one (1) year and in accordance with FMLA/OFLA regulations for the following reasons:
 - a. The birth of a child and to bond with the newborn child within one (1) year of birth.
 - b. The placement with the member of a child for adoption or foster care and to bond with the newly placed child within one (1) year of placement.
 - c. A serious health condition that makes the member unable to perform the functions of their job.
 - d. To care for the member's spouse, son, daughter or parent who has a serious health condition.
2. The member may take leave or make their resignation effective at any time. The member shall give the District written notice at least thirty (30) days prior to leaving, except in extenuating circumstances.
3. In that notice, the member must inform the District in writing of their intention to do one of the following:
 - a. Return for the balance of the school year: a member on said leave should give the supervisor notice of returning date at least four (4) weeks prior to returning.
 - b. Return the following school year: a member on said leave desiring to return to service during the next school year shall notify the Superintendent in writing by March 1, stating a desire to return.
4. Failure of a member to return on the date provided to the District, or to make alternate arrangements with the District, consistent with (3.a) and (3.b) above, shall be considered a resignation from service.
5. With the exception of parental leaves, members shall use accrued sick or personal leave in accordance with FMLA/OFLA in that order unless otherwise designated by the member.
6. A member on parental leave, at their discretion, shall be entitled to utilize any accrued sick leave or other compensatory leave, paid or unpaid,

during the parental leave as allowed by law. Exhausted sick leave provisions (Article 13, section A.7) are not eligible to a member receiving parental leave. The District shall not require the member seeking parental leave to utilize any accrued leave during the parental leave. Members on parental leave are not eligible for the sick leave bank per Article 13, section C (2) g.

7. Members shall provide the District with thirty (30) days written notice in advance of parental leave, when possible.

E. Paid Leave Oregon

1. Members will be able to access Paid Leave Oregon (PLO) through <https://frances.oregon.gov/> or the current PLO website as long as the program is available from the state.
2. Members may choose to use their accrued leaves in any order they choose up to a full day (sick, personal) to supplement PLO or decline to do so.

F. Military Leave

Military leave without pay shall be granted in accordance with state and federal law. Additionally, members may use any accrued paid leave up to ten (10) days for any qualifying exigency as defined in the FMLA.

G. Other Unpaid Leaves

1. Leaves of absence without pay are granted at the discretion of the District and may be granted by the Superintendent or designee for the following reasons:
 - a. approved study
 - b. approved travel
 - c. teaching experience
 - d. health/medical
 - e. professional experience
 - f. political activity
 - g. religious activity
2. In order to receive consideration by the Superintendent or designee the following conditions must be met:
 - a. Request for leave must be submitted in writing to the Superintendent or designee on or before March 1 of the school year prior to the school year for which the leave is requested. Unpaid leave requests submitted after March 1 will be forwarded to the Superintendent or designee for consideration.
 - b. The request shall include the reason for the leave, the date the leave is proposed to commence, and the date the member would

resume their duties. In the case of leave requests for study, travel, teaching or professional experiences, proposed plans of activities and goals should be included.

3. A member of the bargaining unit returning to the District after a year of leave without pay will be granted an increment of salary if the member and District have mutually agreed, prior to the commencement of leave, that credit will be given for the year in which the member was absent.

H. Short Term Leave (More Than Ten (10) Days)

1. A member wanting to secure an unpaid leave of absence for a period of more than ten (10) consecutive teaching days, but less than one (1) year shall request the leave in writing, to the human resources office, at least sixty (60) days in advance of the effective date of leave. This advance notification may be waived by the Superintendent or designee based upon individual circumstances.
2. If the member is authorized to take a leave of absence without pay, that member will have deducted, in addition to their daily rate of pay, 1/365, of the annual insurance benefit specified in Article 29 for each day of leave.
3. Any extension of an unpaid leave must be submitted as early as the need is known, but for leaves granted for longer than sixty (60) working days, the leave extension must be submitted to the Superintendent, in writing, at least thirty (30) calendar days prior to the end of the original leave.
4. Members on leave shall not be required to provide any lesson plans beyond the first 10 days of leave. In addition, members will provide a description of general units of study, or suggested goals for the substitute teacher to allow them to plan appropriate lessons. Members on leave shall not be responsible for grading any student work.

I. Short Term Leave (Ten (10) Days or Less)

1. A member wanting to secure an unpaid leave of absence for a period of ten (10) days or less shall request the leave in writing, to the human resources office, at least five (5) days in advance of the effective date of leave. This advance notification may be waived by the Superintendent or designee based upon individual circumstances.
2. If the member is authorized to take a leave of absence without pay, that member will have deducted, in addition to their daily rate of pay, 1/365 of the annual insurance benefit specified in Article 29 for each day of leave.
3. The Superintendent or Executive Director of Human Resources may, at their discretion, authorize additional short-term leaves (ten (10) days or

less).

4. Members on leave shall be required to prepare all lesson plans. Members on leave will grade all student work upon their return to school.

ARTICLE 16 SITE COUNCIL

- A. Site councils shall be established and maintained at each school in conformance with state statutes and regulations. The duties of the school site council, as prescribed in ORS 329.704, shall be reviewed at the first site council meeting of the new school year. The principal or designee shall distribute a copy of ORS 329.704 to each member at the first meeting.
- B. A site council, in reaching decisions on matters within its responsibilities, shall not alter, amend or modify the Agreement.
- C. The site school council shall be composed of members, building administrators, classified employees, and parents or guardians of children attending the school, and the council may appoint representative(s) from the community at large. Members of each site school council not appointed by the site council shall be selected by direct secret ballot election of peers.

Employees may submit proposals and requests to the site council that are consistent with its statutory duties, via a building level process.

- D. Actions and decisions of the council will be in accordance with law, existing board policies and applicable collective bargaining agreements. The Superintendent and representatives from GBEA shall meet annually to discuss any issues pertaining to site councils. Unit members on site councils shall be given copies of the site budget and other public documents upon request.
- E. Site council members who must work outside of the regular workday shall be compensated at the hourly rate of thirty-five dollars (\$35) per hour, up to a total of forty (40) hours paid time. Without such payment, a council member will not be scheduled to do any work outside the regular workday unless the member individually agrees to such an arrangement.
- F. The participation or non-participation of members in a site council shall not be considered a subject for any unfavorable evaluation of member performance. No member shall be subject to discipline or dismissal as a result of participation or non-participation on a site council. Participation shall be voluntary.

ARTICLE 17
MANAGEMENT RIGHTS

- A. It is recognized that the employer has and will continue to retain the rights and responsibilities to operate and manage the school system and its programs, facilities, properties and activities of its members except as limited by this Agreement.
- B. Without limiting the generality of the foregoing (Paragraph A) it is expressly recognized that the District's operation and managerial responsibility includes:
1. The right to determine location of the school and other facilities of the school system.
 2. The determination of the financial policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures and public relations.
 3. The determination of the management, supervisory or administrative organization of each school or facility in the system and the selection of members for promotion to supervisory, management or administrative positions.
 4. The maintenance, control and use of the school system properties and facilities.
 5. The determination of safety, health, and property protection where legal responsibility of the employer or other governmental unit is involved.
 6. The right to enforce policies, rules and regulations now in effect and to establish new policies, rules and regulations from time to time not in conflict with this Agreement.
 7. The direction and arrangement of all the working forces in the system, including the right to hire, suspend, discharge or discipline members and the creation, combination, modification or elimination of any teaching position.
 8. The determination of the size of the working force, the allocation and assignment of work to members (except that the District agrees not to assign a bargaining unit member to evaluate another licensed member), the determination of policies affecting the selection of employees, and the establishment of quality standards and judgment of employee performance.
 9. The approval and authorization of the processes, techniques, methods and means of teaching, and the subjects to be taught.

10. The right to schedule classes and assign workloads and to approve and authorize textbooks, teaching aids and materials.
- C. The management rights enumerated herein shall be subject to the other terms of this Agreement.

ARTICLE 18
SAFE WORKING CONDITIONS

A. The District will provide a safe and healthy working environment by complying with state and federal laws and regulations pertaining to workplace safety. The District and the Association agree to work together to promote safe working and learning conditions.

B. Building/Environmental/Communicable Disease Issues

1. When District administrators are aware of situations where members are likely to be exposed to serious, contagious diseases and illnesses, or environmental hazards, the District shall inform members of such exposure unless confidentiality laws prevent it from doing so. The District will communicate to members recommendations they receive for mitigating the exposure.

Within ten (10) days of a request, the District shall inform the affected staff members and GBEA of their plan to remedy the problem.

The District shall comply with all state and federal OSHA requirements to post notice when non-routine cleaners, paints, sealants, and other chemicals are to be used at the worksite and shall take all reasonable steps to post such notices.

2. In the event of a communicable disease outbreak that creates a change to one or more mandatory subjects of bargaining, the District will negotiate with the Association in accordance with ORS 243.698.

C. Building Safety Committee

A Safety Committee shall exist at every building site consistent with state and federal statutes. A member, or a Building Representative on behalf of the member, may present an item to the building safety committee, in accordance with all applicable laws. Reports from Building Safety Committee will be forwarded to the District Student Discipline and Safety Committee.

The Building Safety Committee will identify and/or review workplace safety concerns including but not limited to environmental issues, disaster threats, and security, that presents a potential school safety concern.

D. District Student Discipline and Safety Committee

The District Student Discipline and Safety Committee will have oversight over workplace safety concerns including but not limited to environmental issues,

disasters and threats, security, and member support in discipline and safety issues.

The Committee will be comprised of up to five (5) members appointed by the GBEA Executive Council, up to five (5) members appointed by the OSEA, and up to five (5) members appointed by the District.

The committee will meet at least quarterly. The GBEA, OSEA, and the District may bring issues to the committee for consideration. The Student Safety and Discipline Handbook shall govern safety procedures for the duration of this agreement. Any changes recommended by the committee will be forwarded to the GBEA and District bargaining teams for their review and approval before inclusion. The contents of the Student Safety and Discipline Handbook shall not be grievable.

Items the committee shall discuss quarterly include standard response protocols, room clear procedures, student behaviors that resulted in staff injury, safety/protective equipment, and building safety and environmental procedures.

The committee will review building referral data, facility/grounds concerns, room clears, student and staff incident reports and any other data reported by the building Student Conduct Committees and Safety Committees.

E. Safety Appeal Process

In the event a member feels a safety or discipline procedure is not being followed, a member, or a GBEA Representative on behalf of the member, may register their concern to their principal or supervising administrator. If the concern is not resolved at this level, the member may appeal to the Superintendent. If the concern still remains unresolved, the member will be provided an opportunity to have their concern heard before the school board.

F. Personal Property

Members whose personal property is stolen or vandalized while on school premises may submit a claim for restitution or repair costs. Such submission shall be after the member has submitted the matter to their own insurance company. The amount of the District restitution will be limited to the deductible amount for the member's own insurance. Determinations as to the amount of restitution or repair will be determined on a case-by-case basis by the administration. Members shall not be held responsible for the personal property of students.

G. Disability and Workers' Compensation

Upon request, or as required, by an individual member, the District will provide

information about disability or workers' compensation claims and procedures. However, the District will not offer advice on the merits of the claim, nor will the District assist in the completion of the member or physician required documents.

H. Medically Fragile Students

The District will establish training and protocols designed to provide for the care and safety of medically fragile students (e.g. feeding, diapering and/or toileting of students) while taking into consideration the limitations of staffing and facilities as well as liability concerns for the District and staff. The District will strive to provide more than one staff for personal hygiene services for students covered by this section.

ARTICLE 19 REQUIRED WORKSHOPS

When members are required to complete trainings or workshops, time will be allotted during the workday that does not reduce member-directed, uninterrupted preparation time. In the event a member must complete the aforementioned activity outside of their regular eight (8) hour work day, the District will pay the fees for that training as well as paying each member their personal hourly rate of pay for the time required beyond the regular eight (8) hour workday. Should a member have permission from their principal not to attend a required workshop, they will be responsible for making arrangements to receive the training in question through an alternative method without compensation, and will be responsible for the cost of obtaining the required training and will not be eligible for reimbursement. Members are not required to participate in unpaid voluntary committees, nor required to attend unpaid voluntary workshops such as AP or AVID summer training.

ARTICLE 20
TUITION REIMBURSEMENT/PROFESSIONAL DEVELOPMENT

A. Tuition Reimbursement

1. Each full-time member will be eligible for up to six (6) quarter credits of tuition reimbursement annually. Coursework that is applicable to a member's current or future positions, licensure, or relates to school or District goals will be considered. Hours may accumulate during the term of the contract. The dollar amount available to a member will be electronically accessible as tuition reimbursement requests are processed. A member who resigns or whose employment has been terminated (excluding members who are laid off) will not receive tuition reimbursement for the summer of that calendar year. Members who work less than full time will have tuition benefits prorated. Members hired during the life of the contract shall have tuition benefits prorated.
2. Tuition reimbursement shall be up to the Portland State University Oregon resident graduate rates. Classes taken at other institutions at higher rates will be reimbursed as if the classes were taken at Portland State University.
3. In addition to the credits allowed in Section A, members may be granted up to nine (9) additional hours over the life of this agreement for course work in District-identified needs or special projects (programs). Courses that extend beyond a quarter may be approved by the District. A member who receives an incomplete in a course must request an extension from the District.
4. A member receiving tuition reimbursement shall be entitled to both employer reimbursement and veteran's benefits.
5. District-Paid

If a member wishes to have prepaid tuition, the member must obtain approval from the District at least five (5) business days in advance of the regular college registration or workshop where credit is offered or conference held on non-contract time for which credit is offered. Verification of completion of the course shall be by documentation submitted to the Executive Director of Human Resources. If such verification is not submitted within thirty (30) days of the end of the term in which the course was taken, the amount of the tuition prepayment may be deducted from the member's next paycheck. Members who are delinquent in submitting grade slips will not be eligible for prepaid tuition for the duration of the contract.

Members may take the class without credit and still receive prepaid tuition.

6. Member-Paid

If a member pays tuition directly for regular college registration or workshop where credit is offered or conference on non-contract time, and expects reimbursement for that payment, the member must submit to the Executive Director of Human Resources proof of payment and documentation showing successful completion of the course, within thirty (30) days of the end of the term in which the course was taken.

Coursework that is applicable to a member's current or future positions, licensure, highly qualified status or relates to school or District goals will be considered. Reimbursement will be made on the next paycheck, based upon the payroll cut-off date and the date of the submission of the request.

Members may take the class without credit and still receive reimbursement.

7. The District may, at its discretion, extend tuition-reimbursed credit hours for members undertaking courses of study in shortage areas or in areas addressing District/school goals.

B. Professional Development

1. The member may choose to use the cash equivalent of up to three (3) of their credits per year for costs and expenses (including paid leave as necessary) of short-term training experiences and/or workshops occurring during the workday or those that do not offer credit as well as programs such as National Board Certification. The cash equivalent of the hours for professional development may accumulate during the life of the contract. Professional development opportunities that are applicable to a member's current or future teaching positions, licensure, highly qualified status or relates to school or District goals will be considered.
2. The member will submit a professional development request form to the District designee for pre-approval. The member will provide information for reimbursement and/or payment of costs and expenses associated with training experiences and/or workshops. Prepayment for professional development shall be made available by the District. If a member wishes to have prepayment, the member must obtain approval from the District at least ten (10) business days in advance of the registration deadline, with the exception of professional development events or workshops that happen between June 1 and August 31, in this case approval should be obtained 21 days prior to the last student contact day of the school year.

3. Any member requesting workshops on contract time will consult with the building administrator or program director to work out any schedule issues.
- C. Members may not use funds from Section B for activities/expenses covered by Section A.
- D. All members who receive materials/equipment as a result of this Article will retain ownership of the property.
- E. Any request for payment of tuition or workshop costs by a member will receive an electronic response from the District stating the status of eligibility and timelines of payment within ten (10) workdays.
- F. Members who pay the cost of a workshop or professional development shall be reimbursed within 30 days of their successful completion of their course and the submitting of required documentation.

ARTICLE 21
TRAVEL

- A. Authorized expenses shall be paid to the member of the bargaining unit. The member, with the approval of their department chairman or immediate supervisor, will submit, for approval, a statement of purpose and anticipated expenses to their building principal at least five (5) days prior to the trip. In cases in which local travel responsibilities are frequently required by the District, the member may seek from the building principal a blanket permission for mileage to be incurred.
- B. Authorized expenses for mileage will be compensated at the prevailing IRS rate. Other authorized expenditures, such as lodging and food, arising from participation in professional activities will be reimbursed by the District.
- C. All members of the bargaining unit will be provided Comprehensive Liability Coverage under the District's policy. This coverage will apply to any member of the bargaining unit who is traveling on approved school District business. The District policy will be secondary coverage to any policy held by the member. However, if the member is driving a District vehicle, then the District coverage is primary.
- D. Members of the bargaining unit who are required to use their own automobiles in the performance of their duties because they are assigned to more than one (1) school per day, will be reimbursed for all such travel at the prevailing IRS rate per mile for all driving done between arrival at the first location at the beginning of their work day and departure from the last location at the end of their work day.
- E. Members of the bargaining unit who are authorized by their principal or supervisor to use their own automobiles for school related activities shall be compensated at the prevailing IRS rate and will be provided liability coverage under the District policy. The school District policy will be secondary coverage to any policy held by the member. No member of the bargaining unit shall be required to use their own automobile to transport students.

ARTICLE 22 MENTOR PROGRAM

The District reserves the right to establish and discontinue any Member/Mentor Program.

Section 1 In-building Mentors

- A. Mentor positions, complete with job descriptions, shall be posted in the building of the mentee for no less than five (5) working days. Postings for the mentor positions may be posted in one or more schools as may be appropriate to secure a qualified mentor. A qualified mentor will be a member of the GBEA with a minimum of three (3) years of teaching experience and will possess the same or similar job responsibilities as those of the mentee. The District will consider grade level, curriculum area, prep times and building location. If more than three (3) members seek the same position, the District will use the requirements in the job description to screen candidates so it is not obligated to interview more than two (2) individuals per mentor position. This posting requirement will be waived in instances of Programs of Assistance for Improvement and Improvement Plans.
- B. No member shall be designated as a mentor unless willing to perform in that role.
- C. A mentor can only have one mentee except in unusual situations in which the District has determined only one mentor is qualified or available to work with two mentees. In that case the mentor will receive hourly compensation (thirty-five \$35) for each mentee.
- D. No mentor shall participate, at any level, in the evaluation of the mentee.
- E. The District will provide a qualified substitute for the mentor when necessary to fulfill mentor obligations as per State Department regulations and/or District guidelines. The District may, at its discretion, provide additional professional leave days to support the mentorship process.
- F. The District will specify in its job description the number of hours it will pay for performance of the required duties during the contracted days of each school year. The District will pay each mentor no less than (thirty-five \$35) for each hour spent per mentee in performance of the specified duties during the contracted school year. The District may offer hours of work at a different rate of pay for the time spent outside the contracted school year, but the bargaining unit member may accept or decline such work. The mentor is not precluded from submitting additional hours and being paid for them if the office of human resources authorizes payment. In the event that a mentor position is funded through the provisions of a special grant, but the grant allowance for pay is less than (thirty-five \$35) per hour, then the District will add the necessary funds to equal (thirty-five \$35) hourly compensation for the mentor.

- G. Professional Development Units (PDU) credit that are consistent with the member's professional development plan will be earned by each mentor and mentee.
- H. Although the mentor program is intended primarily for teachers new to the District, the District may offer a mentor for any member in the District. A member who is not new to the District may, without explanation or recrimination, decline the District's offer of a mentor. This language shall not prevent the use of peer assistance when appropriate.
- I. A mentor may resign at any time during the first two (2) months of the assignment by giving five (5) days notice. Mentors may submit resignations later in the event of: 1) an emergency, 2) an unplanned leave of absence, 3) irreconcilable differences with the mentee. The mentee, during the first two (2) months, may request from the principal a different mentor with five (5) days notice. The mentor in each instance shall be paid for hours completed.

Section 2 District-wide New Teacher Mentor Program

The District-Wide New Teacher Mentor Program is for members in their first or second year of teaching. The following requirements will apply:

1. All qualifying members will participate in the GBSD Mentoring Program.
2. All dates for events occurring outside of the members 8 hour workday will be provided at the new teacher in-service in August.
3. Mentees will receive an annual \$500 stipend for missing preparation times or lunch times for meeting with their mentors for a maximum of once per week.
4. Mentors will be prohibited from performing evaluations or providing information/evidence about evaluations to Administrators.
5. Members may be required to attend up to seven (7) evening events related to the District-wide New Teacher Mentor Program and shall be compensated for attendance at their hourly rate. Events shall be 90 minutes or less in length.
6. Any member who cannot attend an evening event shall strive to give 5-days' notice.

ARTICLE 23 WORK YEAR

A. Work Year

The school year for members shall not be less than one hundred ninety-two (192) days for returning staff or one hundred ninety-three (193) days for members hired new to the District. Members may be assigned up to three (3) days of work beyond the established 192/193-day work year. These three days are in addition to the 3 supplemental days listed in the remainder of 23.A. Members also may voluntarily agree to work additional days. If a member is assigned or agrees to work more than one hundred ninety-two (192) days, one hundred ninety-three (193) for new members, they will be compensated for the actual number of days worked based on the daily rate for their own contract. The extra day(s) will be attached to the calendar at the immediate beginning or the end of their established work year, unless the member agrees to other times.

The District will make accommodations for any member assigned to work days beyond the established 192/193 day work year who has scheduled a prior commitment that conflicts with the additional days before being informed of the extended work year. Notice for these additional work days will be given to all affected members between March 1 and March 15 of the preceding school year.

Elementary and Secondary Dual Language Immersion (DLI) core content classroom members, will be given three (3) supplemental days with pay immediately prior to the start of their established work year for curriculum planning, collaboration, and the coordination of assessments in cooperation with the building administrator. Any additional staff that are required to attend during these days shall be notified by March 15 and will be paid at their hourly rate.

All certified special education members working as certified special education staff including Certified Special Education Teachers, Speech Pathologists, Occupational Therapists, Physical Therapists, IST, Special Education Teacher on Special Assignment, Assessment and Evaluation Team and Behavior Team Members will be given three (3) supplemental days with pay immediately prior to the start of their established work year.

The work year shall include six (6) paid holidays, including Labor Day, Veteran's Day, Thanksgiving Day, Martin Luther King Jr. Day (MLK Day), President's Day and Memorial Day. If Juneteenth falls within a member's work year, it will be an unpaid, non-contract day. The parties will meet prior to drafting a proposed calendar to decide if the Statewide in-service day will be a non-contract day.

Summary of Work Year

Contracted Days	Elementary 192	Middle 192	High 192
Paid Holidays	6	6	6
Opening: Teacher Work Days	2	2	2
Opening: District In-service	2	2	2
Grading	3	3	2
Elementary Assessment	1	0	0
Curriculum and Instruction Days	6	0	0
Progress Reports/Standards Days	0	3	2
End-of-Year Teacher Work Days	1	1	0
Conference Preparation*	0	0	0
Parent Conference*	2	2	2
Total Contracted Non-Teaching Days	23	19	16

Total Potential Teaching Days	169	173	176
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Notes: Progress report time is scheduled in half (½) day increments.

*These days are based on the (07-08) conference schedule which include Fall and Spring Conferences and may change if the conference schedule is altered.

B. Proposed Calendar

The District will consult with the Council or its duly authorized representative prior to drafting a proposed calendar. The proposed school calendar shall then be submitted to the Council for review prior to the first reading by the Board. Changes to the school calendar after initial adoption shall be submitted to the Council for review prior to adoption by the School Board.

C. Inclement Weather/Emergency Closure

Attendance shall not be required when student attendance is not required due to inclement weather. If the Board requires students to make up instructional hours lost due to inclement weather, then the District and the Association will meet and confer on modifications to the calendar. All members shall be required to fulfill their regular duties on these days. When students are dismissed early due to emergency closure (e.g. loss of electrical power), members may be reassigned

for the remainder of the day or excused according to directions of the principal and District administration. No member will lose leave as a result of a school closure.

D. Crisis/Disaster Closure

A crisis or disaster is a situation such as earthquake, fire, flood, dangerous materials and/or other violent acts which force an immediate closure and/or a need for immediate evacuation of a building or dismissal of students. Staff will be dismissed if students are dismissed. However, in the event of a crisis or disaster that prevents some students from leaving the site following a school closure while classes are in session, adequate staff as determined by the administration and the emergency response plan will remain on duty to supervise students until they are able to depart safely. Required staff staying beyond their regular contracted work day shall be compensated minute-for-minute at their hourly rate.

ARTICLE 24 HOURS AND WORKLOAD

Statements in the Building Staff Handbooks do not replace or supersede contract language.

A. Workday

1. Length of Day

The principal shall identify the regular building hours for a building in the Building Staff Handbook. The principal may assign members to schedules that are different from the building hours in the following circumstances: (a) if a member voluntarily agrees to the modified schedule; or (b) if the modified schedule is implemented for a newly vacated and/or created position and included in the job announcement. The District shall not lay off a member for the purpose of creating a modified schedule position within the same license, endorsement, or level. A member may not be subjected to a District-initiated transfer into a position with a modified schedule. The regular building hours must provide staff a minimum of fifteen (15) minutes prior to student contact. A member's workday shall not exceed eight (8) consecutive hours. A half ($\frac{1}{2}$) day shall be defined as four (4) consecutive hours not including lunch.

All members shall have a flexible workday provided they are available fifteen (15) minutes before and fifteen (15) minutes after the scheduled school day, and provided they attend in-service sessions, staff meetings, scheduled meetings, meetings pertaining to student needs (see Section A.5) and are available for required duties. High School members attending an after-school IDEA meeting scheduled after school may flex their day up to student arrival.

Meeting language does not apply to Fridays following student dismissal. At the beginning of the school year members will give written notice to the principal identifying the daily start time and end time of their flexible day. Changes to the identified flexible day may be made by the member by giving written notice to the principal at least five (5) days in advance except in an emergency.

On occasion the principal or District may identify a day on which the members must work the regular work hours as shown in the Building Staff Handbook, or a member's established modified schedule, rather than their flexible workday. Except in an emergency, the principal/District will provide a draft calendar of these days at the beginning of the year with the understanding that the calendar can be modified by giving members a week's notice of the non-flexible workday.

On Fridays, the days immediately before holidays, or on days when there are required events after the school day for which members must return, members may leave following student dismissal. Fridays or days immediately before holidays which are in-service or assessment days, shall be considered regular workdays unless the principal excuses staff early.

a. Opening of School Days

There shall not be less than four (4) eight (8) hour in-service days at the beginning of the school year with one-half (1/2) of the time reserved for member work purposes. At least eight (8) hours of member-directed time will be scheduled as consecutive hours on one (1) day.

b. Early Release Days/Late Arrival Days

Early release and/or late arrival days for students may be designated by administration. The building principal, in consultation with District leadership, site council and staff at a building, will determine the training priorities for their staff on a yearly basis. On early release days, any planned in-service or staff development activities will not start until fifteen (15) minutes after student dismissal. On late arrival days, all activities will end fifteen (15) minutes prior to start of school. On such days, District-directed activities shall not exceed seventy-five (75) minutes at the elementary, eighty (80) minutes at the middle schools, and sixty (60) minutes at the high schools. These days set in the calendar will be District-directed for the purposes of professional learning and training or collaborative planning, preparation, and assessment. The early release/late arrival days immediately preceding Thanksgiving, Winter Break, and Spring Break; the third Wednesdays of September, the last Wednesday of October, the third Wednesdays of February and May, and the last Wednesday of June shall be member directed. At least an additional ten (10) early release/late start days per year shall be reserved for member collaboration time, during which members shall meet in administrator-established groups to support planning for content. Collaborative teams will generate activities for principal (or designee) approval that focus on instructional practices, curriculum alignment and development, standards or assessment. Collaborative teams will identify a designated space in which to work that allows for consultation with specialists and share their focus with building administrators. These days will be no more than seventy-five (75) minutes at the elementary, and the middle schools, and sixty (60) minutes at the high schools.

i. As long as the District maintains early release/late start time

as described in section (b) above, elementary members will receive six (6) non-student days for curriculum and instruction work throughout the school year. Five (5) of these days will be structured accordingly: with three (3) hours reserved for District professional development and four and one-half (4½) hours of member-directed preparation time. One of the curriculum and instruction days shall be scheduled during the month of September will be structured accordingly: four (4) hours reserved for district Professional development and three and one half (3 ½) hours of member-directed preparation time.

ii. As long as the District maintains early release/late start time as described in section (b), the first workday after winter break and the first workday after spring break will be student late arrival days reserved for member directed activities.

c. Alternative Schedules

The District and the Association agree to form a committee to review best practices around school schedules and the student learning day. This committee will generate proposals to review for possible implementation. The District may add representatives of other associations or stakeholders to this committee.

2. Student Assessment Days

Members shall have one (1) full day per report card for grading and member work purposes. In addition, members shall receive one-half (½) day for each progress report. At the K-8 level, one (1) full day shall be provided at the end of the year for grading and member work purposes. See Article 23.A.

Elementary members (K-5) will receive eight (8) hours of substitute time for assessment purposes each year. The time will be member-directed and can be worked off-site. The time may be taken as a full day or two half days. Members working less than full time will be granted proportionate sub time. In lieu of taking substitute time a member may elect to be compensated at the current substitute rate.

High School members (9-12) shall have no scheduled meetings during finals week with the exception of emergency meetings related to meeting IDEA deadlines. The District will direct SPED staff to avoid scheduling meetings during the student contact days of final exams week. If a meeting is necessary to meet deadlines or address student needs then it is allowable and members may be required to attend.

Full day grading may be performed remotely by members. Half day progress reports and conference day preparation may be performed remotely by members with administrator approval.

3. School Instruction, Assessment and Professional Learning Fund

The District will allocate no less than seventy-five thousand dollars (\$75,000) annually in additional compensation for members to use as authorized by the school principal following advisory recommendations from the site council.

4. Lunch Time

Members shall receive a continuous thirty (30) minute duty-free lunch period preceded by a five (5) minute duty-free passing time and immediately followed by an additional five (5) minute duty-free passing time.

5. Meetings within the Regular Workday

Meetings at which attendance is required of all members in the building will be scheduled within the eight (8) hour workday and be limited to two (2) per month. However, as long as the District maintains early release/late start time as described in Section A.1.b of this Article, there will be no such meetings outside of the District-directed early release/late start time.

6. Activities outside the Regular Workday

a. The District may assign members up to two (2) evening or afternoon activities involving parent contact, outside the eight (8) hour day. These activities will not be scheduled on the evening prior to a non-work day. Member time will be counted at no less than fifteen (15) minutes before the event begins and no less than fifteen (15) minutes after the event ends. These activities may be up to three (3) hours in length each. Compensation will be in minute-for-minute trade time or pay at a member's daily hourly pay rate. The member elects trade or pay.

b. Members who are authorized by administration and agree to participate in supervisory, professional or instructional responsibilities, other than those described above or those on the extra duty schedule, after the eight (8) hour day, will receive minute-for-minute compensation at the member's daily hourly pay rate.

c. Members who perform pre-approved curriculum work that is not part of their regular assignment shall be compensated at an hourly

rate equal to \$35/hour. In order for the curriculum rate to apply, curriculum work must be identified as such, offered on a voluntary basis and must be outside of the regular work day. The curriculum rate shall apply to the District- level development of prioritized learning standards, curriculum adoptions, unit plans, and assessments.

7. Conferences with Parents

Building principals, in consultation with staff, will develop a parent conference schedule for the school year. There will be fifteen (15) minutes of break time for each two (2) hours of conferences, time can be combined to create a longer meal break for conferences of four (4) hours or more. The combination of regular workday time and conference time shall not exceed twelve (12) hours per day and forty (40) hours per week. If the number of conferences needed cannot be accommodated within the conference schedule, then, by mutual agreement with their administrator, a member may schedule additional conference time at their daily hourly rate of pay.

Elementary teachers and Kindergarten members assigned one (1) section will participate in up to four (4) days per year of parent conferences. Full time kindergarten members assigned to two (2) half-day sections shall receive double the amount of elementary days for conferencing purposes. Middle school teachers will participate in up to four (4) days per year of parent conferences. The District may schedule eight (8) hours of parent conference time at the high school level twice yearly.

8. Structure of the Workday

Efforts will be undertaken by administration to elicit staff input regarding changes in the structure of the workday. Any change in the structure of the members' workday will be communicated to the Council at least two (2) months in advance of the implementation.

9. Itinerant Members

Itinerant members shall be defined as any member working in more than one (1) assigned building in the same day. Itinerant members shall work with their administrator(s) or supervisor(s) to establish regular work hours for a consistent eight (8) hour workday. An itinerant member workday shall include travel time appropriate for each required move with no reduction in guaranteed preparation or lunch time. Itinerant members will not be required to work outside of their pre-established eight (8) hour workday.

10. IDEA Meeting Compensation

- a. Notwithstanding Article 24, section A.6.b of this agreement, prior administrative approval will not be necessary in order for a licensed staff member to work up to sixty (60) minutes beyond their regular eight (8) hour day when such work is being performed in the context of an IDEA meeting.
- b. Such work beyond the regular day will be deemed authorized when the group attending the IDEA meeting determines that it is in the best interest of participants to continue the IDEA meeting for a period not to exceed sixty (60) minutes instead of having to reschedule the meeting.
- c. Any work performed outside the eight (8) hour day will be compensated at their hourly rate. Special Education teachers and the general education teacher-of-record (TOR) shall be required to stay for the duration of the meeting, up to fifteen (15) minutes beyond the end of their workday with at least 10 calendar days' notice of the meeting. These members may flex their start times on these days without notice. High school members may flex within the fifteen (15) minutes of the start of the student day on these occurrences. Meetings are required to be scheduled to begin within ten (10) minutes of student dismissal. Members who have a scheduling conflict that prevents them from extending their workday shall work with their supervisor to determine a mutually agreeable solution.
- d. Prior administrative approval will still be required to authorize payment for attending an IDEA meeting more than sixty (60) minutes beyond the regular eight (8) hour day.

B. Daily and Weekly Preparation Time

1. Elementary Schools (K-5)

Elementary teachers will receive a minimum of five hundred and twenty-five (525) minutes weekly. Three hundred (300) minutes of that five hundred twenty-five (525) will be member-directed and uninterruptible. Within the five hundred twenty-five (525) minutes, each elementary member will receive a minimum of twenty-five (25) minutes of uninterruptible preparation time during the student day on the non-early release/late arrival days. Blocks of fifteen (15) minutes or less during the student day are not to be counted for purposes of meeting the five hundred twenty-five (525) minutes requirement of prep time.

2. Middle Schools (6-7-8)

Middle school teachers will receive a weekly minimum of three hundred (300) minutes (includes planning and preparation activities and conferences) within the member work week and at least one (1) daily uninterrupted prep period during the student school hours. Blocks of fifteen (15) minutes or less during the student day are not to be counted for purposes of meeting the three hundred (300) minutes of prep time. Up to four (4) times per year, scheduling may necessitate the loss of the daily prep period.

3. High Schools

For as long as the 2004-05 block schedule is maintained, each member will receive a guaranteed daily member-directed, uninterrupted preparation period of eighty-three (83) minutes within the student contact day. For as long as the eighty-three (83) minute schedule is maintained, members may be required to participate in District-assigned meetings/work, for up to one-half of the preparation period, but no more than four (4) times per month. If the 2004-05 schedule is changed, in no case shall members receive less than a total of three hundred seventy-five (375) minutes of weekly member-directed, uninterrupted prep time. Part of the three hundred seventy-five (375) minute prep time will consist of at least one (1) daily uninterrupted member-directed prep period of no less than forty (40) to fifty (50) minutes during each student contact day. In the event of a two (2) hour late start due to weather, periods will be no less than thirty-two (32) minutes each. Blocks of fifteen (15) minutes or less are not to be counted for purposes of meeting the minutes of prep time.

4. Extra Duty or Building and District-level Activities

Members who, on occasion, miss all or part of their guaranteed preparation time as a result of activities associated with compensated extra duty assignments shall not be due additional compensation or preparation time.

Members who miss guaranteed preparation time as a result of full day building or District level activities shall not be due additional compensation or preparation time. Members missing preparation time due to partial day activities will be compensated for their loss or provided equivalent preparation time.

5. Members case managing students with disabilities who require an IEP shall have:

- a. Have two (2) hours of member-directed case management time per week within the student contact day with no reduction in

guaranteed preparation or lunch time at the elementary level.

- b. Have one (1) class period of member-directed case management time per day within the student contact day with no reduction in guaranteed preparation or lunch time at the middle and high school levels.
 - c. Not be required to supervise students during preparation, case management time, and duty-free lunch.
 - d. Case managers assigned to a Structured Skills Center or Adult Living program will receive case management time as described in Section B.5.a.
 - e. All licensed Special Education staff who case-manage shall receive five (5) release days for self-directed workload completion. The five (5) days will be prorated to four (4) for the 2024-25 school year. Release days will not carry over from year to year. Release days may not be taken consecutively. Staff may work remotely.
6. Principals will work with 504 case managers to ensure they have identified non-student contact time during the student contact day to complete the required paperwork and other necessary job duties. Section 504 case managers may request accommodations from their administrator such as release time or additions to time worked for the purposes of completing case management responsibilities.

C. Workload

1. Elementary and Middle School

Daily student contact time shall not exceed five (5) hours and twenty-five (25) minutes.

2. High School

Daily instruction time shall not exceed three hundred (300) minutes. Members who agree to accept additional instructional time responsibility beyond the daily limit will be compensated at the rate of sixteen-point six percent (16.6%) of the member's daily base rate of pay.

3. Duties in Lieu of Teaching

Members may be assigned duties during the student contact day in lieu of a regular teaching assignment, subject to the time limits of this Article. However, members may be assigned duty during assemblies or special

schedules for only the duration of the event.

4. Reasonable Schedules

The administration will take efforts to ensure that no member's combined instructional and duty schedule is unreasonable (e.g. does not afford opportunity for restroom breaks) and will attempt to resolve satisfactorily concerns which members may raise. Members whose concerns are not satisfied at the school level may appeal for consideration at each administrative level up to and including the Superintendent.

Principals will work with counselors to ensure they have identified non-student contact time during the student contact day to complete the required paperwork and other necessary job duties.

D. Class Size/Student Load/Case Load Committee

1. The District and ECBC agree that the student-member ratio is an important factor in maintaining quality education and agree to establish a class size/student load committee to address concerns from members or administrators regarding class size issues.
2. A member who believes their class size/student load is excessive compared to other members in the District may discuss the situation with the principal. If not satisfied with the response at this level, the member may discuss the matter with the assistant superintendent and may suggest option(s) for the District's consideration. The member, upon request either to the Association representative or to the assistant superintendent, will have their concern addressed by the class size committee within twenty (20) school days of making the request and providing information the committee may require.
3. The Association president shall be provided with a District print-out of class size and/or student load/case load by school and by individual class by the end of the third full week of school and by the end of the third full week of the second semester of each school year.
4. By the end of the third full week of school each year a class size/student load/case load committee of three (3) members appointed by the Association president and three (3) administrators will meet to review class sizes and student load/caseloads, consider options, and formulate recommendations to the Superintendent for consideration. The committee will meet as necessary to address concerns it receives from members or administrators. The committee will consider the following factors in deciding upon its recommendation(s):
 - a. The number of students in the class and/or the student load/case

- load
 - b. School and District class size/student load/case load averages
 - c. The number and characteristics of students with special needs (e.g., students with 504 plans, IEPs, and ELL).
 - d. The instructional level of the classroom (e.g., primary, intermediate, etc.)
 - e. The member's professional experience
 - f. The amount of instructional assistant time or specialist assistance provided
 - g. Other factors as suggested by the member
5. In situations where a class size/student load exceeds the level desirable, the committee will consider recommending the following options:
- a. Transfer/reassignment of students
 - b. Adding certified staff
 - c. Adding instructional assistant time to the classroom(s)
 - d. Development of split classrooms
 - e. Other options mutually agreed to between the members and administrators on the committee
 - f. Capping an individual grade level at a particular school and providing bussing for any additional student(s)
 - g. No changes due to financial/physical space/time limitations

E. Teaching Materials

Members shall have the opportunity to provide input to the principal concerning the acquisition and allocation of textbooks, instructional and assessment materials, supplies and equipment, whether through grade level, departmental or instructional team meetings. Instructional materials required to implement a program required by the District will be provided to a member before a member is required to implement the program. The District will provide time during the work day for training in new programs. If the use of technology or technological instruction is required by the District, the District will provide the equipment, software, the time during the work day for training, and technical support necessary to perform the duties. This time shall not reduce guaranteed member-directed prep time.

F. Substituting

1. Members may agree to sub during their prep time at their own hourly rate for other teachers on a voluntary basis.
2. Members supervising another teacher's class for the day when a substitute is not available will receive the entire sub pay. Compensation will be prorated for teaching less than the full instructional time. If more than one (1) member shares supervisory duties when a substitute is not

available, they will share the sub pay.

3. School Psychologists, Occupational Therapists, Physical Therapists and Speech-Language Pathologists may supervise classes only after every other reasonable option has been exhausted.

G. Equity Committee

1. If members at a site establish an equity committee with administrator approval and involvement, the District will compensate participating members \$35/hour, up to an amount previously approved by the district. This funding must not reduce general building level funds.
2. In an effort to support members who identify as Black, Indigenous, People of Color (BIPOC), or LGBTQ+ (as identified by Human Rights Campaign) the District agrees to identify resources to support and strengthen our affinity groups.

ARTICLE 25 SALARY

A. Schedules

The 2023-2024 salary schedule shall be increased by four and one half percent (4.5%) for the 2024-2025 salary year as described in Appendix A-1 and A-2.

The 2024-2025 salary schedule shall be increased by four and one half percent (4.5%) for the 2025-2026 salary year as described in Appendix A-3 and A-4.

The 2025-2026 salary schedule shall be increased by four percent (4%) for the 2026-2027 salary year as described in Appendix A-5 and A-6.

The schedules, attached as Appendix A-1, A-3, and A-5 will be for a one hundred ninety-two (192) day contract (one hundred ninety-three (193) day contract for new teachers). The schedules attached as A-2, A-4, and A-6 will be for a one hundred ninety-five (195) day contract (one hundred ninety-six (196) day contract for new teachers).

B. Salary Placement

No employee shall be placed on Step 1 of the salary schedule nor shall Step 1 be used in any initial placement calculation nor shall Step 1 be used in any initial placement calculation. Staff with prior experience who were hired in the years 2021-2022, 2022-2023, 2023-2024, and 2024-2025; will have their salary placement reviewed by Human resources and will be placed on the adjusted step. The new step placement will be their salary placement moving forward. Retroactive pay will not be included in this process.

The District may approve a monetary amount intended to defray the cost for a member to relocate to teach in this District if the member is moving from out of state. All such approvals would be made by the Superintendent/designee.

Speech Pathologists, School Psychologists, Occupational Therapists, Physical Therapists, and any other employees hired by the District in a position that includes Medicaid billing (not including Medicaid admin claiming) shall be placed on the NBPTS column of the salary schedule.

C. Previous Teaching/Experience Credit

Members newly hired by the District shall be given equal credit for previous teaching experience and education. For purposes of initial salary schedule placement, a year of credit will be granted only if the year of experience was

served in one (1) school year for a minimum of one hundred thirty-five (135) days on contract and was at half-time or more. Additionally, a teaching license must have been required to hold the position.

The District may grant additional steps for initial salary placement based on a member's relevant industry or non-teaching employment experience. For every two years of non-teaching experience, one year of salary advancement shall be given at a minimum. The Association shall be notified if any new member is placed on a step higher than their corresponding years of teaching or relevant experience.

D. Step Advancement

1. Members not at maximum salary will be moved one (1) step yearly during the term of this agreement.
2. Step advancement will be granted to those employees who have provided at least ninety (90) working days of service in the preceding school year. FMLA, OFLA, contractual, and other legally protected leaves will count toward the 90 working days.
3. Step advancement on the salary schedule may be withheld by the District for major deficiencies or where a member on a plan of assistance has been determined by the District to be making insufficient progress.

E. Members, either new or returning, may request a meeting with the Human Resources Director and present information as to hours or degrees not counted. If additional hours or degrees are counted, the change in placement will be retroactive only to the start of the current school year.

F. National Board Certification:

Members who complete the National Board Certification process shall be advanced to the farthest right column on the salary schedule. A member who fails to maintain National Board Certification shall be returned to the column reflecting their actual level of educational attainment, effective the pay period following the expiration of Certification. (For a member who does not have a Master's degree, the lowest possible placement will be the BA+45 column with the addition of 18 credits for the NBPTS process; for a teacher with a Master's degree, placement will be Masters plus actual number of credits earned, including 18 credits for NBPTS.)

G. Public Employees Retirement System (PERS)

The District will pick up and assume each member's six percent (6%) share of

their contribution to the Public Employees Retirement System, in accordance with ORS Chapters 238 and 238A. It is recognized by the District and the Association that the salary schedules have been reduced to reflect the District's annual contribution to the Public Employees Retirement System on behalf of each member. It shall be understood that at such time as it is no longer legal for the District to make such contributions, or at such time as the District and the Association agree to discontinue the PERS "pick-up" the salary schedule will be increased by six percent (6%) minus associated payroll costs. The full amount of the member's required contributions paid by the District to PERS on behalf of employees shall be considered "salary" within the meaning of ORS 238.005(26)(a) and ORS 238A.005(17)(b)(F) for the purpose of computing "final average salary" within the meaning of ORS 238.005(9) and ORS 238A.130, but shall not be considered "salary" for the purpose of determining the amount of required employee contributions. Pursuant to ORS 238A.335(2)(a) and through the term of this Agreement, the parties agree that employee compensation has been reduced in order to generate the funds needed to make these employee contributions; the employer will file any required notices with the Public Employees Retirement Board. The parties agree that this shall not constitute an assurance by the District that PERS will include member contributions in the calculation of final average salary and the District shall not be responsible for any contrary determination by PERS.

H. Salary Advancement

1. Movement across the salary schedule will be based on college credit hours earned subsequent to the bachelor's degree and approved in writing by the school administrator and Executive Director of Human Resources prior to enrollment in the course.
2. In order to be approved for salary advancement the course must have application to the member's assignments, licensure, or support the member's professional growth goal(s) or the District's or school's goals. Any course(s) that a member is taking for salary advancement must be pre-approved.
3. The college credit hours must be at the graduate level taken for credit and a grade (not for pass/no pass unless a practicum course) unless otherwise approved by the District. However, a member may choose a pass/no pass option for foreign language and/or computer courses at the graduate or under graduate level.
4. It is the member's obligation to request advancement from the human resources office, in writing, when they believe sufficient credit hours have been earned to qualify for it. The member is responsible for providing a current transcript, or grade slips, documenting the earned credit hours. Credit hours earned during paid contract time may be used for salary advancement purposes.

5. For purposes of movement on the salary schedule, previously approved college credit hours earned by the end of summer term shall apply effective the beginning of the next school year, with proof of successful course completion to be received by September 10. Previously approved Credit hours earned between September 1 and January 1 of a school year shall be effective on January 1 of that school year on a pro-rata basis with proof of successful course completion to be received by January 10.

I. Members who receive Achievement Units through the Professional Growth Academy (PGA) program (as described in the PGA handbook in Appendix C) will be able to use those units for salary advancement equivalent to college credits. These units, once earned, will be irrevocable regardless of the continuation of the PGA program.

ARTICLE 26
SALARY CHECKS

- A. With the exception of those members electing the pay period set out in this Section A, all members will be paid on a twelve (12) month pay period. A member of the bargaining unit on contract prior to July 1, 1998, who had selected a ten (10) month pay period in 1997-98, may continue to exercise this option over the life of this contract. This option must be exercised in writing to the human resources office of the District by September 10 annually. After the option has been exercised, the decision shall be binding for that school year. If the option is not exercised, the human resources office will set that employee's payroll period on a twelve (12) month period.

- B. Salary checks shall be made available on the 23rd of each month. If the 23rd falls on a Saturday or Sunday, salary checks shall be available on the preceding Friday. During December, checks will be available the last day of school before winter break. The June and July checks will be available on the last day contracted in June. The August check will be available on June 23rd.

For members on a ten (10) month pay period, June checks will be available on the last day contracted.

- C. A member may request a salary advance after the first of the month and before the tenth of the month. The number of salary advances cannot exceed more than three (3) per year. The advance pay will be deducted in the month of the advance.

- D. An explanatory statement of a standard salary check will be created and posted on the District website for members. A notice referencing this document will be emailed to members at the time of the first payroll.

- E. Extra duty assignment(s) will be itemized separately when the payroll system permits. Members who receive salary for extra duties will be paid equal monthly payments for the duration of the assignment. Payment for extra duty assignments will occur as part of the regular monthly payroll.

- F. Checks will be distributed in envelopes or electronically distributed, as per the member's choice.

ARTICLE 27
DUES/PAYROLL

- A. On or before September 15 of each school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each. In addition, the Association shall provide a formal letter from the OEA Membership Department that confirms that OEA possesses sufficient documentation of dues deduction authorization for those members. Upon request by the District the Association shall make documented proof of dues deduction authorization for employees available for review within ten (10) days. The Association shall also notify the District when a bargaining unit member should no longer have dues deducted. The District shall enact dues deduction changes on the pay period following a notification.
1. OEA and NEA dues shall be deducted for all Association members in ten (10) monthly payments in the November through the three (3) June payroll checks. All OEA/NEA dues shall be remitted to the OEA within ten (10) days after each pay period.
 2. GBEA dues shall be deducted for all Association members in September and October and remitted to the GBEA treasurer within ten (10) days after those pay periods.
- B. The employer further agrees to provide for any employer-approved insurance program, United Way, savings bonds, or credit union. The employer will not be held liable for any errors, but will make any proper corrections as soon as practical.
- C. Dues deductions for the Council requested after September 15 shall be appropriately prorated so total annual payments will be completed by the following August (June paycheck). This provision shall also apply to members hired after September 10.
- D. The Association agrees to indemnify, defend, and hold the District harmless from employee or former-employee claims, orders, and/or judgments against the District concerning any dues deductions procedures outlined in this agreement. The Association's obligations are contingent upon the District: 1) giving the Association notice, in writing, of any claim and; 2) providing necessary information to the Association and its designated counsel in the defense of the claim. The Association's obligation does not extend to criminal allegations or actions brought against the District by the Association. In the event the District properly invokes this paragraph, the Association will provide the attorney to defend against the claim. In the event the District

wishes to use its own attorney, the District will pay all fees and costs of their elected counsel.

ARTICLE 28
PLACEHOLDER

ARTICLE 29
INSURANCE

- A. The District's contribution for member insurance benefits shall be one thousand five hundred twenty-five (\$1525) per month per eligible member for 2024-2025, one thousand five hundred seventy-five dollars (\$1575) per month per eligible member for 2025-2026, one thousand six-hundred dollars (\$1600) per month per eligible member for 2026-2027.

In addition to the premium contributions state above, the District will make an annual contribution of one hundred dollars (\$100) to the qualified Section 125 account of each member who establishes a qualified account during open enrollment. The contribution will be made by October 1 of each year and will not be subject to the proration specified in Article 29, section E. The member may draw on this account as reimbursement for any qualified medical expense. Any of the District contributed unspent funds remaining in a member's Section 125 account shall revert to the District in accordance with the Section 125 rules/regulations.

- B. Payroll deductions will be available for member insurance premium contributions over the stated District obligation in Section A.
- C. The insurance plans offered to members shall be selected by the Association.
- D. The District will continue to offer the following:
1. Term Life Insurance: Fifty thousand-dollar (\$50,000) policy.
 2. Accidental Death/Dismemberment: Fifty thousand-dollar (\$50,000) policy.
 3. Long Term Disability Insurance: Standard Insurance: Monthly benefit up to sixty percent (60%) of the employee's basic monthly earnings to a maximum of allowed by OEGB.
 4. Additional spouse and dependent coverage will be offered at the employees' expense.
 5. The District will provide all members access to an Employee Assistance Program.

Unless unavailable, information on plan options shall be provided to all members thirty (30) days prior to when the open enrollment period begins.

- E. The District shall contribute a portion of the insurance premium for members who are scheduled to work more than sixteen (16) hours, (.4 FTE) per week but less than full-time. The District's contribution shall be prorated based on the normal

full-time work week. Members who work less than .4 FTE will have the District's contribution prorated if they elect to participate in the insurance program. When two (2) members are spouses or domestic partners, they may combine their insurance benefit dollars toward the premium costs of health, dental, vision, and life and Accidental Death and Dismemberment benefits. Members will pay the Long-Term Disability (LTD) premiums.

- F. The District's contribution for medical, vision, dental and life insurance benefits shall be pooled. Members opting for medical, dental, and vision insurance whose premiums exceed the cap will have the excess premium cost benefits provided in this Article covered by the insurance pool to the extent available. Long Term Disability premiums will not be part of the pool.

- G. An insurance pool will be established. No District insurance contributions shall be considered "unused" for purposes of the OEBC until distribution of benefits has occurred as described in this section. The pool amount will be the total FTE of the membership times the employer's contribution for that school year. The pooling payment formula will be established each year during the month of September. If insurance coverage adjustments during the school year exceed the total yearly contribution by the District, the difference will be covered by the District so as not to alter the pool after the beginning of the school year. Each year before excess dollar amount is calculated and refunds are issued, such dollars resulting from mid-year coverage adjustments will be deducted from excess pool dollars. Mid-year adjustments will not result in any change in pool allocation to members for insurance premiums from that allocation made the previous September.

If unused pooled insurance dollars exceed fifty dollars (\$50.00) per eligible member annually, for those eligible to receive a refund, the excess dollars in the pool will be returned to the members each year who did not receive pool contributions. This refund will be made during the month of June. Payments will be prorated by FTE to these members. If no refund of unused dollars is made, the remaining dollars will be carried over to the next year's pool.

If the pool does not cover the cost of the insurance premiums each month, payroll deductions will be made to pay the excess cost according to the following formula:

$$\frac{\text{Excess dollars in pool}}{\text{Excess insurance cost}} = \% \text{ of excess cost paid by pool}$$

Example: A member's monthly medical insurance premiums exceed the employer's monthly contribution limit by fifty dollars (\$50.00). If the percentage paid by the insurance pool equals sixty percent (60%), multiply fifty dollars (\$50.00) by .60 to find out how much of the fifty dollars (\$50.00) will be paid by the pool each month. In this example, the pool would pay thirty dollars (\$30.00)

each month and twenty dollars (\$20.00) would be payroll deducted.

The surviving spouse or dependent of a member who dies during the period of this agreement may continue the insurance coverage for the life of this agreement at the cost of the survivor(s) subject to the provisions of the carrier and/or COBRA regulations.

- H. The District shall give access to, and information about, the District-offered 125 Plan, including dependent child care and adult day care, to all members at the time of the annual enrollment period. The plan shall allow for payment of out-of-pocket medical, vision and dental insurance premium costs from pre-tax dollars to the full extent allowed by law. The District, with minimum participation (during the enrollment period) of at least twelve (12) members, agrees to extend this 125 Plan to include dependent child care and adult day care. Members exercising this additional provision may be charged fees in excess of three dollars (\$3.00) per month for this service. The selection of the firm responsible for managing these additional Section 125 accounts will be determined by the District.
- I. The parties acknowledge the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA) (Public Law 99-272, Title X) which requires that most employers sponsoring group health plans offer members and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. As required by COBRA, specific notice of member and family rights and obligations will be communicated directly to the members.
- J. Eligibility as a family member for purposes of insurance coverage will be determined by use of carrier definitions, to include domestic partners. Members will bear any additional cost as may be required by IRS regulations for coverage under this provision.
- K. Retirees are able to participate in District medical, vision and/or dental insurance as per the provisions in Article 30.
- L. Oregon Educators Benefit Board
 - 1. In the event of a transition from the statewide insurance pool, the following provisions of this Agreement shall not alter:
 - a. The level of the District's insurance contribution;
 - b. Any employee insurance eligibility standard;
 - c. Any local (in-District) pooling arrangements; or
 - d. The type of insurance coverage currently provided.
 - 2. Until the new plans are in effect, the District shall maintain status quo and the level of benefits defined in this Agreement. Any additional expenses incurred due to interim insurance coverage shall be covered by the

District.

- M. If any healthcare changes are required by Federal or State law, the Association and District will discuss these changes and how to proceed.

ARTICLE 30 RETIREMENT

A. Terms

When a member retires under the provisions of PERS with at least fifteen (15) consecutive years of service to the District, the District shall offer the option of an early retirement program which provides a monthly payment of seven hundred eighty dollars (\$780), for a maximum period of forty-eight (48) months, or six hundred twenty-four dollars (\$624) for sixty (60) months. As an alternative to the stipend provided, a member who is eligible to retire may take the retirement benefit as one lump sum of up to thirty-five thousand (\$35,000), as selected by the member, in accordance with the following conditions:

1. The member must be retired and receiving benefits under the Oregon Public Employee Retirement System.
2. Monthly retirement payments shall be terminated as of the end of the calendar month in which the retired member dies, first qualifies for Medicare, or when a total of forty-eight (48) or sixty (60) payments have been made, whichever comes first.
3. A member planning to take retirement under this Article must give notice thereof to the Executive Director of Human Resources at least sixty (60) calendar days prior to their retirement date.

B. Insurance

The member, subject to insurance carrier approval, who elects to participate in District medical, vision and/or dental insurance, will have their stipend reduced to cover the expense of the chosen insurance for the member, spouse, and/or family members or domestic partner. Members who elect to take the one-time payout are not eligible for this benefit. Premium costs that exceed the monthly stipend amount shall be payable to the District payroll office by the 10th of each month for coverage effective the first of the following month, or the member may pay the full amount of the annual premium in a single check on or before October 10th each year. After their retirement stipend has ended, a member may continue to participate at their expense in District medical, vision and/or dental insurance until the member reaches age sixty-five (65) or qualifies for Federal Social Security Medicare coverage whichever is earlier. During and after the stipend period, the member may select the plan(s) and types of coverages from among those provided to active members, subject to carrier provisions (once a particular type of coverage is dropped, i.e., medical, it is not possible to re-enroll at a later date).

C. Payments

Payments will be made to the member for forty-eight (48) or sixty (60) consecutive months starting in the month immediately following the last day of employment prior to retirement.

D. New Members

Unit members beginning regular employment after June 30, 1999, will not be eligible to receive the benefits of sections A through C.

E. OPSRP Retirement

Regardless of hiring date, at the time of their retirement, the District will pay OPSRP members an additional check worth the number of days of their accumulated, unused sick leave days, valued at \$45 per leave day, up to a maximum of \$10,000.

F. Members hired between June 30th 1999 and August 29th 2003 may receive a payment of up to \$10,000 for their unused sick leave paid at \$45 dollars per accrued day. This payment will not reduce the amount of sick leave reported to PERS for retirement calculations, unless otherwise required by law.

ARTICLE 31
EXTRA-DUTY COMPENSATION

A. Definition of Extra Duty

Extra duty is work or responsibilities performed by a member for authorized tasks outside of or in addition to the individual's teaching assignment. The responsibility must take place outside of the member's instructional time or extend beyond the regular workday.

B. Extra Duty Hiring

All extra duty positions will be posted according to the guidelines outlined in Article 10.B. Qualified members, or incoming members, who apply for an extra-duty position, shall be granted interviews.

Should the District need to replace a member unable to complete an extra duty position, the District may employ a replacement temporarily in the position while undertaking the recruitment and selections procedures.

C. Placement

1. Members in the District will be placed at the appropriate level according to their experience in that position.
2. Members new to the District who have out-of-District experience in an equivalent extra-duty position will generally be placed at year 1. However, the building principal may use their discretion in making a placement at a higher level for members new to the District or members advancing from assistant to head positions.

D. Maintenance of Standards

The District and Council agree to bargain over the pay rate if any significant changes are proposed in duty responsibilities. The District agrees not to create or fund new types of positions without notifying the Council and bargaining upon demand over compensation. If no agreement is reached in an initial bargaining session, the District may post and fill the position but any agreement then bargained, other than the District's initial proposal, will be retroactive to the start of the position.

E. Pay Classes

The extra-duty pay shall be the percentage of the appropriate base (BA 3) salary for each year of the agreement (in years with more than one salary schedule

extra-duty will be paid at the highest base salary). In this section of the contract, "extended contract days" refers to work done at a member's daily rate of pay.

1. Drivers Education - Increase the same percent as salary increase.
2. Summer School Work - Summer school instructors will be paid their own hourly rate for each hour of instruction, plus one-half (1/2) hour per summer school block taught for preparation. They will also be paid at the same rate for any summer school duty assigned.
3. Department Chair Compensation
 - a. Building principals may use discretion for level placement taking into consideration present assignment, experience, and building needs.
 - b. Department chairpersons who do curriculum work on curriculum renewal after the regular contract day will be paid the curriculum rate with prior administrative approval.
 - c. High School department chairpersons, other than the counseling chairpersons, will receive forty (40) hours of extended contract time at their hourly rate by submitting additions to time worked. Up to an additional forty (40) hours may be granted with prior administrative approval. Department chairpersons shall receive a preparation period in addition to their regular contractual preparation period.
 - d. Activity directors will receive up to ten (10) extended contract days during the summer at mutually agreeable times with prior administrative approval.
 - e. Counseling department chairpersons and high school athletic directors will receive up to twenty (20) extended contract days for work in the summer for the days following the end of the school year and preceding the opening of the school year with prior administrative approval.
 - f. Media chairpersons will receive up to ten (10) extended contract days during the summer at mutually agreeable times with prior administrative approval. Media chairpersons responsible for the building textbook depository will receive three (3) extra extended contract days during the summer at mutually agreeable times.
 - g. Department Chairpersons will be assigned to a preparation period in addition to their regular contractual preparation period.
4. Weight Room Monitor: \$20.00 per hour
5. High School Dance Chaperones: \$35.00 per hour
6. Building Level PBIS Team Leader: 18 hours at their hourly rate with prior administrative approval.

7. Rooter Bus Chaperones: \$20.00 per hour (travel time)
8. Career-Technical Education Advisory Committee (024 license/program review): If meetings occur outside the contract day, committee members will be paid at their individual hourly rate.
9. After Teacher Workday Detention, and Saturday School: \$20.00 per hour, or hour-for-hour compensatory time off to be used in the same year in which it was earned. Three hundred thirty (330) minutes of comp time must be earned for a full day off.
10. Facility Monitor: Minimum wage
11. Middle school athletic directors will receive up to ten (10) extended contract days annually at mutually agreeable times with prior administrative approval.
12. Technical coordinators at the middle school and elementary schools will receive up to five (5) extended contract days during the summer at mutually agreeable times with prior administrative approval.
13. High school website and social media coordinator will receive up to ten (10) extended contract days during the summer at mutually agreeable times with prior administrative approval.
14. Middle School Wednesday School Supervision: \$20 per hour, or hour-for-hour compensatory time off to be used in accordance with Section F.
15. High school counselors may be assigned up to ten (10) extended contract days during the summer at mutually agreeable times with prior administrative approval.
16. Specialty Assignments Stipend

- a. Any member performing work for a DLI School where being bilingual is a requirement of the position shall be paid at 5% of BA Step 4.
- b. Multilingual Stipend

Any member who can certify that they are bilingual as described below and does not qualify for the DLI stipend, shall be paid a \$2,000 stipend.

Multilingual members (English must be one of the languages) who take and pass a standardized proficiency test of language established by the district (eligible languages will be determined by the district and guided by the top languages used by students in the district). The

District will determine if a member meets the requirements for this additional pay. Members will be expected to assist with language needs to assist students or families that they work with. (i.e., translating their own parent or student communication, explaining directions to students who may need assistance to ensure understanding, etc.)

- c. All certified special education members working as certified special education staff including Certified Special Education Teachers, Speech Pathologists, Occupational Therapists, Physical Therapists, IST, Special Education Teacher on Special Assignment, Assessment and Evaluation Team and Behavior Team Members teachers will receive a stipend equivalent to five (5) percent of BA Step 4 on the 192 Licensed Salary Schedule.
- d. Certified Special Education teachers who qualify for one (1) of the stipends (a or b) above shall receive that stipend in addition to the special education stipend.

F. Other duties not otherwise specified elsewhere in the contract

- 1. Members who voluntarily agree to perform an otherwise non-compensated duty outside of the student contact day will be compensated by comp time or by minute-for-minute pay at the member's hourly rate at the member's choice.
- 2. Each member may earn two (2) days of comp time per semester (first half or second half of school year).
- 3. Three hundred thirty (330) minutes of comp time earns a comp day.
- 4. A member may use two (2) comp days in any back-to-back combination with a weekend and/or holiday with the exception that comp time is not to be used in conjunction with Thanksgiving, winter or spring breaks. Unless the District approves, a member may not use a comp day or days back-to-back with personal business leave or professional leave to extend time away from the building.
- 5. No more than one (1) day (three hundred thirty (330) minutes) may be carried over into the next semester, including a carry-over from semester two (2) into semester one (1) of the following year.
- 6. Comp time which is identified by the member to be carried over from one semester to the next so that it can be used only for time off, not pay, must be so used by the member in that next semester. Such carried-over comp time which is then not used for time off by the member is then forfeited by the member for comp and pay.

7. A member must notify the appropriate secretary, upon the earning of time as per F.1, whether the minutes are to be credited for comp use or for pay. Unless the member so notifies the secretary, pay will be granted for such work.
8. A member who chooses pay in lieu of comp time will be paid the month following the month the comp time was earned.

Payment earned will be included in the regular paycheck unless work is performed too late to be included in the June payroll.

9. The District will make Saturday School, Wednesday School Supervision, and After Teacher Workday Detention available in this manner:
 - a. Such work will be made available to members prior to classified employees or others.
 - b. The District will make the work available on an equal-access basis so that all interested members have the same voluntary opportunity to sign up for the work. The sign-up is voluntary.
 - c. As long as the provisions of Section 9.b are met, there is no restriction on the amount of pay an individual can earn, only a cap of not more than two days of comp. time accrual per individual per semester (as per F.1).

10. Contingent

The agreement made herein by the members is contingent upon the availability of type and amount of comp. time work as described in this section. If, because of funding considerations, the comp time opportunities of Saturday School, After Teacher Workday Detention, Wednesday School Supervision, and Extended School Supervision are altered or decreased, then the District, upon request from the Association, agrees to discuss how equivalent comp time opportunities will be arranged.

11. Board Certified Behavior Analysts (BCBA) shall be compensated for taking on the supervision of Registered Behavior Technician when assigned. The stipend for a BCBA will be set at \$1000 per RBT supervised. Supervision of RBTs will not include any portion of the yearly evaluation or any disciplinary action. Supervision will not exceed 5% of the RBT's scheduled hours. Professional Development training provided will be included in the BCBA's supervision time.

Pay Class	Position	Years in Position	% of Base	Additional Compensation
AA	Activities Director Athletic Director	1-4 5-7 8+	18 19 20	Not less than two daily release periods
A	Head Basketball Head Drama Head Football Head Forensics Head Instrumental Head Cheer Advisor Head Dance	1-4 5-7 8+	15 16 17	
B	Head Baseball Head Soccer Head Softball Head Track Head Volleyball Head Wrestling	1-4 5-7 8+	14 15 16	One daily release period and may coach one season at principal's discretion.
C	Head Swimming	1-4 5-7 8+	13 14 15	
D	Assistant Head Track Head Cross Country Head Water Polo Robotics HS Athletic Director (GRMS, CCMS, DMMS)	1-4 5-7 8+	12 13 14	One daily release period and may coach one season at principal's discretion.
E	Assistant Basketball Assistant Football Assistant Instrumental Music Head Vocal	1-4 5-7 8+	10 11 12	

F	Activities Coordinator (STHS)	1-4	9	
	Assistant Baseball	5-7	10	
	Assistant Dance	8+	11	
	Assistant Forensics			
	Assistant Soccer			
	Assistant Softball			
	Assistant Swimming			
	Assistant Track			
	Assistant Volleyball			
	Assistant Wrestling			
	Head Ski			
	Head Tennis			
	JV Cheer Advisor			
	Production Photo Advisor			
	School Paper			
Yearbook Advisor				
Athletic Director (WOMS, DMS)				
G	Assistant Vocal	1-4	8	
	Assistant Water Polo	5-7	9	
	Freshman Cheer Advisor	8+	10	
	Head Golf			
	Link Advisors			
	Skills USA Advisor			
	DECA Advisor			
	Auto Skills Advisor			
	HOSA Advisor			
	MEChA Advisor			
	Team Leaders MS			
	Trainer (per season)			
H	Color Guard	1-4	6	
	Rally Coordinator	5-7	7	
	Website and Social Media Coordinator (per building)	8+	8	
		Middle School OST Coordinator (per season)		
	Bus Duty MS/ES		7	
	Club Sport Coach (STHS) Coach MS Driver Ed Coordinator			
Assistant Coach MS (Football, Gymnastics, Wrestling, Track)		6		

	Instrumental Music MS Vocal Music MS/ES		6	Plus 3% for each additional building site where two programs per year occur
	MS/ES Technical Coordinator (per building)		7	One daily release period
I	Assistant Drama Director Key Club Advisor Mock Trial National Honor Society Small High School Newspaper/Yearbook Youth Legislature Youth Presidential Convention	1-4 5-7 8+	4 5 6	
	OST Teacher (per 54-hour session)		4.5	
	Drama MS/ES Journalism MS/ES School Store MS/ES Speech MS/ES Student Council MS/ES Yearbook MS/ES		4	
J	Outdoor School (6-day Program)		3	If a member is required to work on a non-contract day, they shall be paid for one (1) day or provided one (1) release day at the member's choice.
	Asst. Driver's Ed Coordinator Curriculum Coordinator MS/ES Marching Band, Drill and Flag MS OST Teacher (per 36-hour session)			

K	Outdoor School (3-day Program)		2	If a member is required to work on a non-contract day, they shall be paid for one (1) day or provided one (1) release day at the member's choice.
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	Chess Choreographer Costume Coordinator High School Class Advisors Student Senate MS/ES			
L	Musical Productions		25	Percentage represents allocation per building, to be dispersed at discretion of principal in relation to duties of individuals and size and scope of program
M	Media Chair	1-4 5-7 8+	4 5 6	Additional compensation described in Section E.3

Coaches, Club Advisors and others who agree to transport students by taking the approved training will receive ATTW for any member directed time lost as a result of taking the training.

Scouting

A coach who is on an authorized scouting trip will be reimbursed at the IRS rate for mileage. Coaches will also be fully reimbursed for meals and lodging.

Extended Season

The coaches listed below will be paid a weekly stipend beginning the first Monday that their team and/or individual team members participate in any authorized extended season through state level competition. For team coaches, the rate of pay will be based on 7% of the member's personal extra duty pay for that assignment for extended weeks 1, 2 and 3 and will increase to 9.5% for extended week 4 and subsequent extended

weeks. For coaches and advisors of individual team members, the rate of pay will be based on 5% of the member's personal extra duty pay for that assignment for each week of the extended season. Assistants will be identified prior to the last game of league play for purposes of extended season pay. Non-athletic coaches/advisors involved in post-season athletic events beyond the contract day will be paid an additional stipend of \$50.00 per evening. The building principal and Athletic Director will advise the extended season coach of the number of assistants they can include for such pay.

For coaches/advisors of teams that qualify for authorized national competitions the rate of pay will be a total of 15% of the member's extra duty pay for that portion of their assignment.

Positions that qualify marked with an "x":

	Head	Asst.	Asst.	Asst.	Asst.	Asst.	Ind. Event
Football	x	x	x	x	x	x	
Soccer	x	x					
Volleyball	x	x					
Water Polo	x						
Cross Country	x	x					
Basketball	x	x					
Wrestling	x	x					
Skiing	x						
Swimming	x						
Track	x						x
Golf	x						
Tennis	x						
Baseball	x	x					
Softball	x	x					
Speech	x						
Mock Trial	x						

ARTICLE 32
NO STRIKE CLAUSE

- A. The Board agrees not to initiate a lockout of members of the District. The Council agrees not to strike during the term of this Agreement. The Council and its members agree not to take part in or condone any sanctions against the School Board or the School District.

- B. If, during the term of the Agreement, the parties reach impasse over any re-opener, members of the bargaining unit shall have the right to strike over the re-opener as long as state labor law requirements for a legal strike are met.

ARTICLE 33
MISCELLANEOUS PROVISIONS

A. Savings Clause

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

B. Maintenance of Standards

The Council will be given prior notice, and the opportunity to review and discuss the formation or modification of any labor relations subject as defined in ORS 243.650 (7) covered under any written rule, policy, procedure or regulation of the District before its adoption and implementation by the District. The preceding sentence shall not be construed as a waiver of whatever rights the Council may have to demand bargaining on terms and conditions of employment not covered by this Agreement.

C. Compliance Between Individual Contract and Master Agreement

Any individual contract between the District and an individual member heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

D. School Reform

The parties acknowledge that School Reform legislation will have an impact on bargaining unit members. The parties agree that the Association will be provided with written notification, and the Council will have the right to bargain, any decisions or changes that impact bargaining unit members terms and conditions of employment in a mandatory subject as defined by Oregon law.

E. Modifications

This Agreement may not be modified except by an instrument in writing duly executed by the parties.

ARTICLE 34
TERM OF AGREEMENT

- A. Upon ratification this Agreement shall be retroactive to July 1, 2024 and shall be binding upon the Board, the Council, and their members, and shall remain in full force and effect through June 30, 2027.

- B. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Council, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the Board's direction and control, subject to any bargaining required by law.

- C. This Agreement shall automatically be renewed from year to year and shall be binding for additional periods of one (1) year unless either the Board or the Council gives written notice to the other not later than December 31 prior to the expiration of the Agreement of its desire to modify the Agreement for a successive term or to terminate the Agreement.

ARTICLE 35
PROFESSIONAL SERVICES

- A. Whenever members are needed to serve on a committee, provide general professional services or participate in curriculum work in a particular school or at the District level, a notice will be posted in each school indicating the committee name, purpose, compensation, contact person, and date by when the member's request to serve must be submitted.
- B. Committee members will be selected from the applicants. Efforts will be made to distribute committee assignments fairly among unit members so all members will have the opportunity to participate.
- C. Members selected for committee assignments will be notified and committee selection will be communicated in writing to staff.
- D. Members who agree to provide in-service training/public presentations and other professional services, at the request of administration, shall be compensated at their own hourly rate for preparation and presentation time that occur outside the regular workday or if there is a loss of preparation time. The administration shall indicate at the time of the request for services how many hours of paid time are being authorized.

ARTICLE 36
DISTANCE LEARNING/TECHNOLOGY

A. Distance Learning

The District agrees to notify the Council of, and to bargain on demand, the mandatory impacts of using distance learning services and other electronic educational services, to include Cyberschools, if such Distance Learning impacts any mandatory subjects affecting any member of the bargaining unit.

B. Technology

Whenever members are required by the District to use specific technology to meet District job expectations, they will be provided with access to the equipment necessary to complete assigned tasks. The District shall provide training related to the use of District-required technology to all involved members prior to the implementation of any system changes.

EXECUTION/SIGNATURES


Executed this 18th day of December 2024, by the undersigned officers of and on behalf of the Gresham-Barlow School District, Board of Education, and the East County Bargaining Council.

FOR THE DISTRICT




John Koch
Interim Superintendent

2/3/25
Date



Angela Freeman
Assistant Superintendent


1/31/25
Date



Kris Howatt
Board Chair


2/3/25
Date

FOR THE EAST COUNTY
BARGAINING COUNCIL




Matt Wallace
GBEA President

1/31/25
Date




Eric Neiwert
Bargaining Chair

1/31/25
Date



ECBC President

1/31/25
Date



OEA UnivServ Consultant

1/31/25
Date

APPENDIX A-1

GRESHAM-BARLOW SCHOOL DISTRICT #10J 192/193 DAY LICENSED STAFF SALARY SCHEDULE 2024-25

4.5 % Increase

*District-Paid PERS Pickup
Returning Licensed Staff = 192 Days
New Licensed Staff = 193 Days*

NEW 2024-25				
192/193 Days	BA	BA + 45	MA/BA + 75	MA+23/BA+ 105 NBTPS CERT
Step 1	\$48,166	\$52,909	\$54,623	\$59,487
Step 2	\$50,540	\$55,183	\$57,010	\$61,918
Step 3	\$53,029	\$57,557	\$59,504	\$64,447
Step 4	\$55,642	\$60,030	\$62,104	\$67,079
Step 5	\$58,381	\$62,613	\$64,821	\$69,814
Step 6	\$61,256	\$65,305	\$67,656	\$72,665
Step 7	\$64,273	\$68,113	\$72,692	\$77,858
Step 8	\$67,439	\$71,042	\$73,703	\$78,722
Step 9	\$70,759	\$74,098	\$76,925	\$81,938
Step 10	\$74,247	\$77,282	\$80,290	\$85,282
Step 11	\$77,904	\$80,604	\$83,801	\$88,763
Step 12	\$0	\$84,073	\$87,465	\$92,390
Step 13	\$0	\$87,688	\$91,291	\$96,162
Step 14	\$0	\$0	\$95,290	\$100,096

APPENDIX A-2

GRESHAM-BARLOW SCHOOL DISTRICT #10J CLASSROOM SPECIAL EDUCATION AND DUAL LANGUAGE LICENSED STAFF 195/196 DAY CALENDAR 2024-2025

4.5 % Increase

*District-Paid PERS Pickup
Returning Licensed Staff = 195 Days
New Licensed Staff = 196 Days*

NEW 2024-25				
195/196 Days	BA	BA + 45	MA/BA + 75	MA+23/BA+ 105 NBTPS CERT
Step 1	\$48,919	\$53,736	\$55,476	\$60,416
Step 2	\$51,329	\$56,046	\$57,901	\$62,886
Step 3	\$53,857	\$58,456	\$60,434	\$65,454
Step 4	\$56,511	\$60,968	\$63,075	\$68,713
Step 5	\$59,292	\$63,591	\$65,834	\$70,905
Step 6	\$62,213	\$66,325	\$68,713	\$73,801
Step 7	\$65,277	\$69,177	\$73,828	\$79,074
Step 8	\$68,493	\$72,152	\$74,855	\$79,952
Step 9	\$71,865	\$75,256	\$78,127	\$83,218
Step 10	\$75,407	\$78,489	\$81,544	\$86,615
Step 11	\$79,122	\$81,864	\$85,111	\$90,150
Step 12	\$0	\$85,386	\$88,832	\$93,834
Step 13	\$0	\$89,058	\$92,717	\$97,665
Step 14	\$0	\$0	\$96,789	\$101,660

APPENDIX A-3

**GRESHAM-BARLOW SCHOOL DISTRICT #10J
192/193 DAY LICENSED STAFF
SALARY SCHEDULE
2025-2026**

4.5 % Increase

*District-Paid PERS Pickup
Returning Licensed Staff = 192 Days
New Licensed Staff = 193 Days*

NEW 2025-26				
192/193 Days	BA	BA + 45	MA/BA + 75	MA+23/BA+ 105 NBTPS CERT
Step 1	\$50,334	\$55,290	\$57,081	\$62,163
Step 2	\$52,814	\$57,667	\$59,575	\$64,705
Step 3	\$55,415	\$60,147	\$62,182	\$67,347
Step 4	\$58,146	\$63,732	\$64,899	\$70,097
Step 5	\$61,008	\$65,430	\$67,738	\$72,956
Step 6	\$64,012	\$68,243	\$70,701	\$75,935
Step 7	\$67,165	\$71,178	\$75,963	\$81,361
Step 8	\$70,474	\$74,239	\$77,020	\$82,265
Step 9	\$73,943	\$77,433	\$80,387	\$85,625
Step 10	\$77,588	\$80,759	\$83,903	\$89,120
Step 11	\$81,410	\$84,231	\$87,572	\$92,757
Step 12	\$0	\$87,856	\$91,401	\$96,548
Step 13	\$0	\$91,634	\$95,399	\$100,490
Step 14	\$0	\$0	\$99,578	\$104,601

APPENDIX A-4

GRESHAM-BARLOW SCHOOL DISTRICT #10J CLASSROOM SPECIAL EDUCATION AND DUAL LANGUAGE LICENSED STAFF 195/196 DAY CALENDAR 2025-26

4.5 % Increase

*District-Paid PERS Pickup
Returning Licensed Staff = 195 Days
New Licensed Staff = 196 Days*

NEW 2025-26				
195/196 Days	BA	BA + 45	MA/BA + 75	MA+23/BA+ 105 NBTPS CERT
Step 1	\$51,120	\$56,154	\$57,973	\$63,135
Step 2	\$53,639	\$58,568	\$60,506	\$65,716
Step 3	\$56,281	\$61,086	\$63,153	\$68,399
Step 4	\$59,054	\$63,712	\$66,452	\$71,192
Step 5	\$61,961	\$66,452	\$69,310	\$74,095
Step 6	\$65,012	\$69,310	\$72,290	\$77,122
Step 7	\$68,215	\$72,290	\$77,150	\$82,633
Step 8	\$71,575	\$75,399	\$78,223	\$83,550
Step 9	\$75,098	\$78,643	\$81,642	\$86,963
Step 10	\$78,801	\$82,021	\$85,214	\$90,512
Step 11	\$82,682	\$85,547	\$88,941	\$94,207
Step 12	\$0	\$89,229	\$92,829	\$98,057
Step 13	\$0	\$93,065	\$96,890	\$102,060
Step 14	\$0	\$0	\$101,134	\$106,235

APPENDIX A-5

**GRESHAM-BARLOW SCHOOL DISTRICT #10J
192/193 DAY LICENSED STAFF
SALARY SCHEDULE
2026-2027**

4 % Increase

*District-Paid PERS Pickup
Returning Licensed Staff = 192 Days
New Licensed Staff = 193 Days*

NEW 2026-27				
192/193 Days	BA	BA + 45	MA/BA + 75	MA+23/BA+ 105 NBTPS CERT
Step 1	\$52,347	\$57,502	\$59,364	\$64,650
Step 2	\$54,926	\$59,973	\$61,958	\$67,293
Step 3	\$57,632	\$62,552	\$64,669	\$70,041
Step 4	\$60,472	\$65,241	\$67,495	\$72,901
Step 5	\$63,488	\$68,047	\$70,448	\$75,874
Step 6	\$66,573	\$70,973	\$73,529	\$78,973
Step 7	\$69,852	\$74,025	\$79,002	\$84,616
Step 8	\$73,293	\$77,209	\$80,101	\$85,555
Step 9	\$76,901	\$80,530	\$83,602	\$89,050
Step 10	\$80,692	\$83,990	\$87,259	\$92,685
Step 11	\$84,666	\$87,601	\$91,075	\$96,468
Step 12	\$0	\$91,370	\$95,057	\$100,410
Step 13	\$0	\$95,294	\$99,215	\$104,509
Step 14	\$0	\$0	\$103,561	\$108,785

APPENDIX A-6

GRESHAM-BARLOW SCHOOL DISTRICT #10J CLASSROOM SPECIAL EDUCATION AND DUAL LANGUAGE LICENSED STAFF 195/196 DAY CALENDAR 2026-2027

4 % Increase

District-Paid PERS Pickup
Returning Licensed Staff = 195 Days
New Licensed Staff = 196 Days

NEW 2026-27				
195/196 Days	BA	BA + 45	MA/BA + 75	MA+23/BA+ 105 NBTPS CERT
Step 1	\$53,165	\$58,400	\$60,292	\$65,660
Step 2	\$55,785	\$60,910	\$62,926	\$68,344
Step 3	\$58,532	\$63,530	\$65,679	\$71,135
Step 4	\$61,416	\$66,260	\$68,550	\$74,040
Step 5	\$64,439	\$69,111	\$71,549	\$77,059
Step 6	\$67,613	\$72,082	\$74,677	\$80,207
Step 7	\$70,943	\$75,182	\$80,236	\$85,938
Step 8	\$74,438	\$78,415	\$81,352	\$86,892
Step 9	\$78,102	\$81,788	\$84,909	\$90,442
Step 10	\$81,953	\$85,302	\$88,622	\$94,133
Step 11	\$85,989	\$88,969	\$92,498	\$97,975
Step 12	\$0	\$92,798	\$96,542	\$101,979
Step 13	\$0	\$96,788	\$100,765	\$106,142
Step 14	\$0	\$0	\$105,179	\$110,484

APPENDIX A-7

GRESHAM-BARLOW SCHOOL DISTRICT #10J LICENSED SALARY SCHEDULE INDEX 2024-2025

INDEX	BA	BA+45	MA/BA+75	MA+23/BA+105
Step 1	1.00000	1.09847	1.13404	1.23502
Step 2	1.04927	1.14568	1.18360	1.28551
Step 3	1.10095	1.19495	1.23538	1.33800
Step 4	1.15520	1.24631	1.28937	1.39264
Step 5	1.21206	1.29992	1.34578	1.44943
Step 6	1.27175	1.35581	1.40463	1.50863
Step 7	1.33439	1.41412	1.50918	1.61643
Step 8	1.40013	1.47493	1.53018	1.63438
Step 9	1.46905	1.53838	1.59707	1.70114
Step 10	1.54147	1.60447	1.66692	1.77057
Step 11	1.61740	1.67345	1.73983	1.84284
Step 12		1.74546	1.81589	1.91815
Step 13		1.82051	1.89532	1.99646
Step 14			1.97834	2.07813

APPENDIX B

Memorandum of Understanding Between the ECBC/GBEA and the Gresham-Barlow School District Regarding Part-Time Staff

The District and the ECBC/GBEA agree that part-time staff will have a schedule with the following components:

Workdays on the school calendar will be standard throughout the school year and where the FTE will align with the number of hours worked and/or the number of periods taught. All workdays will be prorated based upon a full time 1.0 FTE working an 8-hour day. Examples are below.

Workload	Elementary	Middle School	High School
0.17 FTE	1 hour and 22 minutes	Teach 1 period out of 6	Teach 1 period out of 6
0.33 FTE	2 hours and 38 minutes	Teach 2 periods out of 6	Teach 2 periods out of 6
0.5 FTE	4 hours	Teach 3 periods out of 6	Teach 3 periods out of 6
0.67 FTE	5 hours and 22 minutes	Teach 4 periods out of 6	Teach 4 periods out of 6
0.83 FTE	6 hours and 38 minutes	Teach 5 periods out of 6	Teach 5 periods out of 6

Note: Time under the elementary column also applies to the middle school and high school levels.

During all schedules, members will teach their required classes, get a full non-prorated prep period as outlined in Article 24 of the contract, and be paid additionally for any time they are required to work beyond their scheduled work time. Schedules will provide members a minimum of fifteen (15) minutes prior to student contact. Blocks of fifteen (15) minutes or less during the workday are not to be counted for purposes of meeting any prep requirements.

Weekly prep requirements outlined in the collective bargaining agreement will be reduced to reflect members FTE.

The District and the Association shall complete a member analysis of workday minutes prior to the start of each work year. The District shall increase members FTE as needed for them to have all provisions of this agreement. Part-time middle and high school members may need an increase in FTE to accommodate a standard set of work hours that makes them available to work all building schedules (standard, late start, assembly, etc.) and receive prorated weekly prep minutes.

For the purposes of FTE calculations, Advisory will count as instructional time at the high school and the student contact time at the middle school.

Members will have an established work day with prorated work hours identified by their administrator before the start of the work year. These days/hours will not change and shall be the same for all student contact workdays of the week.

Members will have a work calendar that reflects a proration of their 191-day work year unless they are scheduled to work every day and the calendar is not necessary.

Members with FTE above 0.55 will have a full scheduled lunch break in their workday.

When meetings occur within the members work hours, and do not reduce preparation time below the requirements of this agreement, then members will be required to attend.

Administrators will work with members in advance to mutually agree on availability for non-student contact days to create a schedule that reflects their prorated FTE for the District in-service portion and contractually guaranteed grading/prep time portion of the day. The time schedule created for the non-student contact day will be continuous. If no mutual agreement is reached, then the member shall be expected to work their established workday.

Example Schedules:

Bob works as a 7th grade math teacher at West Orient middle school. He has been hired as a 0.5 FTE teacher. Each student contact day he will teach three classes, receive a full prep period, work a 4-hour day and may be required to attend meetings if they fall within his work day and do not violate his minimum prep minutes. Below is his work schedule.

All Student Contact Work Days: work time 9:39am - 1:39pm

Suzy works at Gresham High School teaching ELL. She has been hired as a 0.67 FTE teacher. Each student contact day she will teach four classes, receive a full prep period, work a 5 hour and 22-minute day, get a full lunch break and may be required to attend meetings if they fall within her work day and do not violate her minimum prep minutes. Below is her work schedule.

All Student Contact Work Days - work time 9:08am - 2:30 pm

All provisions of the CBA not specifically referenced in this MOU remain unchanged. Additionally, this Memorandum will not set precedent.