

LICENSED  
EMPLOYEES  
AGREEMENT

between

FOREST GROVE SCHOOL  
DISTRICT

and

THE FOREST GROVE  
EDUCATION ASSOCIATION  
2018-2021



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# **LICENSED EMPLOYEES AGREEMENT**

## **SCHOOL DISTRICT NO. 15**

### PREAMBLE

This Agreement is entered into by and between the Board of Education on behalf of Forest Grove School District No. 15, Washington County, Oregon and the Forest Grove Education Association, hereinafter referred to as the "Association."

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

In consideration of the following mutual covenants, it is hereby agreed to as follows:

## ARTICLE 1

### RECOGNITION

- 1.1 The Board hereby recognizes the Association as the sole and exclusive collective bargaining representative on wages, hours, terms and other conditions of employment for all contracted full-time and part-time (one-half time or more) licensed personnel, school nurses, school psychologists, speech language pathologists, occupational therapists and physical therapists hereafter referred to as employees, employed by the District for the duration of the Agreement, with the exception of employees who are confidential, managerial or supervisory as those terms are defined in Oregon law and substitutes as defined below.
  - 1.1.1 Substitutes are those individuals employed to fill a short-term assignment of up to sixty (60) consecutive working day. If continued after the 60th consecutive working day, they shall become temporary employees and shall be included in the bargaining unit. Consecutive days cannot be impacted by paid or unpaid sick leave, normal school holidays, days when schools are closed and/or any other conditions when substitute teachers are not required to appear in person at the school, per ORS 342.610.
  - 1.1.2 Temporary positions are those which are the result of a member being on leave for more than sixty (60) consecutive work days, grant-funded positions of one work year or less, or positions which are vacant after August 15th.

## ARTICLE 2

### NEGOTIATION PROCEDURES

#### 2.1 Notice

Written notice shall be provided by either party of intent to reopen negotiations by January 15, 2020

#### 2.2 Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

#### 2.3 Distribution of Agreement

There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall be retained by the District and one by the Association. As soon as reasonable after ratification of this Agreement by both parties, the District agrees to print sufficient copies of this Agreement for all employees who request one, and forty (40) copies for the Association. The District and the Association shall share equally the cost of said printing.

## ARTICLE 3

### MANAGEMENT RIGHTS

- 3.1 The Board on its own behalf and on behalf of the electors of the District hereby reserves unto itself, except as modified in this Agreement, all powers, rights and authority, duties and responsibilities, conferred upon and invested in it by the laws and Constitution of the State of Oregon, including, but not limited to, the right:
- 3.1.1 To exercise management and administrative control of the school system and its properties and facilities.
  - 3.1.2 To hire all employees and, subject to the provisions of the law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion, and to promote and transfer all such employees.



## ARTICLE 4

### ASSOCIATION RIGHTS

- 4.1 The Association shall have the right to transact official Association business on school district property, provided it does not interfere with or interrupt classes or other normal school and district operations. The Board may make a reasonable charge when special services are required beyond normal operation.
- 4.2 The Association may use the District courier and employees' mailboxes and employee district e-mail for communications of a routine nature so long as such communications are identified as Association materials, and such communications shall comply with District policies and state laws.
- 4.3 The Association will be provided with reasonable bulletin board space as determined by the principal of each building.
- 4.4 The Association, for the benefit of FGEA, will be allowed the use of necessary office-equipment at their normal sites, by qualified teachers at appropriate times, as approved by the office manager or building principal or representative. The Association will pay for all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof.
- 4.5 The president of the Association will be provided with a copy of the initial agenda and minutes of all Board meetings.
- 4.6 Upon request, the Association will be provided all public, non-confidential information necessary for it to conduct negotiations and contract maintenance with the cost of making copies of such materials paid for by the Association. This shall not be construed to include personnel files.
- 4.7 State and National Association field personnel may contact members of the bargaining unit, except during class time, after reporting to the building office.
- 4.8 The Association will pay for any damage done to District buildings or equipment resulting from Council/ Association use.
- 4.9 The Association will be allocated one hour during one of the preservice new staff orientation days to meet with new hires. The time designated for the Association may include the meal period. The Association will bear any associated costs.
- 4.10 Upon request, the Association will be allotted two hours per year during inservice days consisting of one hour at the regular preschool inservice and thirty minute increments at any District-wide inservice meetings scheduled by the Administration.
- 4.11 The District will grant up to fifty (50) release days to local Association representatives for Association business. No more than thirty (30) of these days may be taken by any single member of the bargaining unit. Release time taken by the Association president that is regular or pre-scheduled, or District business such as bargaining or meetings with District administrators, shall not be counted against the fifty (50) day or thirty (30) day limitations. The Association shall reimburse the District for the cost of substitute(s) associated with Association leave.

4.12 Job descriptions shall be maintained by the District for all bargaining unit positions. The Association shall be notified of the creation of new job descriptions and/or modifications of existing descriptions.

4.13 Professional Issues Committee

The District and the Association will form a Professional Issues Committee for the purpose of sharing ideas and taking FGEA input about district professional development and instructional program changes. The committee will consist of four (4) representatives selected by the Association and four (4) administrators chosen by the District. In addition, the committee shall include the Director of Personnel or Superintendent's designee, and the Association President or designee. The committee is advisory and may take no action that is contrary to this Agreement without authorization from both the Board and the Association. The committee will meet a minimum of two (2) times annually, with at least one of the meetings being prior to the adoption of the PD calendar.

4.14 Joint Assessment Review Committee

The District will convene a joint FGEA/FGSD committee to review and make recommendations about district and building assessments. The scope of review will be related to purpose, instructional efficacy, cost and quantity of assessments. The committee will consist of up to five (5) persons from each party, appointed by each party respectively, and will meet at least once annually. Final decisions regarding assessments reside with the District.

## ARTICLE 5

### EMPLOYEE RIGHTS AND RESPONSIBILITIES

#### 5.1 Just Cause Provision

No employee will be disciplined without just cause, subject to the grievance procedure of this Agreement. Excluded from this provision are the dismissal and non-extension of contract teachers, which are covered by the State Fair Dismissal Law, or the dismissal and non-renewal of probationary teachers.

#### 5.2 Extra-duty Notification

The District shall provide thirty (30) days notice prior to terminating or non-renewing a member's extra-duty contract.

#### 5.3 Required Meetings and Hearings

Whenever any employee is required to appear before an agent of the District for the express purpose of personally being investigated or notified of pending disciplinary action, the employee shall be given advance written notice and be entitled to have a representative of his/her own choice present.

#### 5.4 Student Grades

Teachers shall have responsibility in the first instance to determine the grades, competencies and other marks and ratings of their students. No grade shall be changed without the advance notice and opportunity for discussion with the teacher involved. If the teacher of record cannot be reached within two weeks, and if the administrator believes a timely response is required, another teacher on the teaching team and/or the department head will be contacted to review the available information. If, based on the above, an administrator changes a grade without the teacher of record's approval the new grade will be initialed by the administrator making the change and that administrator shall assume all responsibility for the change. Any grade change request that requires the member to do research, review materials or any other related activity and which occurs outside of the contract day or work year will be done only on a voluntary basis and paid at the curriculum rate.

#### 5.5 Academic Freedom

The Board and the Association agree that academic freedom is essential to the fulfillment of the purpose of the District. It is the intent of the Board and administration to support employees and defend them from censorship in their performance of instructional and related duties which are specified in the District-prescribed instructional programs. The District acknowledges the fundamental need that the member must be free to think and express ideas, free from undue pressure of authority, and free to act within their professional group and in the performance of their job functions. Academic freedom is not an absolute and must be exercised with the responsibilities of the teaching profession, including:

1. A professional concern for the welfare, growth and development of children;

2. The method of instruction; and
3. A commitment to the democratic tradition and its methods.

#### 5.6 Personal Life

The personal life of an employee is not an appropriate concern of the District as long as it does not affect performance or position-connected relationships.

#### 5.7 Equal Employment Opportunity

Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion and training of all employees in accordance with applicable state and federal law, regardless of age, handicap, national origin, race, religion, sexual orientation or gender. Equal opportunity in hiring and advancement considerations will be based on positive organization needs and individuals' qualification for and/or performance of specific duties. If grievances filed under this section are not resolved at Levels 1, 2, or 3 of the grievance procedure they may not be appealed to arbitration, but the grievant has access to any other legal recourses.

## ARTICLE 6

### WORKING CONDITIONS

#### 6.1 Work Year

- 6.1.1 The work year shall consist of no more than 190 paid days. This shall include the following five (5) paid holidays: Labor Day, Veterans' Day, Thanksgiving Day, Presidents' Day and Memorial Day. The statewide inservice day and Martin Luther King Jr. Day will be non-contract days.
- 6.1.2 The work year shall include at least eight (8) non-student days, with six and one-half (6 1/2) of those days reserved for teachers to conduct their own grading, student assessment, or preparation. Two (2) of those days will be during inservice week, two (2) are reserved for grading purposes throughout the year, and two and one-half (2 1/2) are reserved for the end of the school year.
- 6.1.3 It is recognized that it is the responsibility of the Board to set the annual school calendar. Prior to initial presentation to the Board, a proposed calendar will be shared with the Association for review and recommendation.
- 6.1.4 Unit members may choose to work eight (8) hours of optional extended contract time, in no less than four (4) hour increments, at their per diem rate, during any of the following periods and subject to availability of classrooms/buildings.
- Week prior to the in-service week
  - October in-service non-contract day
  - Thanksgiving break
  - Winter break
  - Spring Break
  - The day following the last work day for licensed staff
- 6.1.5 Licensed staff in grades pre-K through four shall be provided three (3) hours, in one-hour increments, preparation time each year to be scheduled by the District on District professional development days.

#### 6.2 Work Schedule

- 6.2.1 The normal working day shall be eight (8) hours in length during the regular school term, including a continuous duty-free lunch period of not less than 30 minutes exclusive of passing time. Employees may leave the building during their duty-free lunch period provided they inform the school office of their absence and provided that no more than one-third (1/3) of the employees are absent at the same time.
- 6.2.2 Scheduled beginning and ending times in each building shall be determined by the District. Employees may make reasonable adjustments to their daily and weekly schedule, with the prior notice and approval of their building administrator, as necessary to accommodate professional obligations and to meet personal needs.

- 6.2.3 On days preceding holidays or vacations, and on any day employees are involved with later afternoon or evening school related functions, employees may, upon the approval of the building principal, leave school at the latest student dismissal time.
- 6.2.4 Elementary teachers shall receive a minimum of 400 minutes (pro-rata for part-time teachers) as preparation time per five-day week, including those periods during which their classes are receiving instruction from various teaching specialists, and this time will be in blocks of no less than 30 minutes counting time both inside and outside the student contact day. This includes elementary specialists.
- 6.2.5 Middle school and high school teachers shall be provided 400 minutes of preparation time per five-day week, including one (1) full class period per day. Members shall work with their administrator to find a mutually agreeable solution in the event they are not provided with the full 400 minutes.
- 6.2.6 Music teachers, physical education teachers, librarians, speech therapists, reading consultants, counselors and special education teachers shall be provided with a duty-free lunch period and preparation time commensurate with other teachers of the District.
- 6.2.7 Employees who travel shall not lose any of their thirty (30) minutes duty-free lunch period or any portion of their preparation time because of such travel. The District shall ensure that sufficient travel and set-up time is available for employees who work at more than one site. Mileage costs will be reimbursed at the IRS rate. Such employees who feel that adequate travel time is not present shall submit their concerns to the Assistant Superintendent.
- 6.2.8 In addition to the preparation time provided in 6.2.6, secondary employees assigned as department heads shall be compensated as per Level B of the extra duty salary schedule.
- 6.2.9 Members assigned as special education members shall receive two (2) hours per month of additional preparation time to be scheduled during the established Continuous Improvement Time (CIT). Such members shall also receive an annual stipend equal to nine (9) hours at the established curriculum rate.
- 6.2.10 Elementary classroom teachers assigned to the District's Dual Language program shall be provided with ten (10) hours of paid time per year at their hourly rate. Total number of hours received will be prorated per FTE.
- 6.2.11 Members assigned as ELD facilitators shall be provided with thirty (30) minutes per day of preparation time in addition to the preparation time set forth in this article. In addition to the thirty (30) minutes per day, members with a caseload of 100-199, sixty (60) minutes per week of additional preparation time shall be provided. For members with a caseload of 200 or greater, one hundred twenty (120) minutes per week of additional preparation time shall be provided.
- 6.2.12 A building staff may make modifications to their building schedule including adjusting the planning time and the instructional day under the following guidelines:

- 6.2.12.1 A building site council may recommend to the staff options for a modification of the schedule that affects the length of instructional day or preparation time. The site council proposal must be reviewed by the Association and the District early in the process.
- 6.2.12.2 A building staff may agree to modify the schedule that affects the length of instructional day or preparation time with a staff majority of 75% of votes cast by written ballot.
- 6.2.12.3 More than one building may team together to modify their building schedules that affect the length of the instructional day or preparation time when 75% of each affected building staff who votes supports the proposal by written ballot.
- 6.2.12.4 All proposals for change by a building staff or a group of building staffs as outlined in Articles 6.2.13.2 or 6.2.13.3 shall be subject to approval of the Association and the District.

6.3 Professional Duties Beyond the Classroom

Employees are expected to attend building and departmental meetings. Employees may also be required to attend up to two (2) school events and programs that occur after the regular work day, including, but not limited to, open house, back to school night, music performances. Principals shall notify members by September 15<sup>th</sup> of the up to two (2) required events. All other school-related activities not falling within the confines of the normal 8-hour working day shall be completely voluntary. Any employee declining to participate in such activities shall be free of reprisal.

6.4 Parent Conferences

When District-scheduled parent conferences are not held during the contract day they will be compensated on the basis of equal time given for time worked within the week in which they occur. Additionally, parent conferences held at any time, whether during or outside the contract day, will adhere to the same parameters as a normal contract day, including duty-free lunch and preparation time.

6.5 Class Size

The Board shall make every effort in good faith to prevent excessive class enrollments by equalizing the class loads within the school, by transferring students to another school or by adjusting student schedules. The Superintendent or designee shall, as needed meet with the Association President on or before October 15 to review class sizes and other class size-related information. The District will present disaggregated numbers when sharing this data. Special attention will be given to special educators in relation to the numbers and severity of their caseloads. Special attention will also be given to the number of special needs students, including 504 and ESL students, placed in regular classrooms.

As needed, a committee shall be formed with representatives from the Association and the District to recommend class size and case load guidelines. The committee will also present recommendations for class size and case load relief.

6.6 Equipment Recommendations

The employees in each elementary building shall select three (3) of their members to annually make recommendations on equipment needs to the building principal.

6.7 Notification of Assignment

Members shall be notified by June 1st of their tentative assignment for the next school year. Members who are notified of a change of assignment (voluntary or involuntary) after August 1st will be given student free work days in accordance with the provisions of Article 8.

6.8 Professional Collaboration Days

For all licensed staff who are participating in Continuous Improvement Time (CIT), a total of ten (10) meetings within a school year will be used as Professional Collaboration Days for collaborative work, that should include activities such as discussing instructional strategies, analyzing student data, curriculum planning, collaborative team planning, research relevant to classroom instruction, assessments, curricular implementation and/or other SIP initiatives. These days are not intended to be used for individual planning or preparation time without prior approval from the principal.

At the beginning of the year, the department chair/grade level/data team/PLC leads, or designated representatives, will work with the principal to discuss a mutually agreed upon calendar for these days.

6.9 Discretionary Release Time

Special education teachers may request substitute release time for the purpose of completing tasks such as paperwork, testing and collaboration with instructional assistants, to be approved on a case-by-case basis by the Special Education Department or supervisor.



## ARTICLE 7

### REDUCTION IN STAFF

- 7.1 The District shall make every reasonable effort to transfer employees assigned to programs scheduled for discontinuation to other positions for which they are qualified. Whenever a layoff occurs, it is the obligation of the District to transfer and reassign qualified employees so that, at all times possible, the most senior qualified employees are retained, except in situations where the District utilizes competence or merit as defined below.
- 7.2 In the event the District, in its discretion, determines that a layoff is necessary, then it will determine the employees to be retained by means of the following criteria:
- 7.2.1 A determination of whether the employees to be retained hold the proper license and endorsement to fill the remaining position(s);
- 7.2.2 A determination of the seniority of the employees to be retained and
- 7.2.3 A determination of the competence or merit of an employee being retained if the District desires to lay off another employee with greater seniority.
- a. If the District desires to retain an employee with less seniority than an employee being released under this section, the District will determine that the employee being retained has more competence or merit than the employee with more seniority who is being released.
- b. Nothing in paragraph 7.2.3 shall be construed to limit the operation of paragraph 7.2.1 that is, the requirement that a retained employee possess the license and endorsement to fill the remaining position.
- 7.3 Seniority shall be defined as the employee's total length of continuous service in the District. Seniority will be computed and accrue from the employee's most recent date of actual service related to their job description in a position covered by the collective bargaining agreement, and shall continue to accrue during approved leaves.
- 7.4 For the purpose of this Article, the term "competence" shall mean the ability to teach a subject or grade level based upon recent teaching experience related to that subject or grade level within the last five years, or educational attainments, or both, but not based solely upon being licensed to teach a subject or grade level. A "grade level" shall mean elementary, or middle school, or high school-level experience. A "subject matter" includes specialized areas of endorsement, as well as ESL or bilingual instruction, alternative education, technology, computers, etc. The ability to speak an appropriate second language may be considered as an alternative measure of competence for teachers beginning service with the District in 1997-98 or thereafter.
- 7.5 For the purpose of this Article, the term "merit" shall mean the measurement of one employee's ability and effectiveness against the ability and effectiveness of another employee, as determined by the District through its evaluation procedure.

- 7.6 Notice of any layoff shall be furnished by the District to the Association and to any affected employee(s) as soon as possible and at least 30 calendar days before the layoff is scheduled to occur. The notice shall be in writing, shall list the reasons for the layoff and shall indicate the date upon which the layoff is scheduled to occur.
- 7.7 The District will at all times maintain a current seniority list in its personnel office. This seniority list will be available for inspection during regular working hours by the Association and by employees.
- 7.8 Recall

If, within 27 months of a layoff, a vacancy occurs within the District for which a laid off employee is qualified, licensed and endorsed as per Section 7.2 to 7.5 above, the recall procedure outlined below will be followed:

- 7.8.1 At the time of layoff, the District shall provide for laid off employees to express in writing a desire to return to the District. The District shall also receive the employee's address for recall notification. In the event of a recall, the District shall notify the employee who has expressed a desire to return to the District of the recall by certified mail, return receipt, sent to the last address given by the employee to the District office. The employee will have 15 calendar days from the date of mailing to notify the District of intent to return. The employee must thereafter report on the starting date specified by the District provided that this will not be less than 14 days from the date the notice of recall was received, or lose all recall rights.
- 7.8.2 All benefits to which an employee was entitled at the time of layoff, including unused accumulated sick leave, will be restored to the employee upon the employee's return to active employment, and the employee will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education. An employee will not receive increment credit for the time spent on layoff nor will such time count toward the fulfillment of time requirements for acquiring contract status. Employee benefits do not accrue during the time of layoff.
- 7.8.3 Employees covered by this Article will have the option to continue insurance programs at their own expense while on layoff status subject to the approval of the insurance carrier, and in accordance with the administrative guidelines established by the District.
- 7.8.4 Any member who accepts recall to a position of lower FTE than he/she held at the time of layoff shall retain recall rights to a position at his/her higher level of FTE for the remainder of the original 27-month recall period.
- 7.8.5 In determining which employee(s) to recall, the District will consider the criteria set forth in paragraph 7.2 above. Any employee who does not accept a recall for a second time will lose all further recall rights and will be deemed to have resigned from District employment. Any employee not recalled pursuant to this Article within 27 months of layoff will be deemed to have resigned from District employment.
- 7.8.6 Any employee who is non-renewed or dismissed for the same, and only the same, reason or reasons which the District could have used to conduct a layoff under this

Article, will be afforded reemployment rights in accordance with the recall provisions of this Article.

7.8.7 Employees covered by this Article will be given first consideration for substitute teaching; such will not affect employee recall rights.

7.9 Nothing in this Article shall be construed so as to interfere with the District's right to dismiss a contract employee pursuant to the provisions of the Fair Dismissal law or to dismiss or non-renew a probationary employee pursuant to ORS 342.835.

7.10 Any appeal from the District's decision on layoff or recall pursuant to this Article shall be by means of a grievance filed pursuant to the Article on Grievance Procedure, using the standards in ORS 342.934(7). The decision of the arbitrator will be final and binding on all interested parties as long as the arbitrator's decision is within his/her jurisdiction.

## ARTICLE 8

### VACANCIES AND TRANSFERS

#### 8.1 Vacancies and Voluntary Transfers

##### 8.1.1 Definition

A vacancy shall be defined as a new or existing bargaining unit position that is unfilled after assignments have been made within a building or department and involuntary transfers have been completed.

##### 8.1.2 In-Building

At the elementary level, if grade level changes need to be made within a building, all members will be made aware of the options and given an opportunity to discuss their desired changes with the principal. At the secondary level, and for specialists, the applicable administrator or supervisor will establish a process for determining staff interest for possible change of assignment in-building or within a specialist group.

##### 8.1.3 Posting

When a vacancy occurs in a position covered by the collective bargaining agreement, a notice of vacancy will be posted on the District website for a minimum of 5 business days. The District shall notify the Association president of posted bargaining unit vacancies.

##### 8.1.4 In-District Application for Vacancy

All current unit members who are qualified and who apply for a vacancy shall be interviewed. All District employees who wish to apply for a vacancy will have the option to complete an abbreviated internal application. No outside applicant will be hired until current qualified employees have been interviewed unless they have been interviewed by the same principal within the current school year. This subsection does not apply when the position being filled is temporary. Employees that interview for posted positions will receive notification of action taken when the position is filled. If the member doesn't get the position and requests it, he/she will receive the reasons from the hiring administrator.

#### 8.2 Involuntary Transfers and Change of Assignment

8.2.1 For purposes of this article, an involuntary transfer shall be defined as the change of an employee's work site from one building to another, contrary to the stated wishes of the employee. An involuntary change in assignment shall be defined at the elementary level as a change in an employee's assigned grade level if the employee has not taught that grade level during the past three (3) years, any grade level change that occurs after the start of the school year or a 50% or more change in assigned content, if after the start of the year. An involuntary change in assignment at the secondary level, or for specialists at all levels, shall be defined as a change in an employee's currently assigned area of endorsement that is required by the District, if the employee has not taught in that area

of endorsement within the past three (3) years or if more than 50% of the assignment changes after the start of the year.

- 8.2.2 If the District determines there is a need or desire to involuntarily transfer an employee, the employee involved shall have the opportunity to discuss, with the appropriate administrator, his/her wishes in regard to the transfer and all efforts will be made to notify the affected teacher prior to informing other non-administrative staff members. If possible, the employee being transferred will visit the new assignment prior to the transfer.
- 8.2.3 If an employee is involuntarily transferred or has an involuntary change in assignment, the following will be provided in addition to physical assistance to accomplish the move:
  - 8.2.3.1 For any change in classroom after the start of a school year there will be provided two (2) student-free work days or an equivalent amount of compensation at the unit member's daily rate. For any change in classroom prior to the start of a school year, the member shall be provided with up to eight (8) hours of time at their per diem rate, to be determined at the discretion of the administrator.
  - 8.2.3.2 If a transfer between buildings occurs prior to the start of the work year the unit member will be provided one (1) student-free work day or an equivalent amount of compensation at his/her daily rate.
  - 8.2.3.3 If a transfer between buildings occurs after the start of the work year the member shall receive two (2) to five (5) student-free workdays to complete the transfer, as determined by the administrator after consultation with the member. The member may elect either substitute time or compensation at his/her daily rate.
  - 8.2.3.4 For an involuntary change in assignment the member shall be provided with three (3) student-free workdays or an equivalent amount of compensation at his/her daily rate. The member may elect either substitute time or compensation.
- 8.2.4 In the absence of special circumstances, no employee shall be subject to an involuntary transfer more than two times within any five year period of time.
- 8.2.5 Each year, the District will share the list of involuntarily transferred members, and the reasoning for those transfers, with the Association.

## ARTICLE 9

### COMPLAINT PROCEDURE

- 9.1 If a complaint is made against an employee to the administration, and if the administrator plans to make a record of the complaint and use it in evaluation or is placed in the employee's personnel file, the following procedure must be followed:
  - 9.1.1 A conference shall be held with the employee within thirty (30) calendar days after the complaint is made to the administration.
  - 9.1.2 The employee shall be provided with the name of the complainant, date of the behavior complained of and any related written documents.
- 9.2 The employee may have a union representative present at the conference.
- 9.3 If discipline results, the District will follow Article 5.1, Just Cause.
- 9.4 Any such complaint which the administration chooses not to discuss with the employee or which is not discussed within the required time, or if the complainant's name is not provided, shall not be considered in the employee's evaluation and shall not be used against the employee in any subsequent action by the District.
- 9.5 Unsubstantiated claims which rise to the level of being processed through the formal District complaint process, or for which an investigation has occurred, will be documented as unsubstantiated and retained by the District.

## ARTICLE 10

### EVALUATION

- 10.1 The Board has the authority and responsibility to develop policy as to evaluations and may make such changes as it deems necessary thereto and prior to the commencement of the school year. No changes can be made without consulting with and receiving input from the Association. Evaluation is a function and responsibility of the administration. The District, in conformance with the provisions of ORS 342.850, has adopted a policy on evaluation for licensed personnel entitled Professional Growth and Accountability Program Manual – Supervision and Evaluation Procedures For Licensed Teaching Professionals.
- 10.2 All required Student Learning Growth Goals will originate with the educator and be developed in collaboration with the administrator.
- 10.3 Procedures
- 10.3.1 At the beginning of the school year, all new licensed employees will be provided with copies of evaluation policies, procedures, criteria, and forms. All licensed employees will receive copies of the above materials if changes are made to such materials.
- 10.3.2 A pre-evaluation conference shall be arranged, at least in part, to establish performance goals for the employee based upon job description and performance standards.
- 10.3.3 All evaluations shall be in writing and based upon written criteria which include the performance goals. No changes in criteria can be made without consulting with and receiving input from the Association.
- 10.3.4 The observation and evaluation cycle for probationary and temporary employees should normally be completed no later than March 15 of each school year.
- 10.3.5 The observation and evaluation cycle for contract employees should normally be completed no later than June 15 or the teacher's last work day of each evaluation cycle.
- 10.3.6 If a plan of assistance is determined by the District to be necessary, it will be implemented in consultation with the employee.
- 10.3.7 The evaluation form selected by the District after consulting with the Association should be completed for all employees and filed along with any district forms in the District office.
- 10.3.8 No contract teacher shall be placed upon a program of assistance for improvement based solely upon standardized test scores.
- 10.3.9 The Association shall be notified of all employees placed on a program of assistance, unless the member is opposed to such notice.
- 10.4 Peer assistance, when used, will be implemented in a manner consistent with ORS 342.850.

10.5 No contract teacher shall be evaluated on his/her ability to speak a second language unless it is a condition of employment at the time of hire or a stated requirement of the position to which the teacher is assigned.



ARTICLE 11

PERSONNEL FILES

- 11.1 Employees will have the right, upon request, to review the contents of their personnel file and to be accompanied by a union representative of their choice. This file shall contain materials relevant to the employee's employment exclusive of matters relating to the processing of grievances and shall be the sole repository of such materials.
- 11.2 No disciplinary action, reprimand, evaluation, or complaint will be placed in an employee's personnel file unless the employee has had an opportunity to review the materials. The employee will acknowledge he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the expressed understanding that such signature in no way indicates agreement with the content thereof. If the employee refuses to sign, the administrator shall include a statement to that effect and file the material. The statement shall include only the fact that the employee refused to sign, the date, and shall be witnessed by a third party.

An employee may attach a rebuttal to any document included in the employee's file.

- 11.3 The Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, and will maintain only such other working files as necessary, which will be available for inspection by any affected employee on request.
- 11.4 At least once every two (2) years, an employee will have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate for retention. With the approval of the superintendent or designee, such documents will be destroyed but in no case may any evaluation or disciplinary document be deleted.

## ARTICLE 12

### GRIEVANCE PROCEDURE

#### 12.1 Purpose

The purpose of this procedure is to solve grievances and every effort shall be made to settle such grievances at the lowest possible step of this procedure.

#### 12.2 Definitions

##### 12.2.1 Grievance

A grievance is defined as a difference of opinion by an employee(s) regarding:

12.2.1.1 The meaning, interpretation or inequitable application of this Agreement.

12.2.1.2 The interpretation, application or violation of District policies or administrative decisions affecting the working conditions of employees which are not covered by this Agreement. Such a grievance shall be processed only through Step 3 and the Board's decision shall be final and binding.

##### 12.2.2 Grievant

A grievant is an employee(s) claiming a grievance.

##### 12.2.3 Party-in-Interest

A party-in-interest is the person(s), either the employees making the claim and the Board and/or its representatives, who might be required to take action or against whom action might be taken in order to resolve the claim.

##### 12.2.4 Group Contractual Grievance

A group contractual grievance is a grievance as defined in 12.2.1.2 and which affects a group or class of employees. Upon request of two (2) or more affected employees such a grievance may be submitted on behalf of the group or class by the Association. In such a grievance the Council shall be considered a party-in-interest.

##### 12.2.5 Days

The term "days" when used in this Article shall, except where otherwise indicated, mean normal District business days.

##### 12.2.6 Immediate Supervisor

"Immediate Supervisor" is the one who has direct administrative or supervisory responsibilities over the grievant in the area of grievance.

### 12.3 Miscellaneous Provisions

#### 12.3.1 Representation

Any grievant may be accompanied at all steps of this procedure by an Association representative as determined by the Association. Should the member choose not to have a representative, the Association has the right to participate in the grievance proceedings, and the District will notify the Association of all such meetings.

#### 12.3.2 Non-Reprisal

No reprisals of any kind shall be taken against any employee by reason of participation in the grievance procedure.

#### 12.3.3 Meetings and Hearings

Subject to the Public Meetings Law, all meetings and hearings under this procedure shall not be conducted in public and shall include only such parties-in-interest and their designated or selected representatives, heretofore referred to in this procedure. An open hearing will be held if requested by the grievant. Every effort will be made by all parties to avoid interruption of classroom and any other school-sponsored activities.

### 12.4 Operating Limits

#### 12.4.1 Time Limits

Failure to file a written grievance twenty-five (25) days after the facts upon which the grievance is based first occurred or first should have become known to the grievant shall be considered as a waiver of the grievance.

12.4.1.1 Failure of the District to follow the agreed upon time limits shall allow the grievance to be appealed automatically to the next step of the procedure.

12.4.1.2 All parties should attempt to complete the procedure by the end of the school year. The parties shall make good faith effort to shorten the number of days provided at the various steps in order to finish by the end of the school year and avoid, if possible, carrying the process into the summer period or the following school year.

12.4.1.3 Time limits may be extended by mutual agreement in writing.

#### 12.4.2 Written Decisions

All written decisions rendered after the informal level shall contain the reasons for the decision and shall be transmitted within the time limits to all parties-in-interest.

### 12.5 The Procedure

Grievances will be processed in the following manner and within the stated time limits:

12.5.1 Step 1 - The grievant shall promptly attempt to resolve the grievance informally with his or her immediate supervisor. If the grievance is not resolved informally, it shall be reduced to writing by the grievant who shall submit it to the building principal.

12.5.1.1 The written grievance shall give a clear and concise statement of the alleged grievance including the facts upon which the grievance is based, the issues involved, the agreement provisions or policies involved and the relief sought. The principal shall respond in writing within a period of five (5) days following receipt of the grievance.

12.5.2 Step 2 - If the grievance is not settled in Step 1 and the grievant wishes to appeal the grievance to Step 2, he or she may appeal the grievance in writing to the Superintendent within ten (10) days after receipt of the principal's written answer.

12.5.2.1 Appeals to the Superintendent or his appointed representative shall be heard by the Superintendent within ten (10) days of his receipt of the appeal. Written notice of the time and place of hearing shall be given not less than five (5) days prior to the parties-in-interest if requested by the aggrieved party.

12.5.2.2 The Superintendent shall give a written answer no later than five (5) days after the day of the hearing.

12.5.3 Step 3 - A grievance not settled at step 2 may be appealed to the Board, by letter, directed to the Chairman of the Board, within five (5) days after receipt of the Superintendent's written answer. The Board will, at the next scheduled meeting, not more than fifteen days following an appeal, conduct a hearing in executive session and render a decision within ten (10) days thereafter. The grievant may be represented by an Association representative.

12.5.4 Step 4 - Limited to grievances over the alleged violation of this Agreement.

12.5.4.1 Within 15 days of the decision at Step 3, the Association may submit the grievance to arbitration. The notices shall be in writing and delivered to the Superintendent or his appointed representatives.

12.5.4.2 The arbitration hearing shall be in accordance with the rules of the American Arbitration Association. The Employment Relations Board (ERB) will be asked to supply a list of 7 arbitrators who are members of the AAA's Labor Panel. The parties will select an arbitrator from that list by striking alternately.

12.5.4.3 The arbitrator shall have no power to add to, subtract from, modify or amend any terms of the Agreement. The arbitrator shall have no power to substitute his discretion for that of the Board in any matter not specifically contracted away from the Board.

12.5.4.4 The arbitrator shall confer with the representatives of the District and the Association and hold hearings promptly. He shall issue his decision in writing within thirty (30) days of the close of the hearing. The decision shall set forth the findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator's decision shall be submitted to the parties-in-interest and shall, within the scope of the arbitrator's authority, be final and binding on both parties.

12.5.4.5 The parties will equally share the cost of the arbitrator's fee and the cost of the hearing room, if any.

## 12.6 Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of the participants.

## ARTICLE 13

### CLASSROOM CONTROL AND DISCIPLINE

- 13.1 While teachers and administrators have a shared responsibility for student discipline, teachers bear the primary responsibility within the classroom,
- 13.2 When, in the judgment of the teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher shall have the right to temporarily remove the student from the classroom and refer him/her to the principal or other designated representative for appropriate action. The member shall be provided with timely feedback about the outcome of written office referrals as outlined in each building discipline plan per 13.3.
- 13.3 The District will ensure that all buildings have a discipline plan in place which lists protocols and available classroom supports. All members will have an opportunity for input into the building discipline plan, with an opportunity to suggest revisions for the following year. This plan will be discussed with all building staff during August in-service week each year and will be implemented when students arrive.
- 13.4 The District shall develop and communicate a protocol for addressing disciplinary situations or extreme student behaviors when there is no administrator available. Such procedures shall be subject to review and comment each year by the staff of each building.
- 13.5 Impacted members will be apprised of student disciplinary incidents or history that may impact learning and safety in accordance with state and federal law.
- 13.6 Administrative support for members filing DHS or police reports related to students shall be provided upon request.

## ARTICLE 14

### PAID LEAVES OF ABSENCE

#### 14.1 Sick Leave

14.1.1 The District shall allow ten (10) days of leave with pay per school year for personal illness or injury of the employee, or for any other reason set forth in the Oregon Sick Time Law. "Family member" includes the employee's spouse, same-gender domestic partner, biological child, adopted child, stepchild, foster child, same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law, same-gender domestic partner's parent, grandparent, grandchild, and any individual with whom an employee has or had an in loco parentis relationship.

14.1.2 Sick leave accumulation shall be unlimited. Sick leave shall be credited to each employee at the beginning of each school year. A certificate by the employee's attending physician or practitioner that illness or injury prevented the employee from working may be required for sick leave in excess of five consecutive school days.

14.1.3 Part-time employees and those who begin service after the beginning of the school year will receive sick leave pro-rated to the nearest half day.

14.1.4 Disability due to pregnancy will be considered within the definition of illness or injury in 14.1.1 above.

14.1.5 An employee who has accumulated sick leave in another Oregon school district shall be allowed to transfer such accumulated leave, not to exceed 75 days, provided the employee has completed 30 working days in the Forest Grove School District.

14.1.6 Up to three (3) days per year may be taken and charged against the accumulated sick leave of a member to take care of ill or injured persons living in the household.

#### 14.2 Emergency Leave

14.2.1 Employees will be allowed one (1) non-accumulative emergency leave days each year usable in not less than one-half day portions for the following reasons and subject to the limitations stated herein. Approval must be secured in advance or as soon as practicable if the nature of the emergency precludes approval in advance. All applications shall clearly state the reason(s) for leave. Leave may not be used to extend a vacation or holiday, nor for recreation or avocational purposes.

14.2.1.1 Catastrophes to the employee's personal or real property such as, but not limited to, fire or flood damage to house.

### 14.3 Parental Leave

Up to 12 weeks parental leave will be granted subsequent to the birth or adoption of a child under the age of six in accordance with Oregon law. Accumulated sick leave may be used for said leave. The District will pay for the employee's insurance premium to the extent required by FMLA/OFLA for those weeks used for parental leave, up to 12 weeks.

### 14.4 FMLA/OFLA

The appropriate leaves under Family Medical Leave will be granted to eligible employees in accordance with FMLA/OFLA. Accumulated sick leave may be used for said leave. The District will pay for the employee's insurance premium to the extent required by the Federal Family Leave Act for those weeks used for such eligible leave. The Forest Grove School District will use the fiscal year (July 1 – June 30) for determining OFLA/FMLA leave availability.

### 14.5 Bereavement Leave

The District will allow up to five (5) days with pay per death for the bereavement of a member of the immediate family of the employee or employee's spouse. An employee may access additional bereavement leave as provided for in OFLA. Immediate family is defined as: spouse, children, parents, step-parents, grandparents, grandchildren, brothers and sisters. Also covered are persons who are living in the employee's home at the time of death. The District will allow one (1) day with pay per death for a family member not listed above.

### 14.6 Extensions

An employee may be granted up to three (3) days additional emergency or bereavement leave upon approval of the Superintendent. The employee will be charged the total cost to the District for a substitute teacher.

### 14.7 Personal Leave

Employees will be allowed two (2) days personal leave each year usable in not less than one-half day portions for the following reasons and subject to the limitations stated herein. Approval must be secured in advance or as soon as practicable if the nature of the need for the leave precludes approval in advance. This leave may not be used to extend a vacation or holiday. No more than 10% of the staff in any building may be on personal leave on a given day, except per administrative approval.

14.7.1 Employees may "roll over" up to one (1) day of unused personal leave for use from one year to the next. No employee may accumulate or use more than three (3) days of personal leave in any single year. Each year, any unused personal leave that cannot be rolled over will be banked for retirement payout per Article 24.

### 14.8 Temporary Military Leave

The District agrees to release time for employees called into temporary active duty of any unit of the United States Reserve or the State National Guard in accordance with the state and federal statutes.



14.9 Jury Duty/Court Appearances

Employees drawn for jury duty or required to appear pursuant to court orders shall receive on a pro-rata basis, compensation from the District equal to the difference between any fee received from a court and his/her salary. It shall be the responsibility of the employee to report fees received to the District payroll clerk.

14.10 Injury on Duty

The District will follow the provisions of ORS 656.240 with respect to sick leave deductions for an occupational illness or injury.

14.11 Professional Leave

Employees may be granted leave with pay to attend educational conferences or to visit other classrooms. Employees will make requests for such leave through the building principal for the Superintendent's approval.

14.12 Retention of Benefits

An employee on paid leave shall retain his/her place on the salary schedule, and shall retain unused accumulated sick leave and seniority.

## ARTICLE 15

### UNPAID LEAVE OF ABSENCE

- 15.1 An employee may be granted a leave of absence by the special action of the Board, not to exceed two years in length. The employee shall retain, as of the time of his/her leave:
- 15.1.1 His/her place on the salary schedule, sick leave accumulated, and seniority providing the employee returns to the service of the District immediately following termination of the leave.
  - 15.1.2 The employee shall advise the Superintendent's office of his/her intent to return by March 1 of the year of leave, or by an earlier date established by the Superintendent for shorter leaves of absence.
  - 15.1.3 Written application for leave must be submitted to the Superintendent on District approved forms through the employee's building principal on or before April 1 of the year preceding the leave request; except under extenuating circumstances.
  - 15.1.4 In the case of an international or out-of-state assignment or work experience directly relating to his/her assignment, the employee shall be returned to the same position in the same building and be placed on the salary schedule as if he/she had worked in the District during such period. All other leaves of absence of 1/2 academic year or longer will result in the employee being placed, upon his/her return, in a position for which the employee is licensed, with no vertical salary step movement.
- 15.2 Parental Leave
- 15.2.1 Upon request, parental leave without pay for childbirth or adoption will be granted. The employee may take leave at any time, provided the District office is given written notice at least 30 days prior to leaving if possible. In giving notice, the employee must inform the District in writing, of intention to do one of the following:
    - 15.2.1.1 Return at the beginning of the next grading period or the first working day following winter break or spring break, following the birth or adoption of a child,
    - 15.2.1.2 Remain on leave for the balance of the school year and return to a regular teaching assignment at the beginning of the following school year;
    - 15.2.1.3 In case of a childbirth or adoption during the last quarter of the school year, the employee will have the option of returning the fall of the next school year or the fall of the school year thereafter;
    - 15.2.1.4 Resign from the District;
    - 15.2.1.5 The Superintendent may approve return at times other than specified above.

15.2.2 An employee on parental leave desiring to return to service at the start of the next school year shall notify the Superintendent, in writing, by March 1 stating his/her intention to return.

15.2.3 An employee on parental leave shall retain all benefits accrued in the District prior to the leave upon his/her return from that leave.

15.2.4 An employee returning to the District following a parental leave shall be reassigned to his/her previous assignment whenever possible, otherwise an equivalent position will be granted. Should the leave and return occur during the same contract year, the employee would be assured of the same position in the same building.

15.3 Group Insurance

Employees on unpaid leave of absence shall be permitted to continue group insurance coverage at their own expense. Such payment shall be made to the District agent of record. This provision shall be subject to approval by the insurance carrier.

ARTICLE 16

SCHOOL CLOSURE

Whenever student attendance is not required due to an emergency closure, employee attendance shall not be required and no loss of pay will result. However, if make-up days are scheduled for students by the Administration, employees will work these days without additional pay so long as the total days do not exceed the number of days set forth in this Agreement.

## ARTICLE 17

### SITE BASED DECISION MAKING AND PROFESSIONAL GROWTH

#### 17.1 Site Based Decision Making

##### 17.1.1 Purpose

The Board and the Association, in order to improve the quality and effectiveness of education, through use of (a) Best knowledge and information, (b) A focus on service to students, and (c) A-focus on student outcomes and learning; agree to establish a process for involving employees in decision making at the work site or program level. Such a process (referred to herein as "site-based decision making") is intended to foster communication among employees and administrators to promote cooperative problem identification and problem solving, and to provide education employees with an expanded role in making school or program-level decisions. This provision is intended to establish a site council at each work site and for the special services department.

##### 17.1.2 Supremacy

Site-based decisions shall be in compliance with this Collective Bargaining Agreement and School District policy and shall not alter, amend, or modify these documents except as provided for in Articles 6.2.8, 17.1.7.1 and 17.1.7.2.

##### 17.1.3 Site Council Composition and Procedures

Once initiated, the development and implementation of site based decision making programs shall be conducted by a site council. The composition of the site council, number of members, and the manner of their selection shall be in accordance with ORS 329.704. The chair of the site council shall be elected by the site council. Membership on a site council shall be voluntary and an individual teacher's decision not to be a member shall not be part of that teacher's evaluation.

The site council shall determine the time and place of its meetings and shall maintain a record of each meeting. Meeting times and locations shall accommodate the needs of all site council members, including parents and classified staff. The chair of the site council shall make a periodic report of the site council's activities to the employees and the administration the site council represents, with copies to the Association and the District. Contents of all site council minutes, if taken, will be available to the Association president.

##### 17.1.4 Site Council Responsibilities

17.1.4.1 Site council members will be responsible for attending meetings of the site council and discharging any other obligations agreed to by the site council as a whole.

17.1.4.2 In addition to other responsibilities defined by law and school board policy, each site council shall be responsible for administering the professional growth program described in Section 17.2 of this article.

### 17.1.5 Funding

17.1.5.1 Funds will be allocated to each building from a fund of \$40,000 (See 17.2.1 of this article) for each year of this contract, taking into account building size and staffing.

17.1.5.2 Site council members shall be accorded a stipend under the provisions of Article 19 of this agreement.

### 17.1.6 Training

The District shall afford site council members with training.

### 17.1.7 Program Changes

Decisions of site councils shall be based on Knowledge, District belief statements, Best research, Intended student outcomes, and shall follow the following procedures:

17.1.7.1 Prior to the implementation of any site-based decision which significantly impacts either program or unit employees, the site council shall provide thirty (30) days advance written notice. Upon petition to the site council of not fewer than 25 per cent of affected unit employees, the site council shall conduct a vote of such affected employees. Implementation shall be contingent upon 60 per cent approval of such employees through written ballot.

17.1.7.2 Prior to the implementation of any site-based decision which impacts School District Policy or Procedure or this Collective Bargaining Agreement or which impacts more than one work site, such decision shall be submitted by the site council(s) to a District Level Review team, comprised of equal numbers of administrators and Association appointees. The District Level Review Team shall forward its recommendation to the superintendent and to the site council for final action.

## 17.2 Professional Growth

17.2.1 The District shall provide to each school a pool of professional development funds from a District-wide allocation of \$40,000. The District will develop general guidelines for the expenditure of the pooled money and the specific uses of these funds, except for 17.2.1.1, will be under the direction of the site councils for the following purposes:

17.2.1.1 District or individual school developed and/or approved inservice courses or workshops.

17.2.1.2 Courses, workshops, conferences or inservice programs approved by or developed by the site council to meet the professional goals established by the District. In buildings of more than 300 students, proposals shall be

submitted to a professional development subcommittee, which shall make recommendations to the site council.

17.2.1.3 Courses, workshops, conferences or inservice programs to meet the professional goals established by the building administrator and the individual teacher.

17.3 Expenses may include all or partial payment of expenses associated with attendance at approved workshops or conferences.

17.4 Funds not expended by any building during the course of one budget year may be carried forward for one additional budget year.

17.5 Each building will develop and publish criteria for distribution of the building professional growth pool and will provide for equal access.

17.6 Tuition Reimbursement

All members will have access to a maximum of 4 credit hours at Portland State University rate, or 50% of that equivalent dollar amount for district approved workshops. There will be a maximum available of \$88,000 plus the carryover from the previous year. At the end of each school year, the District and Association will meet to review the distribution of the two pools used for professional growth and tuition reimbursement.

## ARTICLE 18

### SALARY

#### 18.1 Salary Schedules

18.1.1 The salary schedule for 2018-2019 shall be the 2017-2018 salary schedule increased by 2%. The salary schedule for 2019-2020 shall be the 2018-2019 salary schedule increased by 2%. The parties shall re-open this article for negotiations for the 2020-2021 contract year.

#### 18.1.2 Step Increase

Step increase will be granted to eligible employees (not at the maximum salary of one of the columns) effective at the start of each school year.

#### 18.2 Salary Classification

18.2.1 An applicant for reclassification will submit current transcripts in support of his/her request to the Superintendent no later than September 15 of the year for which the reclassification is requested. In extenuating circumstances, the Superintendent will accept documentation in lieu of a transcript if said documentation is received by September 15 and the transcript is filed by the first Friday after school is in session following winter recess. If the transcript is not filed by said Friday, the salary reclassification shall be reversed and the affected employee must repay the additional salary resulting from the reclassification.

18.2.2 A committee composed of (1) the Superintendent or designee; (2) a Board Member; (3) the Building Principal; and (4) his/her department head and a teacher from his/her department, and a teacher from within the District or three (3) teachers from the appropriate level will act as an appeals board should the teacher be dissatisfied with the Superintendent's evaluation of credits submitted. The department head, the teacher from his/her department, and the teachers from the level or District shall be selected by the teacher.

#### 18.3 Salary Schedule Column Requirements

##### 18.3.1 Movement to Advanced Salary Column

Persons who can certify to having completed the required number of quarter hours of college credit directly related to their teaching assignment and taken subsequent to the completion of the applicable degree will qualify for placement on the appropriate column. All credit shall be for graduate courses or undergraduate courses approved in advance by the Superintendent or designee.

##### 18.3.2 Career and Technical Education (CTE) Teacher Salary Placement

Teachers who are placed in Career and Technical Education teaching positions or are otherwise required to have a CTE license, shall be placed on the salary schedule as herein specified.



### 18.3.3 Career and Technical Education Teacher Vertical Salary Placement

- 18.3.3.1 For initial salary placement, a CTE license shall qualify a teacher for placement on Step B.
- 18.3.3.2 District approved relevant, professional, industry and/or employment experience and prior teaching experience, per Article 18.7 shall be recognized on a one to one ratio.

### 18.3.4 Career and Technical Education Teacher Horizontal Salary Placement

18.3.4.1 CTE licensure shall qualify a teacher for placement on column 1 (BA column). Other degrees earned prior to issuing of CTE license will be applied for salary placement if they are relevant to teaching or the field in which the CTE teacher is assigned and approved by the District.

18.3.4.2 CTE teachers shall be given horizontal placement according to the following criteria:

BA+20 – 20 hours from any college, university, or approved District-in-service courses.

BA+40 – 40 hours from any college, university, or approved District-in-service courses.

MA or BA+65 – 65 hours from any college, university, or approved District-in-service courses.

MA+20 or BA+90 – 20/90 hours from any college, university, or approved District-in-service courses.

MA+40 or BA+115 – 40/115 hours from any college, university, or approved District-in-service courses.

### 18.3.5 Equivalency

18.3.5.1 For employees who hold licensure other than that of teacher, such as school nurse, the District may at its sole discretion grant equivalency for attendance at workshops, seminars, and related professional development experiences to meet the “college courses directly related to their assignment” requirements of this Article.

18.3.5.2 The District, at its sole discretion, may elect to grant equivalency for attendance at District-sponsored work shops, seminars, and related professional development experiences to meet the “college courses directly related to their teaching assignment” requirements of this Article. When such credit is granted, compensation shall not be paid for the time the employee is participating unless the training takes place during the

employee's regular workday/workyear, in which case the teacher's regular salary would be paid.

- 18.4 For those employees employed by the District on or after the effective date of this agreement, all credits eligible for column movement must be earned after the employee has acquired licensure as a teacher. The district at its sole discretion may grant exceptions to this limitation in instances where it finds pre-licensure training to be especially applicable to the employee's assignment.
- 18.5 No one will advance more than one vertical step on the salary schedule during any one school year.
- 18.6 Licensed persons hired by the District who have completed one or more teaching years in another district may transfer to this District their previous experience.
- 18.7 Licensed persons hired by the District who can certify they have successfully completed an internship program at an accredited college or university will be granted one (1) year's experience on the salary schedule. This shall not be retroactive.
- 18.8 The changing from one column of the salary schedule to another shall include the vertical and the horizontal increase in pay.
- 18.9 An employee may submit a request in writing no later than May 15 that the remaining salary for the contract year be paid together with his/her June 30 salary check.

18.10 Part-Time Teaching Contracts

When part-time positions are approved by the Board of Directors as recommended by the Superintendent, the part-time employee's salary will be on a pro-rated basis in proportion to the time worked in accordance with the training and experience record of the employee. In such cases, fringe benefits will be provided as set forth in this Agreement. Part-time employees will retain all benefits previously accrued including probationary teacher or contract teacher status as defined by law.

18.11 National Board Certification

Teachers who complete the National Board Certification process shall, upon submission of proof of completion to the District, receive a one-time payment of two thousand dollars (\$2,000).

18.12 Shortened School Year

If the Board finds it necessary to reduce District expenditures, the teacher contract year may be reduced below 190 days. The Association will receive notice and will have the opportunity to bargain the decision and the impact of that decision before any reductions take place.

18.13 Retiree Salary Placement

Teachers who retire from Employment with the District, and who are hired back in a subsequent year as a teacher, shall be placed on Step 4F.

## ARTICLE 19

### EXTRA PAY FOR EXTRA DUTY

- 19.1 The extra duty schedule shall be Appendices D1 and D2 (2018-2019), E1 and E2 (2019-2020) and F1 and F2 (2020-2021).

It shall be understood that, if it can be shown to be in the interest of the District, the duties and responsibilities of each of these positions may be shared by two or more persons. In those cases when the position is shared, the stipend will be divided proportionally between the persons performing the duties and accepting the responsibilities of that position.

It shall be further understood that if it can be shown to be in the interest of the District, stipends may be proportioned for single event or activity responsibility. Examples of such single events would be talent show coordination and direction and school plays. It is also understood that the responsibility shall be for a specific event or activity. The responsibility and remuneration will be for that activity/event and there shall be no implication that such responsibility or payment shall extend to similar activities. The amount of the stipend for such activities must be established by a joint six-person committee appointed by the District and Association.

#### 19.1.1 Experience Schedule

The dollar amounts shown on Appendices D1, E1 and F1 are for 0 up to 3 years experience. These amounts will be increased for years of experience listed in the Experience Schedule on these Appendices in the proportion that those percentages listed bear to 14%. The district may, at the discretion of the personnel director or designee, give credit for prior experience outside the Forest Grove School District. Experience within the district shall be continuous years in the same position, unless this requirement of same position is waived at the discretion of the personnel director or designee.

#### 19.1.2 State Tournaments

19.1.2.1 Team Sports: Coaches or advisors of team sports or activities that proceed to that sport's state tournament or competition will be paid 3% of their extended duty pay, as determined above, for each additional week of competition.

19.1.2.2 Individual sports or activities: Coaches or advisors of individual sports or activities that proceed to a state tournament or competition will be paid 3% of their extended duty pay, as determined above, for each additional week. No more than one coach or advisor will be paid per ten participants, except that in track, specialty coaches up to a total of 2 coaches per ten participants will be paid.

#### 19.2 Outdoor Education

Teachers participating in the sixth grade Outdoor Education experience will be compensated at the rate of \$139.00 per day.

19.3 Supervised Teaching

Employees who accept and carry out the responsibility of training a student teacher shall be compensated at the rate the District is paid by the teacher training institute.

19.4 Cover Teaching

The District will pay \$35.00 per period at the middle school and \$45.00 per block at the high school to any school employee who is performing another task during his/her regular preparation period by decision of the building principal. Elementary members who lose their prep period as defined in Section 6.2.4 will be compensated \$25.00 for each period.

19.5 Site Council Team

The stipend amount, paid to all licensed members of site councils, will be \$1,154.00 for the 2018-2019 contract year and \$1,177.00 for the 2019-2020 contract year. Stipends paid in contract years thereafter will be increased by the same percentage as the increase applied to the base salary.

19.6 Curriculum and Regular Rate of Pay

Employees who participate in curriculum development will be compensated for their extra responsibility at the hourly rate of a BA 40, Step C including necessary preparation time as agreed to by the employee and the District. This shall be referred to as Curriculum Rate. Employees who serve on committees which require additional responsibility or time outside of the regular workday shall be compensated for their extra responsibility at the Curriculum Rate.

Employees who teach staff development courses will be paid a minimum of their Regular Hourly Rate for teaching time and at the Curriculum Rate for preparation for teaching the class. Regular Hourly Rate applies to any teaching or instructing of parents or staff. It also includes teaching students when not during the regular workday or as part of the employee's normal assignment.

Employees who voluntarily participate in District-sponsored inservice classes or workshops during non contract days shall receive Curriculum Rate for the actual time spent in such classes or workshops, or at the District's sole discretion receive in-District credit or, in cooperation with a college or university, receive college credits. Compensation shall not be paid when such credit is provided.

Employees who participate in mandatory District-sponsored inservice classes or workshops during non contract days shall receive their Regular Hourly Rate for the actual time spent in such classes or workshops, or at the District's sole discretion receive in-District credit or, in cooperation with a college or university, receive college credits. Compensation shall not be paid when such credit is provided.

## ARTICLE 20

### EXTENDED CONTRACTS

- 20.1 An extended contract is a supplementary contract extended to an employee for professional service of a like nature to that performed during the school year beyond the work year as defined in this agreement. Such service is limited to that provided during vacation periods and does not include curriculum development, attendance at or teaching of classes, workshops, or other professional development activities.
- 20.2 Extended contracts shall be paid on the employee's hourly basis.
- 20.3 Employees on extended contracts shall be granted additional sick leave based on one (1) day per 19 days of 8-hour service.

ARTICLE 21

FRINGE BENEFITS

21.1 Health Insurance

Members may select from the list of available District health care providers and plans including medical, dental, orthodontia and vision.

The District's contribution shall be limited to the "cap" stated in this section. Any excess premium costs shall be borne by the individual employee by way of payroll deduction.

21.2 Premium Cap

Effective December 1, 2018, the District shall contribute up to \$1,385 per month per full-time member.

Effective October 1, 2019, the District shall contribute up to \$1,410 per month per full-time member.

The above District contributions shall be pro-rated for those members employed at less than 1.0 FTE.

The contribution paid by the District in 2019-2020 shall be the maximum District obligation until such time as a new amount is negotiated.

The District's contribution for 2020-2021 shall be subject to 2020-2021 re-opener negotiations between the District and the Association.

21.3 Change of Insurance Carrier(s)

Any changes in plans must be mutually agreed upon by the Association and the District.

21.4 Group Health Insurance for Retirees

Retirees will be allowed to participate in the group medical insurance plan of the District, at no cost to the District, to age 65.

21.5 Long Term Disability Insurance

The District will pay for Long-Term Disability Insurance (LTD) under a policy provided by a District approved commercial carrier for each employee. Coverage will provide replacement for 50% of an employee's basic 190-day contracted salary following a 60 calendar day elimination period with further use of sick leave at the employee's option. Benefits will be coordinated with other sources of disability income specified in the master insurance agreement and be subject to terms of that agreement.

21.6 Pro-rated Benefits

For employees employed on a part-time basis of half-time or more, the District will pay fringe benefits outlined in this article on a pro-rated basis in proportion to the amount of time worked. Balance of monthly premium beyond District contribution, if any, will be paid by the employee through payroll deduction.

21.7 Insurance Pool

The parties agree that an Association controlled insurance pool shall be created utilizing the unspent funds allocated to members who “opt out” of District insurance coverage as described below:

21.7.1 An employee may “opt out” of District/OEBB coverage by indicating in writing to the District the employee’s election not to obtain health, dental, and vision coverage through the District. Notice of this election shall be on a form jointly prepared by the Association and the District. The deadline for making this election shall be the end of open enrollment. All members who opt out of District/OEBB insurance will receive \$375 per month from the District as taxable income, beginning with the first paycheck of the school year (second check for members who are opting out for the first time). This amount shall be pro-rated for members who are less than 1.0 FTE.

21.7.2 The District shall contribute to the Association insurance pool \$375 per month for each full time member who opts out of District coverage.

21.7.3 A pro-rata share of \$375 will be contributed by the District to the pool for each less than full-time member who opts out of District coverage. For example, if a 0.50 FTE member opts out, \$187.50 (0.50 x \$375) per month shall be contributed by the District to the insurance pool.

21.7.4 The Association will allocate the insurance pool to bargaining unit members participating in District/OEBB insurance coverage. The District will provide adjustments to bargaining unit members’ insurance costs according to the allocation prepared by the Association.

21.7.5 A member’s decision to opt out of District/OEBB insurance coverage shall constitute a waiver of the right to any such benefit for the duration of the insurance year, and shall be irrevocable until the following year unless the member undergoes a life-changing event and applies for District coverage under District/OEBB guidelines.

21.8 Health Reimbursement Arrangement (HRA)

Each year of this agreement, unless either party should utilize Section 21.8 of this Article, the parties shall identify one of the plans available under OEBB to be designated as the Preferred District Medical Plan. The following provisions shall apply to those individuals participating in the preferred District medical plan.

- 21.8.1 The Preferred District Medical Plan shall be supplemented by a Group Health Reimbursement arrangement (HRA). Members that enroll in the preferred District medical plan shall also be eligible to participate in the District sponsored group HRA.
- 21.8.2 No reimbursements will be available for qualifying expense reimbursement until the member or spouse and/or dependents have satisfied their portion of the Preferred Plan deductible.
- 21.8.3 There must be a minimum of 30 FGSD employees signed up for the HRA to be in effect each year. If 30 employees do not enroll in the MODA or Kaiser HRA plans, the HRA will be discontinued for the following school year and such information will be communicated to members by the FGSD. Assistance will then be given by FGSD to those who chose the HRA option, to help him/her select a feasible insurance plan.
- 21.8.4 Group HRA reimbursements are available only for qualifying expenses that are described in the offered plans' certificates of coverage and which are applied to the health plan's in-network maximum out of pocket limit including deductible, coinsurance and medical costs. Reimbursements are only available for qualifying expenses incurred while the member is enrolled in the plan.
- 21.8.5 For the 2018-2019 insurance year and subsequent years, the Preferred District Medical Plan, Group HRA plan design and amount allocated for the purchase of dental and vision coverage shall be determined collaboratively by the parties through discussions beginning no later than May 15<sup>th</sup> of each year. Any changes from what was in effect for 2018-2019 must be mutually agreed to.
- 21.8.6 In the event that the HRA balance is not sufficient to cover the costs associated with the Group HRA plan, the District will be responsible for all additional costs.
- 21.8.7 Either party may elect to discontinue the HRA program at the end of any plan year, with sixty (60) days' notice.



## ARTICLE 22

### DUES AND PAYROLL DEDUCTIONS

- 22.1 Prior to the first payroll cutoff date, the Association shall notify the District of those bargaining unit members who are members of the Association and who have authorized payroll deductions for membership dues, assessments, and related contributions to the United Teaching Profession (FGEA, OEA, NEA). The Association shall regularly notify the District of those bargaining unit members who join the Association and who have authorized payroll deductions for membership dues after the first payroll. Further, the Association will regularly notify the District when membership is revoked by an employee.
- 22.2 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 available for review.
- 22.3 Pursuant to such authorization, the District shall deduct the total authorized FGEA, OEA, and NEA dues in twelve (12) equal payments.
- 22.4 The District agrees to the continuation of all payroll deductions authorized previously unless revoked in writing. The District shall notify the Association of any member wishing to revoke deduction of Association dues. Revocation of this authorization is through written notice by the employee to the Association, according to Association procedures, during the month of September.
- 22.5 The District agrees to transmit the dues deducted as indicated above to the appropriate Association office.
- 22.6 The District agrees to furnish the Association with a list of all current licensed staff by August 15 and all newly hired licensed staff on an ongoing basis, at least monthly.
- 22.7 Upon receipt of written authorization directed to the payroll office from an employee, by the payroll cutoff date, the District agrees to deduct from the employee's wages and remit payments by the 10<sup>th</sup> of the following month for the following programs:
- 22.7.1 Medical, Dental, Vision or any other District sanctioned optional insurance in excess of the allowance under the District sponsored program;
  - 22.7.2 Tax sheltered annuities, as authorized by the Internal Revenue Services;
  - 22.7.3 Onpoint Community Credit Union;
  - 22.7.4 United Way;
  - 22.7.5 NEA Member Benefits or other benefits-related vendor deductions may be available for payroll deduction if the vendors meet a minimum requirement of three (3) active contributors as documented by employee payroll deduction forms.
  - 22.7.6 OEA Foundation

#### 22.7.7 OEA-PAC, The NEA Fund for Children and Public Education

- 22.8 The Association agrees to indemnify, defend, and hold the District harmless from all claims, orders, or judgements against the District concerning the dues deductions procedures outlined in this Article. The Association's obligation does not extend to criminal allegations or any Unfair Labor Practice filed by the Association against the District. In the event the District 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 the fees and costs of said attorney.

## ARTICLE 23

### FAIR SHARE

If the precedent which makes Fair Share fees illegal is overturned or if the state laws allow for some form of Agency Fee, the parties agree to re-open this Article to negotiate the re-introduction of Fair Share to the degree allowable by law.

## ARTICLE 24

### RETIREMENT

Any employee retiring under PERS on July 1, 2008 or thereafter may elect to cash in accumulated sick or personal leave days, up to a maximum of 200 days, at a payment of \$50 per day. Such use of accumulated sick leave shall reduce any sick leave available for report to PERS. In order to qualify for benefits under this Article, an employee must have completed fifteen (15) years of service with the District.

## ARTICLE 25

### MISCELLANEOUS PROVISIONS

#### 25.1 Separability of Provisions

In the event that any provision of this contract, shall, at any time, be declared invalid by a tribunal, such decision should apply only to a specific article, section or portion thereof directly specified in the decision. Such a decision shall not invalidate the entire contract, it being the express intention of the parties hereto, that all provisions not declared invalid shall remain in full force and effect.

#### 25.2 Compliance Between Individual Contract and Master Agreement

Any individual contract between the Board and an individual employee 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.

#### 25.3 No Strike

During the term of this Agreement there shall be no strike or work slow down by members of the bargaining unit.

During the term of this Agreement, the District agrees not to lockout the employees as a result of any labor dispute.

## ARTICLE 26

### HEALTH /SAFETY

- 26.1 The District will provide a working environment that meets the requirements of all state and federal laws and regulations regarding safety and health. Unit members will notify a supervisor of any suspected health or safety hazard and the District will take appropriate steps to investigate the matter.
- 26.2 The District will share information provided by juvenile authorities concerning student enrolled in District schools who have been adjudicated by the criminal law system for acts of violence, including information about the nature of their offense. School officials will set up procedures so that this information will be available, in accordance with the law, to members who have a "need to know" as a result of an assignment to teach or supervise the student.
- 26.3 Student IEP's, including behavioral goals and required behavioral modifications will be made available to all teachers assigned to teach students eligible for special education under state and federal law.
- 26.4 In accordance with law, a District-wide safety committee that includes representatives from all buildings will meet regularly. Minutes from the safety committee meetings shall be available to the FGEA president, who may appoint a representative of the FGEA to the safety committee. Any member may have a health or safety concern placed on the safety committee agenda, through their building representative.
- 26.5 Members will not be required to perform any medical procedures for students except in accordance with the regulation of the Oregon State Board of Nursing (OAR 851-047-020 to 030).
- 26.6 Board policy GBEAA will be distributed and explained to all employees on an annual basis.
- 26.7 If problems of air quality have been reported by staff in a building, the staff will receive copies of any air quality study commissioned by the District within two weeks of the receipt of such information by the District.
- 26.8 Alleged violations of this Article may be grieved through the Board of Directors level, but not to arbitration or the Employment Relations Board; instead, unresolved allegations of health or safety violations may be reported to the appropriate state or federal agency.

ARTICLE 27

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2018, and shall continue in effect through June 30, 2021.

Marcos Andrew-Camacho  
FGEA PRESIDENT

Valyni Ingram  
BOARD CHAIR

Dated: 11/27/18

Dated: 11/26/18

**LICENSED 2018-2019 SALARY SCHEDULE  
FOREST GROVE SCHOOL DISTRICT**

YEARS OF EXPERIENCE	BA	BA+20	BA+40	MA	MA+20	MA+40
	1	2	3	BA+65	BA+90	BA+115
	1	2	3	4	5	6
<b>A = 0 YEARS</b>	43,806	45,120	46,474	47,871	49,304	50,783
<b>B = 1 YEAR</b>	45,778	47,150	48,565	50,021	51,523	53,069
<b>C = 2 YEARS</b>	47,835	49,274	50,749	52,272	53,843	55,454
<b>D = 3 YEARS</b>	49,991	51,489	53,035	54,625	56,264	57,953
<b>E = 4 YEARS</b>	52,238	53,805	55,420	57,082	58,796	60,561
<b>F = 5 YEARS</b>	54,590	56,225	57,914	59,653	61,441	63,285
<b>G = 6 YEARS</b>	57,047	58,759	60,521	62,335	64,206	66,133
<b>H = 7 YEARS</b>	59,613	61,405	63,242	65,140	67,095	69,108
<b>I = 8 YEARS</b>		64,165	66,090	68,076	70,116	72,218
<b>J = 9 YEARS</b>			69,063	71,138	73,272	75,469
<b>K = 10 YEARS</b>				74,339	76,566	78,864
<b>L = 11 YEARS</b>				77,682	80,014	82,415
<b>M = 12 YEARS</b>					83,613	86,122



**LICENSED 2019-2020 SALARY SCHEDULE  
FOREST GROVE SCHOOL DISTRICT**

YEARS OF EXPERIENCE	BA	BA+20	BA+40	MA	MA+20	MA+40
	BA	BA+20	BA+40	BA+65	BA+90	BA+115
	1	2	3	4	5	6
<b>A = 0 YEARS</b>	44,682	46,022	47,403	48,828	50,290	51,799
<b>B = 1 YEAR</b>	46,694	48,093	49,536	51,021	52,553	54,130
<b>C = 2 YEARS</b>	48,792	50,259	51,764	53,317	54,920	56,563
<b>D = 3 YEARS</b>	50,991	52,519	54,096	55,718	57,389	59,112
<b>E = 4 YEARS</b>	53,283	54,881	56,528	58,224	59,972	61,772
<b>F = 5 YEARS</b>	55,682	57,350	59,072	60,846	62,670	64,551
<b>G = 6 YEARS</b>	58,188	59,934	61,731	63,582	65,490	67,456
<b>H = 7 YEARS</b>	60,805	62,633	64,507	66,443	68,437	70,490
<b>I = 8 YEARS</b>		65,448	67,412	69,438	71,518	73,662
<b>J = 9 YEARS</b>			70,444	72,561	74,737	76,978
<b>K = 10 YEARS</b>				75,826	78,097	80,441
<b>L = 11 YEARS</b>				79,236	81,614	84,063
<b>M = 12 YEARS</b>					85,285	87,844

**LICENSED 2020-2021 SALARY SCHEDULE  
FOREST GROVE SCHOOL DISTRICT**

YEARS OF EXPERIENCE	BA	BA+20	BA+40	MA	MA+20	MA+40
	BA	BA+20	BA+40	BA+65	BA+90	BA+115
	1	2	3	4	5	6
<b>A = 0 YEARS</b>						
<b>B = 1 YEAR</b>						
<b>C = 2 YEARS</b>						
<b>D = 3 YEARS</b>						
<b>E = 4 YEARS</b>						
<b>F = 5 YEARS</b>						
<b>G = 6 YEARS</b>						
<b>H = 7 YEARS</b>						
<b>I = 8 YEARS</b>						
<b>J = 9 YEARS</b>						
<b>K = 10 YEARS</b>						
<b>L = 11 YEARS</b>						
<b>M = 12 YEARS</b>						



# 2018-2019 Extra Duty Salary Schedule

APPENDIX D1

The 1.00 factor shall be 14% of \$39,135.00\*

\*97-98, BA, Increased each year by the same % as salary increase beginning with increase for 1999-2000

## **A – 1.20 \$6,575**

Activities Director, HS  
Ballet Folklorico Director  
Band Director  
Baseball Head Coach  
Basketball Head Coach  
Drama Director  
FFA Advisor  
Football Head Coach  
Games Supervision, HS  
Soccer Head Coach  
Softball Head Coach  
Speech Head Coach  
Swimming Head Coach  
Track Head Coach  
Volleyball Head Coach  
Wrestling Head Coach

## **B – 1.02 \$5,588**

Ballet Folklorico Assistant Director  
Band Assistant Director, District  
Baseball Assistant Head Coach  
Basketball Assistant Head Coach  
Department Head, HS  
Football Assistant Head Coach  
Golf Head Coach, HS  
Softball Assistant Head Coach  
Special Education Leader, MS  
Strings Director, District  
Tennis Head Coach, HS  
Trainer  
Vocal Music Director, HS

## **C – .91 \$4,986**

Baseball Assistant Coach  
Basketball Assistant Coach  
Cross Country Coach, HS  
Danceline Advisor  
Drama Assistant Director, HS  
Football Assistant Coach  
Intramural Supervisor Middle School  
Rally Advisor  
Soccer Assistant Coach  
Softball Assistant Coach  
Swimming Assistant Coach  
Track Assistant Coach  
Viking Log Advisor, HS  
Volleyball Assistant Coach  
Wrestling Assistant Coach  
Yearbook Advisor, HS

## **D – .55 \$3,013**

Choir Director, MS  
Drama Choreographer, HS  
Drama Costume Designer  
Drama Music Coordinator, HS  
Drama Technical Director  
Ed Tech Cadre  
Mentor in Instructional Technology  
Strings Assistant Director, District  
Theater Coordinator, HS

## **E – .475 \$2,602**

AP Coordinator  
Athletic Secretary, MS  
Jazz Band, MS  
Links Coordinator  
Sports Coach, MS

## **F – .356 \$1,950**

Mentor Teacher  
Safety Coach, HS  
SMILE Club Advisor

## **G – .2375 \$1,301**

After School Activity/Club, CLC (28-40 hours)  
Games Supervisor  
Intramural Sports Coach, MS

## **H – .1425 \$781**

After School Activity/Club, CLC (18-25 hours)  
Football Coordinator, MS

## **Experience Schedule:**

<b>Years of Experience</b>	<b>% rate</b>
Step 1 = 0, 1 or 2 years of prior experience	14%
Step 2 = 3, 4 or 5 years of prior experience	15%
Step 3 = 6, 7, 8 or 9 years of prior experience	16%
Step 4 = 10+ years of prior experience	17%

**2018-2019 Extra Duty Salary Schedule**

<b>Grade A</b>	
<b>Step</b>	<b>Salary</b>
1	\$6,575
2	\$7,044
3	\$7,514
4	\$7,984

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade E</b>	
<b>Step</b>	<b>Salary</b>
1	\$2,602
2	\$2,788
3	\$2,974
4	\$3,160

<b>Grade B</b>	
<b>Step</b>	<b>Salary</b>
1	\$5,588
2	\$5,988
3	\$6,387
4	\$6,786

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade F</b>	
<b>Step</b>	<b>Salary</b>
1	\$1,950
2	\$2,090
3	\$2,229
4	\$2,368

<b>Grade C</b>	
<b>Step</b>	<b>Salary</b>
1	\$4,986
2	\$5,342
3	\$5,698
4	\$6,054

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade G</b>	
<b>Step</b>	<b>Salary</b>
1	\$1,301
2	\$1,394
3	\$1,487
4	\$1,580

<b>Grade D</b>	
<b>Step</b>	<b>Salary</b>
1	\$3,013
2	\$3,229
3	\$3,444
4	\$3,659

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade H</b>	
<b>Step</b>	<b>Salary</b>
1	\$781
2	\$837
3	\$892
4	\$948

Effective  
 7/1/18

1.0 = 14% of \$39,135.00

\*last year's amount of \$38,368 \* 2% = \$39,135

\$39,135.00

# 2019-2020 Extra Duty Salary Schedule

## APPENDIX E1

The 1.00 factor shall be 14% of \$39,918.00\*

\*97-98, BA, Increased each year by the same % as salary increase beginning with increase for 1999-2000

### **A – 1.20 \$6,706**

Activities Director, HS  
Ballet Folklorico Director  
Band Director  
Baseball Head Coach  
Basketball Head Coach  
Drama Director  
FFA Advisor  
Football Head Coach  
Games Supervision, HS  
Soccer Head Coach  
Softball Head Coach  
Speech Head Coach  
Swimming Head Coach  
Track Head Coach  
Volleyball Head Coach  
Wrestling Head Coach

### **B – 1.02 \$5,700**

Ballet Folklorico Assistant Director  
Band Assistant Director, District  
Baseball Assistant Head Coach  
Basketball Assistant Head Coach  
Department Head, HS  
Football Assistant Head Coach  
Golf Head Coach, HS  
Softball Assistant Head Coach  
Special Education Leader, MS  
Strings Director, District  
Tennis Head Coach, HS  
Trainer  
Vocal Music Director, HS

### **C – .91 \$5,086**

Baseball Assistant Coach  
Basketball Assistant Coach  
Cross Country Coach, HS  
Danceline Advisor  
Drama Assistant Director, HS  
Football Assistant Coach  
Intramural Supervisor Middle School  
Rally Advisor  
Soccer Assistant Coach  
Softball Assistant Coach  
Swimming Assistant Coach  
Track Assistant Coach  
Viking Log Advisor, HS  
Volleyball Assistant Coach  
Wrestling Assistant Coach  
Yearbook Advisor, HS

### **D – .55 \$3,074**

Choir Director, MS  
Drama Choreographer, HS  
Drama Costume Designer  
Drama Music Coordinator, HS  
Drama Technical Director  
Ed Tech Cadre  
Mentor in Instructional Technology  
Strings Assistant Director, District  
Theater Coordinator, HS

### **E – .475 \$2,655**

AP Coordinator  
Athletic Secretary, MS  
Jazz Band, MS  
Links Coordinator  
Sports Coach, MS

### **F – .356 \$1,990**

Mentor Teacher  
Safety Coach, HS  
SMILE Club Advisor

### **G – .2375 \$1,327**

After School Activity/Club, CLC (28-40 hours)  
Games Supervisor  
Intramural Sports Coach, MS

### **H – .1425 \$796**

After School Activity/Club, CLC (18-25 hours)  
Football Coordinator, MS

### **Experience Schedule:**

<b>Years of Experience</b>	<b>% rate</b>
Step 1 = 0, 1 or 2 years of prior experience	14%
Step 2 = 3, 4 or 5 years of prior experience	15%
Step 3 = 6, 7, 8 or 9 years of prior experience	16%
Step 4 = 10+ years of prior experience	17%

**2019-2020 Extra Duty Salary Schedule**

<b>Grade A</b>	
<b>Step</b>	<b>Salary</b>
1	\$6,706
2	\$7,185
3	\$7,664
4	\$8,143

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade E</b>	
<b>Step</b>	<b>Salary</b>
1	\$2,655
2	\$2,844
3	\$3,034
4	\$3,223

<b>Grade B</b>	
<b>Step</b>	<b>Salary</b>
1	\$5,700
2	\$6,107
3	\$6,515
4	\$6,922

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade F</b>	
<b>Step</b>	<b>Salary</b>
1	\$1,990
2	\$2,132
3	\$2,274
4	\$2,416

<b>Grade C</b>	
<b>Step</b>	<b>Salary</b>
1	\$5,086
2	\$5,449
3	\$5,812
4	\$6,175

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade G</b>	
<b>Step</b>	<b>Salary</b>
1	\$1,327
2	\$1,422
3	\$1,517
4	\$1,612

<b>Grade D</b>	
<b>Step</b>	<b>Salary</b>
1	\$3,074
2	\$3,293
3	\$3,513
4	\$3,732

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

<b>Grade H</b>	
<b>Step</b>	<b>Salary</b>
1	\$796
2	\$853
3	\$910
4	\$967

Effective  
 7/1/19

1.0 = 14% of \$39,918.00

\*last year's amount of \$39,135 \* 2% = \$39,918

# 2020-2021 Extra Duty Salary Schedule

# APPENDIX F1

The 1.00 factor shall be 14% of \$\*

\*97-98, BA, Increased each year by the same % as salary increase beginning with increase for 1999-2000

## **A – 1.20 \$**

Activities Director, HS  
Ballet Folklorico Director  
Band Director  
Baseball Head Coach  
Basketball Head Coach  
Drama Director  
FFA Advisor  
Football Head Coach  
Games Supervision, HS  
Soccer Head Coach  
Softball Head Coach  
Speech Head Coach  
Swimming Head Coach  
Track Head Coach  
Volleyball Head Coach  
Wrestling Head Coach

## **B – 1.02 \$**

Ballet Folklorico Assistant Director  
Band Assistant Director, District  
Baseball Assistant Head Coach  
Basketball Assistant Head Coach  
Department Head, HS  
Football Assistant Head Coach  
Golf Head Coach, HS  
Softball Assistant Head Coach  
Special Education Leader, MS  
Strings Director, District  
Tennis Head Coach, HS  
Trainer  
Vocal Music Director, HS

## **C – .91 \$**

Baseball Assistant Coach  
Basketball Assistant Coach  
Cross Country Coach, HS  
Danceline Advisor  
Drama Assistant Director, HS  
Football Assistant Coach  
Intramural Supervisor Middle School  
Rally Advisor  
Soccer Assistant Coach  
Softball Assistant Coach  
Swimming Assistant Coach  
Track Assistant Coach  
Viking Log Advisor, HS  
Volleyball Assistant Coach  
Wrestling Assistant Coach  
Yearbook Advisor, HS

## **D – .55 \$**

Choir Director, MS  
Drama Choreographer, HS  
Drama Costume Designer  
Drama Music Coordinator, HS  
Drama Technical Director  
Ed Tech Cadre  
Mentor in Instructional Technology  
Strings Assistant Director, District  
Theater Coordinator, HS

## **E – .475 \$**

AP Coordinator  
Athletic Secretary, MS  
Jazz Band, MS  
Links Coordinator  
Sports Coach, MS

## **F – .356 \$**

Mentor Teacher  
Safety Coach, HS  
SMILE Club Advisor

## **G – .2375 \$**

After School Activity/Club, CLC (28-40 hours)  
Games Supervisor  
Intramural Sports Coach, MS

## **H – .1425 \$**

After School Activity/Club, CLC (18-25 hours)  
Football Coordinator, MS

## **Experience Schedule:**

<b>Years of Experience</b>	<b>% rate</b>
Step 1 = 0, 1 or 2 years of prior experience	14%
Step 2 = 3, 4 or 5 years of prior experience	15%
Step 3 = 6, 7, 8 or 9 years of prior experience	16%
Step 4 = 10+ years of prior experience	17%



**2020-2021 Extra Duty Salary Schedule**

Grade A	
Step	Salary
1	
2	
3	
4	

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

Grade E	
Step	Salary
1	
2	
3	
4	

Grade B	
Step	Salary
1	
2	
3	
4	

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

Grade F	
Step	Salary
1	
2	
3	
4	

Grade C	
Step	Salary
1	
2	
3	
4	

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

Grade G	
Step	Salary
1	
2	
3	
4	

Grade D	
Step	Salary
1	
2	
3	
4	

0, 1 or 2 years of experience  
 3, 4 or 5 years of experience  
 6, 7, 8 or 9 years of experience  
 10+ years of experience

Grade H	
Step	Salary
1	
2	
3	
4	

Effective  
 7/1/20

1.0 = 14% of \$

\*last year's amount of \$39,918 \* ?% = \$