

AGREEMENT

BETWEEN

OREGON SCHOOL EMPLOYEES ASSOCIATION

LINCOLN COUNTY CHAPTER 19

and the

LINCOLN COUNTY SCHOOL DISTRICT

BOARD OF DIRECTORS



**LINCOLN COUNTY
SCHOOL DISTRICT**



July 1, 2024 – June 30, 2026

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Preamble

This Agreement entered into this _____ day of _____, 2024, by and between the Board of Directors of the Lincoln County School District, hereinafter the “Board” or “District,” and the Oregon School Employees Association (OSEA) Lincoln County Chapter 19, hereinafter the “Association.”

Article 1 — Recognition

A. Exclusive Representation

The District hereby recognizes the Oregon School Employees Association (OSEA) as the exclusive bargaining representative, as defined in ORS 243.650, for all classified employees except supervisory, confidential, academically licensed (including teachers, social workers and nurses), and temporary employees, substitutes and department heads having evaluative responsibilities over other staff members.

B. Definitions

1. Employee: A member of the bargaining unit represented by the Association.
2. Temporary employee: A person who is employed for a specific job for a ninety- (90) calendar day period. Exceptions will be made by mutual agreement between OSEA and the District.

Normal school breaks and other interruptions of the same job do not establish a new ninety (90) calendar day period.

In order to enable monitoring of contract compliance as regards temporary employees, the District will supply the Association chapter President with a copy of the Temporary Employment Agreement for each non-academically licensed, non-supervisory, non-confidential and non-administrative temporary employee at the time of hire and will notify the Association chapter President at the time that these temporary jobs have been completed.

Should it become known that the temporary assignment will become permanent, the position will be filled per the terms set forth in Articles 10 and 20 as applicable.

3. Exempt: All exempt classified jobs shall be approved by the Union and shall be forty (40) hours a week. If an exempt employee works more than forty (40) hours in any week they shall be allowed to flex the time off, preferably within the same week or month. If exempt employees, working with their supervisor, aren't able to flex the added time within the week or month then the employee shall be paid overtime in the next pay period.
4. Substitute: A person who is employed to replace an absent permanent employee. Any person who performs service as a substitute during six (6) continuous months or more shall be considered a permanent employee for all purposes for the remainder of that fiscal year and the following fiscal year if they continue service as a substitute on the same work basis as during the past year.
5. Permanent Replacement: Temporary and substitute employees shall not be used to replace a permanent classified position. This shall not be construed so as to prevent a temporary or substitute employee from applying for a permanent classified position.
6. Summer Help: Summer help hired during May to September who are enrolled in a college or university, are not restricted to the ninety (90) calendar days and are not considered a classified employee.

7. Student Workers (JOY, 21st Century After-School Program, SWEET, cadets, AVID tutors, Rural Teacher students) will not be recognized members of the bargaining unit. They are student workers working for job experience throughout the year.
8. Monthly employees defined:
 - 12-month employees: 260 days
 - 11-month employees: 200-259 days
 - 10-month employees: 199 or less days

C. No Obligation

Granting of recognition is not to be construed as obligating the District in any way to continue any functions or policies.

Article 2 — Management Rights

- A. The Board has the responsibility for formulation and implementation of policies and rules governing the educational program and services of the District. No delegation of such responsibility is intended or to be implied by any provisions of this Agreement.
- B. Recognizing the above, the parties agree that the District retains all the customary, usual and exclusive rights, decision-making, prerogatives, functions and authority connected with or in any way incidental to its responsibility to manage the affairs of the District or any part of it. Rights of employees in the bargaining unit and the Association are limited to those set forth in this Agreement or provided by Oregon statute, and the District retains all prerogatives, functions, and rights not limited by the terms of this Agreement or by Oregon statute.
- C. Without limiting the generality of the foregoing, it is expressly recognized that the Board's operational and managerial responsibility includes:
 - 1. The right to determine location of the schools and other facilities of the school system, including the right to establish new facilities and to relocate or close old facilities.
 - 2. The determination of the financial policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures and public relations.
 - 3. The determination of the management, supervisory or administrative organization of each school or facility in the system and the selection of employees for promotion to supervisory, management or administrative positions.
 - 4. The maintenance of discipline and control and use of the school system property and facilities.
 - 5. The determination of safety, health and property protection measures where legal responsibility of the Board or other governmental unit is involved.
 - 6. The right to enforce the rules and regulations now in effect and to establish new rules and regulations from time to time not in conflict with this Agreement.
 - 7. The direction and arrangement of all the working forces in the system, including the right to hire, suspend, discharge or discipline or transfer employees except as provided for herein.
 - 8. The creation, combination, modification or elimination of any position.
 - 9. The determination of the size of the working force, the allocation and assignment of work to employees, the determination of policies affecting the selection of employees, and the establishment of quality standards and judgment of employee performance.
 - 10. Determination of the layout and the equipment to be used and the right to plan, direct, and control all work activities; including the processes, techniques, methods and means of performing work.
 - 11. The right to establish and revise the school calendar, establish hours of employment and to assign workloads.

- D. Nothing in this Agreement shall limit in any way the District's contracting or subcontracting of work or shall require the District to continue in existence any of its present programs in its present form and/or location or on any other basis.
- E. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth; the Board retaining all functions and rights to act not specifically nullified by this Agreement.
- F. For further reference, see ORS 332.072, 332.075, 332.105, 332.107 and also ORS Chapter 243.

Article 3 - Association Right and Responsibilities

A. Association Time

Whenever mutually scheduled, Association representatives, elected or appointed, shall be granted time off without loss of pay from their regular school duties to attend local meetings dealing with grievance proceedings and labor negotiations. Whenever possible, such meetings will be scheduled so as not to interfere with normal work duties. The District shall not be obligated to pay overtime compensation due to the provisions of this section.

B. Association Meetings

Any nighttime employee wishing to attend a monthly Chapter meeting will be allowed to attend with the understanding that they make up lost time due to the meeting and the attendance. The employee will notify and will arrange to make up time with their supervisor.

C. Bulletin Boards

The District will provide reasonable space for its employee boards in each facility for communicating Union business to members of the bargaining unit.

D. Time Release

1. The District will release the Association President, their designee, or employees that OSEA requests off for Association business. This shall be for trainings, attending conferences, membership drive, etc. The Association will reimburse the District for the full cost of salary and benefits.
2. Upon return from such leave, the employee shall have the right to reinstatement to the same position and work location held prior to the commencement of the release time or, if not feasible, to a substantially similar position without loss of seniority, pay, benefits, or classification.

E. New Member/Non-Member Meetings

OSEA shall have the right, under ORS 243 Public Employee Rights and Benefits, to schedule meetings lasting at least thirty (30) minutes but not more than one hundred twenty (120) minutes with new employees on paid work time with at least twenty-four (24) hour notice to the new employee's supervisor. These meetings shall be attended by a minimum of one (1) designated representative during paid work time with no less than twenty-four (24) hour notice to the designated representative's supervisor(s). The meeting will take place at the new employee's worksite location unless a different location is agreed upon by the new employee and designated representative(s). No prior notice to the District office regarding the meeting is required. Meeting locations must be approved through established building processes. All employees attending the meeting (the designated representative(s) and the new employee) will have up to one hundred twenty (120) minutes of paid work time in which to meet so that they can discuss OSEA-related topics without any loss in compensation or benefits.

1. In addition, all bargaining unit employees who are not members of the Association shall, once per school year, upon request to a designated Union representative and notification to their supervisor, be permitted to meet with the designated representative during regular work hours, without loss of compensation or benefits to any employee, for up to thirty (30) minutes.

2. The District and Association agree to all the other provisions of ORS 243 Public Employee Rights and Benefits not listed, and the Association will notify the District when it exercises these provisions.

F. Miscellaneous

Upon request, the Association will be allowed use of such office equipment as needed to provide duplicating and information to the employees. The Association will pay the reasonable costs of all materials and supplies incidental to such use, and for any repairs, excluding routine maintenance, necessitated as a result of using equipment. The District shall invoice any such costs to the Union within thirty (30) days of use to receive payment.

1. The District agrees that conditions of employment shall be maintained at current standards and practices and agreements shall remain in effect.

2. Bargaining unit work performed by the unit shall remain with the unit.

3. Meeting Notices. The District shall provide the Association with the agenda of future meetings of the District Board of directors as soon as practicable following delivery to the school board. The District shall provide the Association with a copy of the official minutes of the Board meetings within fifteen (15) days after the minutes have been approved by the board.

4. Mail Facilities, Mail Boxes and Email. The Association shall have the right to use the inter-school mail courier service, school mailboxes and email as it deems necessary and without the approval of building principals or other members of the administration, unless such use is deemed by the administration to overload or put undue cost upon the service, or is in violation of the U.S. Postal Service's rules and regulations.

G. Reimbursement of Personal Property Damage

The District shall make available a maximum of \$2,500.00 per year (non-accumulative) to the Association's Reimbursement Committee for reimbursement of employees' reasonable costs of clothing or eye glasses that have been damaged or destroyed as a result of an assault or injury and any vandalism incidental thereto, if the employee was acting in a reasonable and necessary manner while engaged in an official capacity. This does not include reimbursement for jewelry. At no time will the reimbursement for damaged personal property exceed the amount of the affected employee's deductible. The Association will establish a Reimbursement Committee to determine distribution of the \$2,500.00. The Reimbursement Committee will then submit the reimbursement request to the District. The Superintendent may request a signed statement identifying the damaged or destroyed items, and the estimated cost of any claim under this provision.

Article 4 — Savings Clause

Notwithstanding ORS 243.702(1), if any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby. Upon request of either the Board or the Union, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

If, after ninety (90) days of expedited bargaining under ORS 243.698 the parties fail to agree on a replacement for the invalid words or sections of the collective bargaining agreement, they may, upon mutual agreement, move the matter to arbitration, or the District may unilaterally implement its last proposal and/or the Union may strike.

Article 5 — Information Availability

A. General

The District shall provide the Association President notice once a quarter when there is a change to policies or procedures in addition to its rights in ORS 243 Public Employee Rights and Benefits.

B. New and Current Employee Notification

If the information is available in the District's records, the District will provide reports indicating the list titles below to the Association Chapter President and the OSEA State Office in an editable digital file format agreed to by the Association and District. Such reports will be produced ten (10) calendar days from the date of hire for newly hired employees and every one hundred-twenty (120) calendar days for current employees in the bargaining unit. Additionally, the new hire email alerts from the payroll/HR system will generate for the Association:

1. Name of employee
2. Position classification
3. Salary range schedule and step placement
4. Work site
5. Seniority Date
6. Contact information including:
 - a. cellular, home, and work telephone numbers;
 - b. personal and electronic mail addresses; and
 - c. home or personal mailing address

Article 6 — Nondiscrimination

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates, with or without reasonable accommodation, is able to perform the essential functions of the position, membership or non-membership in any organization.

Article 7 — Personnel File

- A. The official file of each employee is confidential and shall be kept in the District Human Resources Office.
- B. No evaluation document, disciplinary document, or complaint that reflects critically upon an employee or the employee's performance will be placed into the employee's personnel file without a copy being furnished to the affected employee. Normally, proof that the employee has been given a copy will be obtained by having the employee sign or initial the file copy acknowledging receipt of a copy or by way of a statement by the supervisor that the employee has been shown the material and has refused to sign it. In the event the employee is not available to initial or sign the document or the employee refuses to do so, a copy will be forwarded to the Association chapter President or designee.
- C. The employee shall have the right to make a written statement relating to any evaluation, reprimand, charge, action, or any matter placed in the personnel file and employees shall have the option to attach a written statement to that document.
- D. The personnel file shall be open for inspection by the employee during regular office hours, by appointment and under the supervision of District representation while viewing the file. The personnel file shall be open only to such other persons as are officially designated in writing by the District or by the employee.
- E. Material placed in the personnel file of an employee without conformity with the provisions of this Article will not be used by the District in any subsequent evaluation or disciplinary proceeding involving the employee.
- F. Once any material is placed in the file it should never be removed from the file.
- G. Upon request, an employee will be allowed to have one copy of their file per school year.

Article 8 — Policies

- A. The District agrees to forward to the Association President any changes in personnel policies. The Association agrees to assist the District in communicating those changes to all bargaining unit members.
- B. The District agrees to follow its policies and procedures.
- C. The District and Association will propose job classifications and job descriptions to review as needed.
- D. The District will offer professional development (conferences, training, seminars, etc.) using a process.

Article 9 — Association Security

A. Association Membership

1. Employees have the right to join the Association, but membership in the Association shall not be required. The District will advise all newly employed at the time of their employment that the Association is their exclusive bargaining representative.
2. The District agrees to deduct Association dues and fees of the Association for all employees who are members of the Association and to promptly remit those funds to the Association's state headquarters.

B. Disbursement of Funds

The District shall disburse all Association dues except as relates to designated charities, to the Association's state headquarters.

C. Hold Harmless

The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of section A, above.

Article 10 — Layoff and Recall

- A. Seniority shall be defined as the total length of service as a permanent classified employee within the District from the most recent date of hire. For accounting purposes, all authorized paid leave will be counted towards seniority; authorized, unpaid leaves of absence in excess of thirty (30) calendar days will not count towards seniority, but will not break seniority. All ties in seniority will be broken by the drawing of lots. Classified employees who are laid off and subsequently recalled shall retain cumulative seniority for all periods worked except for the period of layoff.
- B. When a layoff occurs within the bargaining unit, the Association and those employees affected will be notified as soon as practicable but with a minimum of fifteen (15) calendar days' notice. This Article only covers layoffs which occur as a result of reductions in whole or part-time positions of at least four (4) hours per work day, or a reduction which would result in the employee moving from full insurance contributions to prorated contributions or from prorated contributions to loss of insurance benefits. (See Article 18, Insurance)
- C. The Association may, upon notification of the layoffs, request to meet with District representatives to discuss the pending layoffs. As part of the discussions, the Association may provide the District with suggestions or recommendations for reductions. However, such suggestions or recommendations shall not be construed as a right to bargain such issues nor shall they cause timelines to be extended, unless the District so desires. The Association's suggestions or recommendations shall not deter the District from placing its determined course of action into effect.
- D. Layoff of bargaining unit employees will be based upon seniority. When positions are eliminated or reduced in hours sufficient to meet the definition of a layoff as set forth in Section B, employees will be transferred in the following sequence:
1. Senior employees in the affected positions will be transferred to positions within their respective job titles occupied by less senior employees which provide sufficient work hours (six (6) hours per day/ thirty (30) hours per week) to leave the senior employee's insurance benefits unaffected and most closely restore the hours cut from the senior employee's work schedule. However, senior employees who are reduced in hours may have the choice to either stay at their building with reduced hours or exercise their bumping rights.
 2. Once transfers within job titles have been completed, employees displaced by transfers and employees in affected positions lacking the seniority to transfer within their job titles will be transferred, per the terms set forth in Section D 1, to positions within their respective classification groupings (listed in Appendix A) which are occupied by less senior employees. Available work hours will be awarded based on seniority.
 3. Following completion of all transfers, the least senior employee(s) may then exercise any rights they may be entitled to under Section E of this Article or be laid off.

Less than twelve (12) month employees may not displace twelve (12) month employees. Transfers are allowed between less than twelve (12) month employees provided that all other conditions set forth in this Article are met. Employees displaced by transfers will also be transferred as described in this Section.

Laid-off employees will not be paid any salary or benefits during the period of layoff. However, employees shall retain their health benefits through the following month after

being laid off. Notwithstanding, a laid-off employee may, at their own expense, continue insurance coverage, subject to the approval of the insurance carrier(s) and subject to applicable laws.

- E. An employee who has total length of continuous service with the District which is greater than that of employees in a job in which they have prior work experience with the District, and for which they are qualified at the time of layoff, may bump any such other employee provided employee performance in the prior position was satisfactory up to and including the time of transfer. Less-than twelve (12) month employees may not bump twelve (12) month employees. Bumping is allowed between less-than twelve (12) month employees provided that all other conditions set forth in this Article are met.
1. A bumped employee may in turn bump an employee with the least seniority in the same job title. If there is no less senior employee, such bumped employee may bump out of the job title on the same terms as described above. An employee may refuse to accept transfer to the new position and shall be laid off and placed on the recall list. The employee is then subject to recall in accordance with the procedures set forth below.
 2. An employee who bumps out of their salary range shall be compensated at the range for the job title into which they have bumped at the same step occupied prior to bumping, or at the highest step they had previously worked at within the job title into which they bumped, whichever is greater. An employee may choose not to bump into a new position and shall be laid off and placed on the recall list. The employee is then subject to recall in accordance with the procedures set forth below.
 3. Employees can bump down within Position Groupings (Appendix A) by seniority even if they have not previously held the position provided the employee is qualified. Bumping may only occur into the same or lower pay range within the employee's Position Groupings and at no time shall an employee bump into a position that provides more hours per workday than the employee's previously held position.
- F. In order to be "qualified" for a position, an employee must possess any required licenses, training, or qualifications necessary to perform the new job as defined by the current position description. Any such required licenses, training, or experience, must be present at the time of bumping. During the fifteen (15) calendar days' notice provided in section B above, the District will allow the employee that is to be laid off, and wanting to bump, the opportunity to bring forth additional information which may not be in the person's personnel file, that demonstrates the person's current licenses, training, or qualifications to perform the new job.*(This allowance is not provided for the employee to acquire the licenses, training, or qualifications.)*
1. The parties recognize that some training may be necessary to assist the qualified employee in performing in the new position with a different job title. The District will devise and implement a transitional plan that will assist the employee to function in the new job and to evaluate the employee in the new job.
 2. This plan will be in writing and completed within the first four (4) weeks the employee is in the new job. In connection therewith, the District will provide the training to the employee, and the employee will be assessed within ninety (90) days after placement in the new position to determine whether or not the person is satisfactorily meeting the requirements of the position. The Association and the employee shall be allowed input into the plan and shall sign the plan, indicating any disagreement with the type and extent of the training. If after ninety (90) days in the new position the District determines that

the employee is not satisfactorily meeting the requirements of the position, the employee may be laid off in accordance with the layoff provisions set forth above. The employee, if eligible to bump into another position under the layoff provisions set forth above, will be limited to bump once more before being laid off and placed on the recall list. The ninety (90) day assessment period may be extended by the District for up to an additional ninety (90) days upon notice to the affected employee and Association chapter President.

- G. Rights of recall will be afforded to employees who elect to accept a layoff without exercising bumping rights as set forth above or who elect to remain in a position which sustains a time reduction.
- H. Pay Status: An employee to be laid off who stays in the same pay range after bumping will remain at the employee's previous salary step. An employee to be laid off who ends up bumping a less senior employee in a lower pay range and position title will be paid at the step of that pay range which is commensurate with the employee's years of service with the District.
- I. The District agrees to notify any bargaining unit member if a proposed change in the bargaining unit member's work hours would remove the employee from eligibility to participate in the Public Employees Retirement System (PERS).
- J. Recall: Employees laid off shall retain all rights to recall in effect at the time they were laid off. Recall rights shall exist for eighteen (18) months from the date of layoff. Recall rights are extended to employees who have been reduced in pay or who have experienced reductions in time of over four (4) hours from their former regular daily work schedule. Any laid-off employee not recalled according to this procedure within the eighteen (18) months will be deemed to have been separated from District employment (resigned) in good standing.
- K. Whenever the District determines that a vacant position exists where a layoff has been experienced (within the last eighteen (18) months) and which the District intends to refill, laid-off employees from that position title will be recalled in reverse order of layoff. The recall notice will be sent by e-mail and regular mail to the last address the District has on record for the laid-off employee and a copy will be sent to the Association chapter President. The laid-off employee will have seven (7) calendar days to respond and accept or reject the recall notice. A laid-off employee may not reject more than one (1) recall offer extended by the District. The failure to accept a second recall offer shall cause the laid-off employee to forfeit all recall rights and will be deemed to be a resignation.

A recall must be to at least eighty-five percent (85%) of the person's former salary level as computed on an average weekly basis. If an employee accepts a recall offer that is eighty-five percent (85%) or more of the employee's former salary level as computed on an average weekly basis, then that employee is removed from the recall list.
- L. During the eighteen (18) months of recall rights, no employee new to the District will be hired into positions which have experienced a layoff unless all qualified employees on layoff have been offered recall.
- M. If no laid-off employee has responded to the recall, or if no further laid-off employees exist, all other laid-off employees may apply for the regular vacancy. Such application shall not prejudice the employee's rights to recall.

- N. 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 return to active employment, provided those benefits are still in effect.
- O. Upon request, the District agrees to provide to the Association a complete list of all laid-off classified employees, including each employee's date of hire and total experience in District.
- P. As set forth in Appendix A, the parties have grouped job classifications into Position Groupings.

Article 11 — Leaves

A. Sick Leave

1. Definition

Sick leave means absence from duty because of personal illness or injury. Sick leave may also mean absence from duty because of disability caused by pregnancy or childbirth which prevents the employee from working. Sick leave also means absence from work for family illness covered under FMLA/OFLA or the Oregon Sick Leave Law.

2. Eligibility

Sick leave shall accrue and be available for employee use on a monthly basis. See eligibility below:

- 10-month employees will be eligible for 11 days per year. 10 days may accrue.
- 11-month employees will be eligible for 12 days per year. 11 days may accrue.
- 12-month employees will be eligible for 13 days per year. 12 days may accrue.

Pay for sick leave absence shall be the same as if the employee had worked that day or lesser period of time. Sick leave may be used in increments of fifteen (15) minutes or more. Unused sick leave shall accumulate without limitation.

3. Evidence of Illness

The District may require an employee who has been absent due to illness or injury in excess of three (3) consecutive workdays or where there is a pattern of use or suspicion of misuse of illness/sick leave to provide a certificate from the employee's attending physician or practitioner, that the illness or injury prevents the employee from working and that verifies that the employee was ill or injured on the dates indicated. The District shall also retain the ability, after an employee's absence in excess of three (3) consecutive workdays or a pattern of illness/sick leave for illness or injury to require a certificate from the employee's attending physician or practitioner that the employee is fit to resume the employee's duties. The District retains the right to assign a physician of its choice, at the District's expense, to verify illness.

4. Sick Leave Cashout

An employee with forty (40) or more sick leave days (at their FTE) can, at their discretion and with notification to the District in May, elect to have five (5) days paid out at their per diem. Such days will be deducted from their eligible PERS sick leave balance.

5. Transfer of Sick Leave

New employees to the District who have worked in other Oregon districts or as an employee member of the system while in the service of any public employer shall, after completing thirty (30) working days, be eligible to transfer all unused accumulated sick leave.

- a. For retirement purposes, under ORS 332.507, the District will permit an employee who has been employed in other Oregon districts to transfer an unlimited number of days of unused accumulated sick leave.
- b. That usable for sick leave purposes shall not exceed seventy-five (75) days of the total transferred, and those must be certified as having been available for sick leave by the most recent public employer.

6. Notice of Illness or Injury

The employee shall give their supervisor maximum feasible prior notice of their intention to take sick leave. All leaves of absence involving sick leave more than three (3) consecutive work days must be approved via completion of the Leave of Absence (LOA) form and submitted to Human Resources within one (1) week after the leave. Failure to submit an approved Leave of Absence Request to HR is a violation of this contract.

7. Violation of Agreement

Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action, up to and including dismissal.

B. Bereavement Leave

Employees shall be allowed five (5) days leave without loss of pay for each death in the immediate family. To avoid undue hardships, this time may be extended, at the discretion of the Superintendent or designee, not to exceed five (5) additional days with pay. Such leave shall not accumulate. Members of the immediate family shall include: those outlined within FMLA/OFLA spouse/domestic partner, (step-) child, (step-) parent, (step-) sister or (step-) brother, sister- or brother-in-law, parent-in-law, son- or daughter-in-law, (step-) grandparent, (step-) grandchild, or any relative or other individual living in the home of the employee subject to the approval of the Superintendent or designee. Bereavement leave provided above shall run concurrently for the allowed use of sick leave for bereavement purposes as provided in ORS 659A.156.

C. Court Appearances

Leave of absence for jury duty or for court appearance as a witness, pursuant to subpoena, shall be granted with pay in the amount of the difference between the employee's regular pay and any amount they receive as a juror or witness fee, exclusive of mileage allowance. This leave is not available in any case where the employee or the Association is a complainant against the District unless stated differently within ORS 243.

In the case of an appearance as a court witness, leave with pay shall not exceed two (2) days. Such leave shall not accumulate. Additional days may be granted by the Superintendent or designee.

The employee shall submit a photocopy of the court's check to the District for the reimbursement of amounts received by him/her for juror or witness fees within a reasonable time after receipt of the same, which in no event shall exceed thirty (30) days.

Any appearance as the moving party or a defendant in a court proceeding except in course of duty with the District shall be without pay.

D. Civic Appearance

Leaves of absence in order to meet civic responsibilities may be approved up to one (1) day without pay by the Superintendent or their designee. To obtain approval for such leave from the Superintendent or their designee, the employee must submit a written request in advance showing:

1. how the appearance can benefit the school district and community,
2. how the appearance can benefit the employee by improving their professional performance, and,
3. approval of the building principal/supervisor.

E. Personal Leave

An employee may accumulate two (2) days of personal leave with pay, per school year, to a maximum accumulation of five (5) days. A maximum of four (4) paid personal leave days may be taken consecutively.

One additional day shall be granted to any employee having used no sick leave during the prior year provided that the employee has been with the District for a minimum of two (2) complete fiscal years.

A request for personal leave must be submitted in writing to the employee's principal or immediate supervisor for prior administrative approval as soon as possible and at least one (1) day before taking such leave. Personal Leave may not be used on days designated for training.

The District will contact each employee in May who will be over the 5 days with the July or September award. Upon the award of 2 personal days:

- A. Employees may elect to be paid out for the additional hours beyond the 5 days accrual maximum by contract.
- B. Employees may elect to use the days to receive the additional 2 days.
- C. Should employees not select (pay out or take the days) the leave balance will be paid out beyond the 5 days accrual maximum by contract.

F. Workers' Compensation

This provision is effective after determination and verification by Workers' Compensation or the Workers' Compensation Board that the employee has sustained a compensable injury as defined by ORS Chapter 656, and beginning with the date Workers' Compensation payments begin.

1. At the employee's option, an employee who sustains an injury or illness compensable by Workers' Compensation Insurance, and who is unable to perform their regular duties, may be compensated in the amount of the difference between their regular salary and the

total of Workers' Compensation Insurance. The difference between these payments and the employee's regular salary shall be charged against the employee's accumulated sick leave, subject to the maximum accumulated.

2. An employee who had their sick leave deducted during the initial three (3) days absence due to an industrial accident/illness shall, following determination made that the claim is compensable, have three (3) days restored to their leave account. If such determination is made after the employee has exhausted all available paid leave, appropriate adjustment shall be made to reflect the inclusion of those three (3) days.
3. An employee who sustains an industrial accident/illness shall have rights to return to service in accordance with ORS 659A.043.
4. The rights accorded herein will not grant the employee any rights beyond those accorded in Article 10 should a bona fide layoff occur.

G. Family Leave

The District acknowledges and will comply with all the provisions of the Federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA).

H. Leave for Domestic Violence, Harassment, Sexual Assault or Stalking

The District shall provide leave to eligible employees who are victims of domestic violence, harassment, sexual assault or stalking in accordance with Oregon law. Any employee who requires such leave shall be permitted to use accrued sick or personal leave, and use the established process for requesting leave.

I. Paid Leave Oregon (PLO)

In accordance with state law and program requirements, the District will pay the employee contribution to the program.

An employee who receives a benefit under PLO/PFMLI may elect to use available contractual leave to supplement program benefit payments up to 100% wage replacement. Upon receiving written notice of such an election, the District shall apply leave accordingly.

J. Break in Seniority

Employees having accepted District employment outside of the bargaining unit (thus making them a non-bargaining unit member), excluding employees on the recall list, for more than twelve (12) months will not retain seniority. A new seniority date will replace their former seniority date upon their return to the bargaining unit.

K. Leave Without Pay

1. Leave without pay may be obtained for reasons such as health, family emergencies, business matters, and other reasons upon authorization by the Superintendent or designee.

Leave without pay shall not exceed twelve (12) weeks unless authorized by the Superintendent.

2. Requests for leaves of up to five (5) workdays will be received and approved or rejected by the employee's supervisor. Requests for more than five (5) days duration and/or accumulation will require approval by the Superintendent or designee. The granting of all leaves without pay is discretionary with the District.
3. Leave requests shall be made in writing through the Leave of Absence Request (LOA) form and submitted before the leave is taken, and must state the reason for said request, duration of the leave, and expected date of return. Employees granted unpaid leave will not accrue seniority if the leave exceeds thirty (30) working days nor be eligible for District-paid benefits.
4. Upon return from leave the employee shall be returned to their position held prior to the leave if reasonably possible, but if not to a different position in their Position Groupings for which the employee is qualified (to be determined by the District).
5. An employee on leave shall, after thirty (30) calendar days, be allowed to continue insurance benefits provided by the District with the employee paying their own premium for the duration of the leave.
6. If an employee has been granted an unpaid leave of absence under this section and subsequently files for and is granted Unemployment Insurance benefits, their leave shall be terminated as of the effective date of receipt of benefits and shall be considered a resignation from the District.
7. An employee who has been granted an unpaid leave of absence shall be eligible for placement on the recall list as provided herein but only for that period of time which remains after the amount of time involved in the unpaid leave of absence has been subtracted from the allowable eighteen (18) months as authorized herein.

L. Exhaustion of All Benefits

1. An employee who exhausts all benefits, including vacation, overtime or other compensable time, paid or unpaid leave, and who is still medically unable to assume the duties of their position, may be terminated, but will be considered for any position for which the employee applies as long as the employee can perform the essential duties of the position with or without reasonable accommodation.
2. If the individual is later medically able to resume the duties of their position, the individual shall so notify the employer. The employee shall provide the District with complete medical information attesting to the individual's fitness to return to duty. The District reserves the right to obtain a second medical opinion, at its expense. If it is determined that the individual is fit to return, the District shall offer reemployment to the individual for the first vacant position in the individual's Position Groupings for which the individual has had prior work experience with the District and for which they are qualified at the time of leave.
3. If the individual fails to accept or reject the notification to return to work within five (5) workdays of written receipt of notice the district has no further obligation to the individual.

M. Failure to Obtain Approval

Absence of an employee from duty, including any absence for a single day or a part of a day, which is not authorized by a specific grant of leave of absence under the provisions of this Agreement, shall be deemed to be an unexcused absence without pay and subject to disciplinary action. The disciplinary action may be termination.

N. Failure to Return

An employee who has been granted a leave of absence and who for any reason fails to return to work at the expiration of such leave of absence shall be considered to have resigned, and the position shall thereupon be declared vacated; except and unless the employee, prior to the expiration of the leave of absence, has furnished evidence of inability to return to work by reasons of sickness, physical disability or other reasons deemed legitimate by the Superintendent or designee.

Article 12 — Sick Leave Bank

A. Sick Leave Bank

A Sick Leave Bank shall be governed by the OSEA, Lincoln County Chapter 19 executive board. The executive board will work collaboratively with the District to make sure the employee receives FMLA/OFLA benefits.

B. Membership Eligibility

New employees, upon completion of one (1) year of service, who made the required sick leave contribution at the time of hire, shall be eligible.

C. Termination of Membership

Any member may terminate membership in the OSEA Sick Leave Bank by a written request, or by the end of employment. Previously-donated days shall remain in the bank.

D. Donations

1. Upon agreeing to Sick Leave Bank participation, each new employee will donate two (2) days (expressed in hours) of their earned, unused sick leave to the Sick Leave Bank. A contribution of sixteen (16) hours is the maximum.
2. Additional Contributions: The Sick Leave Bank shall open for members who are not currently participating for a period of thirty (30) calendar days starting the day after the ratification date of each successor contract agreement or each re-opener agreement. It shall be opened any time if the Sick Leave Bank falls near, or below, twenty-five percent (25%) of its potential total, as determined by the total hours that would be required if all Sick Leave Bank donations were being newly made, the Executive Board may direct that all Sick Leave Bank members contribute one (1) additional day.

E. Executive Board - Use of Sick Leave Bank

1. The executive board established under section A, above, shall determine those eligible to use Sick Leave Bank donations, using the following criteria:
 - a. The employee has exhausted all available paid status time, and a recognized medical provider verifies the employee is unable to perform the duties of their position description.
 - b. The employee has been absent ill for five (5) or more consecutive days.
 - c. The employee is a member of the Sick Leave Bank.

2. **Applying/Granting**

- a. The executive board will meet and act expeditiously upon each request, and notify the District of its actions.
- b. The maximum that can be used by any one employee for any illness or disability is thirty (30) days per fiscal year. Any unused sick leave bank leave will be returned to the sick leave bank upon employee's return to work.
- c. The executive board can approve the District extending the number of days available to an employee to thirty (30) additional days over a fiscal year. Such approval, or approvals, cannot be cited as a practice or used in any negative way against the District.
- d. New sick leave bank requests shall be completed by the employee should additional days be needed beyond the original request.
- e. If a claim is denied for any reason the employee has a maximum of five (5) working days to appeal to the executive board.
- f. Sick leave from the bank shall not be granted to employees with worker's compensation claims.

3. **Record Keeping**

- a. The District agrees to maintain accurate records of accumulated sick leave, and the usage thereof by the Sick Leave Bank.
- b. The District shall provide the Union President written information on all new and existing Sick Leave Bank members on an ongoing basis, at least quarterly.
- c. An employee who elects to participate in this Sick Leave Bank is acknowledging they have read, understands, and will be bound by all of the foregoing.

Article 13 — Vacation

A. Eligibility

1. Twelve-month employees shall be entitled to receive paid vacations after the completion of a full year of employment. Paid vacations for employees working less than eight (8) hours a day shall be on a pro-rata basis.
2. Employees who have worked in the District for five (5) or more years will begin accruing eighty (80) hours of vacation immediately upon transfer to a twelve (12) month position. Employees must work four (4) years in a twelve (12) month position before they advance to accruing one hundred twenty (120) hours of vacation per year.
3. Vacation accrual will be as follows at the completion of the following years of employment.

1-4 years	80 hours (maximum accrual 120 hours)
5-9 years	120 hours (maximum accrual 160 hours)
10-14 years	140 hours (maximum accrual of 180 hours)
15 years or more	160 hours (maximum accrual 200 hours)

B. Accumulation

It is the District's responsibility to see that employees take their vacation; however, if for some reason they don't or can't take their earned vacation, in unusual circumstances related to job requirements, the Superintendent or their designee may extend the time for taking earned vacation leave for a period not to exceed two (2) years from the date credited and/or make arrangements to be paid for excess vacation.

C. Accrual

Vacation leave shall not accrue during an unpaid leave of absence of more than thirty (30) days.

D. Excluded Employees

Employees working less than 12 months are not eligible for paid vacation time.

Article 14 — Holidays

- A. The District agrees to grant paid holidays for all classified employees as follows:

Twelve (12) month employees

Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
Day before or day following Christmas Day (specified by the Superintendent)
New Year's Day
Presidents' Day
Memorial Day
Fourth of July

Eleven (11) month employees

Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
New Year's Day
Presidents' Day
Memorial Day

Less than eleven (11) month employees

Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
New Year's Day
Presidents' Day
Memorial Day

- B. The District will continue the established practice of paying all School Secretaries and High School / Information Clerks for the Labor Day holiday.
- C. When a holiday falls on Sunday, the legal holiday will be Monday. If it falls on Saturday, Friday becomes the legal holiday.

Article 15 — Probationary Status

A. Commencement of Probation

The initial or promotional probationary period, as prescribed herein, will commence on the first day of service in that position.

B. Probationary Period - New Employees

1. Each new employee shall serve a probationary period of six (6) months of continuous work (according to the employee's work calendar). If an employee changes positions prior to the end of the six (6) months period, they will commence a new probationary period.
2. A probationary employee may be released, removed or discharged in accordance with ORS 332.554.
3. Any employee in a paid status on the first workday following the date of completion of the prescribed probationary period shall be deemed permanent.
4. The District will notify the Union of any new to the District employee that is placed above Step 3 on the salary schedule.

C. Promoted Employees

1. Probation

An employee who has been promoted (defined as moving to a new position at a higher rate of pay) shall serve a probationary period of six (6) months before attaining permanent status in that position.

2. Failure to Complete Probation

An employee who has received a promotion and who subsequently fails to complete the required probationary period shall be returned to the position in which they had attained permanent status and was serving at the time of the promotion when a position is open. Assignment to a position shall be made by the District. The period of time served in the position to which promoted will be counted, for seniority purposes, as time served in the position to which the employee is being returned. In the event the employee's former position (from which they were promoted) does not exist or is no longer open, they shall be eligible to return to any other position in which they have achieved permanent status if they are qualified and a position is open. All time served shall be counted for seniority purposes.

3. **Probation Release and Placement in Different Classification**

By mutual agreement between the employee and the employer, a person released from a probationary status in a promoted position, may be placed in a vacant position in which the employee has not previously served, providing the employee is qualified.

In such a case, the employee shall be treated as if they had been returned to their original position.

4. **Salary Placement When Released from Probation**

For advancement on the salary schedule, an employee released from a probationary promoted position shall be accorded all rights, benefits and burdens as if the employee had not been promoted.

Article 16 — Compensation
See APPENDIX B

A. 2024-2026

The 2024-2026 Classified Salary Schedule, is set forth in Appendix B for each school year. As set forth in Appendix A, the parties have grouped job classifications into Position Groupings.

The District shall "pick up," assume, and pay a six percent (6%) employee contribution to the Public Employees Retirement System (PERS) for the bargaining unit members that participate in PERS. Such pickup, or payment of the bargaining unit members' contribution to the system shall continue for the life of this Agreement.

B. Work Calendar

1. All employees are required to annually sign a fiscal year work calendar which serves as the time sheet for average monthly wages.
2. All employees will be paid monthly on a 12-month schedule. Wages are calculated at an average monthly payment.
3. Should the District and Association agree to biweekly pay periods, each monthly payment shall be divided equally and paid out on the tenth of the month and the twenty-fifth of the month. All deductions shall be equally split in half and deducted from each check.

C. Salary Rate Step Advancement

Eligible employees who worked the prior year will advance to a higher salary rate step according to Appendix B on July 1 of each year of the Agreement.

- For 2024-25 each employee shall receive a five and a half percent (5.5%) COLA.
- For 2025-26 each employee shall receive a three and three quarters percent (3.75%) COLA.
- Collapse Ranges 4-5, etc., with the higher of the range as the new range (up through range 21).
- New Ranges are by letter for clarification. (See Appendix A).
- Scale ends at step 25. All steps above twenty-five (25) receive COLA.
- Range 22, 23, 24, and exempt will remain.

D. Overtime

1. If an employee is required by their supervisor or the superintendent or designee to work more than forty (40) hours per week, they shall be paid at the rate of one and one-half (1 ½) times their hourly rate (if budgeted funds are available). If budgeted funds are not available, overtime will be allowed in compensatory time off at not less than time and one-half (1 ½) for employment in excess of forty (40) hours per week. The employee may elect, subject to the approval of the supervisor, to take "comp" time in lieu of payment for the overtime hours (computed at one and one-half [1 ½] times regular rate). No employee shall be permitted to accrue in excess of eighty (80) hours of compensatory time. All compensatory time must be used prior to the end of the fiscal year or it will be paid out at one and one-half (1 ½) times the regular rate.
2. If an employee is required by their supervisor or the superintendent or designee to work on a paid holiday, they shall, in addition to the pay for the holiday, be paid at the rate of time and one-half (1 ½) for all hours worked with a guaranteed minimum of four (4) hours.
3. The District aims to follow the established work calendar and when changes occur, to provide two weeks' notice to employees. However, certain departments, such as Facilities and Maintenance, must have some flexibility in staffing related to materials delivery, timing of inspections, and weather, etc.
4. On weeks where the number of work hours is reduced due to a holiday or non-contract day (not personal), hours worked in excess of the established work calendar will be paid at one and one-half (1 ½) times the employees' regular rate.
5. The District may establish a ten (10) hour day, four (4) day week for any of its positions and if it does so the following shall govern:
 - a. Overtime will be payable only in excess of forty (40) hours in a week.

E. Grant Writing

1. A member interested in applying for a grant will present a proposal to their building principal or supervisor. The content of the proposal will include the purpose, rationale, and relevancy to the school or district improvement plan. Once mutually agreed upon, the principal or supervisor and employee may present the proposal to the superintendent should they need additional district resources.
2. If any part of the grant has an impact on the collective bargaining agreement, the proposal will be referred to the Association and District.
3. The grant writing person or team will receive one-half (1/2) of the administrative costs (indirect costs) billed to the grant. Stipend(s) paid and all associated payroll costs shall not exceed one-half (1/2) of the administrative costs (indirect costs). If the team writes the grant, the team will inform the District how one-half of the administrative (indirect costs), billed to

the grant will be distributed among the team. This provides the grants writer(s) with incentive for their time.

4. The employee work process can be carried out in one of two ways, subject to supervisor approval:
 - a. The employee does the work of writing the grant on regular time, if permission is given by the supervisor. If the grant is awarded, the employee(s) shall receive additional payment for the work completed of (using the formula specified in 3 above); or
 - b. The supervisor, with HR concurrence, may authorize in advance additional work hours at straight time so long as the total hours worked by the employee did not exceed forty (40) hours per week. If it is necessary for the employee to work over forty (40) hours in a week, the supervisor, with HR concurrence may authorize in advance additional work hours paid at the rate of one and one-half (1 ½) times their hourly rate. The employee may elect, subject to the approval of the supervisor, to take “comp” time in lieu of payment for the overtime hours (computed at one and one-half [1 ½] times). If the grant is awarded, the employee(s) shall receive payment for the work complete of (using the formula specified in 3 above), minus the hourly wages paid for the additional hours worked to complete the grant.
5. Specifically excluded from this provision are all Title grants that routinely fund programs, (i.e., consolidated plan grants, special education, Title funds, block grants, non-competitive grants, etc).

F. Working Out of Classification

Any employee who is required to work in a higher paid position shall be paid at step one on the salary schedule on day one in the salary range for the position to which they have been assigned. Beginning with the 11th consecutive day, they shall be paid at the higher range and at the employee’s step. However, while working out of classification, job rights will not accrue.

G. Co-Curricular Activities Compensation

The District has need, from time to time, to provide supervision at some co-curricular activities. While these duties are generally performed, but not required to be performed, by licensed personnel, the District does have needs or the opportunity to utilize classified employees for this work. The District and Association agree that if classified employees are hired to serve as coaches or advisors for other school-approved co-curricular activities, there will be an authorized number of hours and paid no less than the licensed employees for those hours, or the overtime rate if required by law. This does not restrict classified employees from volunteering to supervise and direct a co-curricular activity.

H. Emergency Delays / Closures

1. When schools are temporarily closed to students due to an event, such as inclement weather, classified staff shall not be required to report for work. Classified salaries will not be docked for such absences; however, the District reserves the right to make up all lost student contact days and without additional compensation beyond the original number of contracted days.
2. When weather conditions force a closure after the start of the school day and classified employees are released early, the rest of their shift will be paid.
3. In cases where the District needs employees to work on site during inclement weather (and it is deemed safe to do so) employees will be paid straight time (according to the contract) and an additional one and one-half (1 ½) times their pay.

I. Payroll Deductions

1. Subject to the conditions hereinafter the District agrees to make the following deductions from the salaries of employees:
 - a. Payment to any financial institution as posted by the District if requested and authorized by the employee.
 - b. Medical, dental, vision and term life insurance premiums for the employee's family. It is further provided that payroll deductions for medical, dental, vision and term life insurance premiums for the employee's family are subject to any and all procedures established for such deductions by the District.
 - c. Association dues, tax-sheltered annuities.

J. Fingerprinting

Newly-hired employees will be charged a fee in an amount not to exceed the actual cost of acquiring and furnishing criminal records information by way of a fingerprinting check as required by the provisions of ORS 326.603. If the newly-hired employee requests, the District will withhold the amount from salary amounts otherwise due the employee rather than requiring a lump sum payment.

Employees already employed by the District who are required to be fingerprinted and are required to undergo a criminal record check as a result of a job transfer will have the costs of such fingerprinting and the criminal records check paid by the District.

K. Uniforms

Classified special education assistants who are required as part of their job duties to assist children during swimming classes will be reimbursed up to \$50.00 per year for swimwear.

L. Per Diem and Mileage Expenses

Per diem expenses for District-required trips will be reimbursed at the rate provided by District policy.

Mileage for District-required trips will be reimbursed at the rate provided by District policy.

M. LCSD Longevity Stipend

Employees shall receive the following bonus amounts on the following table each June, annually:

25+ years,	\$2,000
20-24 years,	\$1,000
15-19 years,	\$750
10-14 years,	\$500

Any employee reaching their seniority date, but separates from the District before June, shall receive their prorated bonus on their final paycheck.

N. Final Paychecks

Final paychecks due to resignation will be paid on the next regularly scheduled payday in accordance with ORS 652.140 (5).

O. Asbestos Pay

Whenever classified staff volunteer to work in an asbestos situation, the time recorded should be rounded up to the nearest fifteen (15) minute increment. Staff working in this capacity will be paid at one and one-half times (1 ½) an hour of their regular rate of pay. All applicable Personal Protective Equipment will be provided by the District at no cost to the employee.

P. Extra Qualification Stipends

In recognition of the time and effort expended and the added benefit to the District, classified employees who obtain or maintain any of the following additional qualifications will receive a stipend in the provided amount:

- Fluency in a second language \$2,000 (annual)

Q. Bilingual Extra Hours Pay

For employees asked to translate for activities outside of the work calendar, they shall be paid at one and one-half (1 ½) times their regular pay.

Article 17 — Classified Professional Development Fund

- A. Employees who have successfully completed their probationary period of employment shall be eligible to initiate professional development opportunities outside of District sponsored activities. Such employees are eligible for fees for workshops, seminars, conferences, trainings, college tuition and textbook costs when approved by their supervisor and the Human Resources Director. The funds shall be subject to the following:
- B. Tuition and fee paid by the District upon proof of registration and followed up for classes, workshops and/or test, with passing results related to the employee's duties. The classes, workshops and/or tests must be job-related or education focus and approved in advance of enrollment in the course by the Human Resources Department.
- C. The maximum reimbursement amount per member shall be one thousand dollars (\$1,000) per annum, except that employees who work less than four (4) hours per day shall be eligible for a maximum reimbursement of five hundred (\$500).
- D. The District will annually budget \$25,000 for professional development for classified employees each year of this agreement. The purpose will be to improve or update the employee's skills in their current classification. The Superintendent or their designated representative, prior to enrollment, must approve all courses or workshops.
- E. If and when course work totaling the above amount has been approved, no additional tuition or fees will be paid for that year. If the annual allotment has not been used by April 1, then staff that has already received funds earlier in the year may apply for additional funds, if qualified, up to June 30, until funds are expended. Any remaining funds on July 1 will return back to the District.
- F. The Education Committee includes members from the OSEA Lincoln County Chapter 19 and the District and will be responsible for designating and managing the classified's instructional improvement fund. The Committee will establish guidelines to determine how funding will be distributed and shall establish meeting dates to respond to requests.

Article 18 — Insurance

A. Insurance Premiums

The District shall provide a benefits package that includes full-family Medical/Hospitalization, Dental, Vision and employee-only term life and AD&D in the principal amount of \$6,000 for each member of the bargaining unit.

The District shall contribute up to \$1,690.39 per month for 2024-2025, and \$1,740.39 per month for 2025-26 for the insurance premium on behalf of each member of the bargaining unit who is employed six (6) hours or more hours per day for full-family Medical and dental insurance.

Long-term disability will be part of the fringe benefit package offered by LCSD to the bargaining unit.

The District will offer employees dependent-term life coverage as follows:

1. For the spouse \$3,000 and for each dependent \$1,000.
2. The premium for term life and dependent insurance may vary during the term of this Agreement.

B. Medical Plans

The current medical insurance carrier is the Oregon Educators Benefits Board (OEBB). Dental, Vision and Life insurance are currently part of the fringe benefit package offered by LCSD to the bargaining unit.

The District does not guarantee against unilateral changes in benefits initiated solely by the insurance carriers (companies). In the event of carrier-initiated benefit or program changes during the life of this Agreement, the parties agree to bargain, upon demand under expedited bargaining (ORS 243.698), over potential changes in the carrier.

For the terms of this Agreement, the parties will designate OEBB's High-Deductible/HRA compatible plan as the preferred district major medical plan for bargaining unit members.

1. Members enrolling in this plan for medical insurance coverage shall also be eligible to participate in the District sponsored group HRA account.
2. The purpose of the group HRA is to provide reimbursements to members enrolled in OEBB's high-deductible plan.
3. Group HRA reimbursements are available only for costs that are allowable under OEBB's medical coverage. Specifically, not allowed for reimbursement are copayments for prescriptions, copayments for medical services; over the counter medications or medical supplies.

4. The District will contribute to the group HRA account.
5. The District will assume all financial risk in the event the group HRA does not perform as anticipated. In the event the HRA does not perform as anticipated, the District may consider eliminating the group HRA in subsequent years.
6. All fees, taxes, and premiums will be considered part of the District's maximum contribution.

C. Eligibility

It is further agreed that members of the bargaining unit who are employed less than six (6) hours per day will be eligible to participate in these programs with the District paying that portion of the premium as determined on a pro-rata basis, determined by the number of hours worked divided by eight (8) hours.

Employees working less than four (4) hours per day or twenty (20) hours per week will be ineligible for insurance benefits.

Members of the bargaining unit who were employed by the District on and before January 10, 1992, and who were regularly employed for less than eight (8) hours per day, will continue to receive prorated District contributions based upon the following formula: Four hours or more = 100% contribution; three hours = 75% contribution; two hours = 50% contribution; one hour = 25% contribution; or, any appropriate division thereof depending upon the hours employed. Employees hired after January 10, 1992 who are regularly scheduled to work less than eight (8) hours per day will receive full proration of District contributions as described above.

District contributions for benefits will begin on the first day of the month following thirty (30) days of employment.

D. Enrollment

The employee, Association and the District agree that it is the employee's personal responsibility to actively enroll in health benefits during open enrollment or within thirty (30) calendar days upon hire.

Enrollment forms and account set-ups for Health Reimbursement Arrangements (HRA) and Health Savings Accounts (HSA) must be completed within thirty (30) calendar days of open enrollment or hire date. If the employee fails to complete the requirements for enrollment or account set-up within this time period, it will be considered an automatic forfeiture of their choice of the benefit until the following open enrollment period.

Many personal decisions are involved in open enrollment. It is understood that District staff are not responsible for these decisions. Therefore, it is agreed that the following will be implemented

for those employees who don't actively enroll during Open Enrollment; a plan will be chosen for the employee and their dependents at the lowest cost.

E. IRS Section 125

Classified staff may participate in an IRS Section 125 account by appropriate payroll deductions. The plan to be offered will cover approved out-of-pocket healthcare and dependent expenses by way of pre-taxed payroll deductions, as approved by the IRS.

F. Health Savings Accounts (HSA)

Those members who selected an HSA compatible insurance plan in 2014-15 will be allowed to continue to elect the individual HSA. This plan will not be available to new members. The district will contribute the difference between the employee's current insurance cap and the composite premium into the employee's HSA account up to the annual allowable annual maximum contribution. All forms and account set-ups must be completed within thirty (30) calendar days of open enrollment or hire date.

G. Medical Opt Out Option

Bargaining unit members who would otherwise be categorized as "double-covered" and can provide proof of health insurance through a spouse or domestic partner may elect to opt-out of district provided health insurance. Members who elect to opt-out shall receive a district contribution equal to fifty percent (50%) of the employee's current insurance cap into an HRA (Health Reimbursement Arrangement). The District shall retain the remaining fifty percent (50%) in the form of savings. Any member who pursues an opt-out based on proof of coverage through a domestic partner shall be informed prior to the completion of the opt-out that their insurance benefit will be subject to federal taxation. All forms and account set-ups must be completed within thirty (30) days of open enrollment or hire date.

H. Insurance Pool

The District and Association agree to meet between January 1 and May 1 to discuss insurance.

Article 19 — Employee Discipline and Dismissal

Permanent Classified Employees

A permanent classified employee is a person who has satisfied the probationary requirements provided for in this Agreement.

B. Discipline of Permanent Classified Employees

1. A permanent classified employee will be disciplined only for just cause.
2. For the purposes of this Agreement, disciplinary actions include only the following: written reprimands, suspensions with or without pay (but not including suspension pending investigations), transfers due to discipline, and dismissal.

C. Suspension - Classified Employees

1. Immediate Suspension With-Pay

- a. When an employee's immediate supervisor believes that there is reason for discipline and/or dismissal of an employee, the immediate supervisor of that employee shall have authority to immediately suspend the employee from duty with pay.
- b. An employee who is suspended by their immediate supervisor shall have the right to meet with the immediate supervisor or the Superintendent or designee within five (5) workdays of the suspension.
- c. Nothing in this subsection relates to the use of paid suspension in the context of progressive discipline.

2. Suspension Without-Pay

- a. When an employee has been recommended for dismissal by their supervisor, the Superintendent or designee shall conduct an investigation. If the Superintendent or designee agrees with the supervisor's recommendation for dismissal, the employee may be suspended without pay after review by the Superintendent.
 - b. Nothing in this subsection relates to the use of unpaid suspension in the context of progressive discipline.
3. A Union representative shall be offered by the District, at all stages of the proceedings, to the employee for any discipline or investigatory meeting.

D. Dismissal

- a. Dismissal of a classified employee will include notice and a pre-termination hearing with the Superintendent regarding the recommendation for dismissal by the employee's supervisor.
- b. Dismissal of a probationary classified employee shall follow Article 15. Section B.2.

Article 20 — Vacancies

- A. Bargaining unit vacancies shall be posted for five (5) workdays.
- B. Job vacancy postings will be emailed to all personnel.
- C. Job opening notices shall state job title, wage, and location for each available position and minimum position requirements.
- D. When a vacancy within the bargaining unit occurs, all qualified applicants, as determined by the District, will be considered.
- E. Positions will be filled by the applicant who is judged to be the best qualified by the administration.
- F. If a current bargaining unit member and non-bargaining unit member both apply for a vacancy and the District determines each to be equally qualified, the current bargaining unit member will be given preference for the position.
- G. Bargaining unit members who believe they have been treated unfairly or want to know what skills they need to work on to become successful in the hiring process may ask for review by the Superintendent or designee once they have been notified. In any case, the Superintendent's decision on the matter is final and is not subject to a grievance or unfair labor practice complaint.
- H. An employee interested in a transfer to a position, in the same Range or lower, will fill out a transfer request form and submit it to Human Resources. Employees will be considered in the order in which transfers are received before the position is opened.

Article 21 — New Positions, Classification and Reclassification

A. New Position(s), Existing Classification

When the District creates a new position(s) within an existing classification, it shall fill the vacancy as per the District's hiring procedure.

B. New Position(s), New Classification

1. It is the District's sole right and responsibility to create new positions to meet its work needs. It is also the District's responsibility to develop job descriptions and qualifications for positions.
2. When the District creates a new job title, position, it shall assign the intended pay range to that job title and immediately notify the Union of its action.
3. The Association shall, within fourteen (14) workdays of date of receipt either:
 - a. Indicate that it wishes to have negotiations on salary, or
 - b. Accepts the District's position as outlined, or
 - c. The Association may offer suggestions regarding job description and/or qualifications.

Failure to respond will constitute acceptance of the District's decision. Time requirements listed herein will not preclude the District from implementation but the results may subsequently alter the assigned pay range.

C. Reclassification

1. Should an employee, group, District, or Union request to change the placement of any position on the salary schedule, because an employee, District, or Union believes that the duties the employee is currently performing are more properly within a different existing job classification, the proposed change will be brought (via the established form) to the next Labor Management meeting. A committee comprised of up to three (3) Union members and up to three (3) District representatives will study the issue.
2. The Union and District representatives in the Labor Management meeting and/or committee meeting will consider the merits of the request based on whether the majority of the employee's current job duties constitutes a reclassification. The recommendation of the Labor Management team will be issued in writing to the Superintendent within ten (10) working days of the above referenced meeting. If there is no agreement, each side of the issue may make a recommendation to the Superintendent.
3. The Superintendent will either approve or deny the recommendation and will issue a written decision within ten (10) working days of receipt of the recommendation(s). Approved reclassification will become effective on the date the Superintendent issues

written approval, retroactive to the date the employee, District, or Union's request was made. Only the Superintendent's denial of the reclassification request may be grieved pursuant to the grievance procedure contained in this Agreement; no decision of the committee is subject to the grievance procedure.

4. Individual issues of improper pay scale placement due to relevant experience, transfers, errors, etc. can also be brought before the committee for resolution.
5. Employees who have additional skills, education, or knowledge relevant to the position since their hire will submit the established request form to the committee for resolution.

Article 22 — Grievance Procedure

Purpose

The intent of the procedure set forth in this Article is to secure, at the lowest possible administrative level, the impartial, orderly, and expeditious adjustment of employee grievances.

This Grievance Procedure does not preclude the grievant or the Board from other lawful forms of redress.

A. Definitions

1. **Grievant** - The person(s) filing the grievance.
2. **Days** - Days during which the District office is open for business.
3. **Grievance** - A grievance is defined as a claim by an individual employee or group of employees of an alleged violation of a specific provision of this Agreement.
4. **Grievance File** - The collection of all documents, communications and records relating to the grievance.
5. **Immediate Supervisor** - The person having immediate authority to act in regard to the grievant and their grievance.
6. **Parties Officially Involved** - Parties officially involved are the person(s) filing the grievance and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
7. **Superintendent or Designee** - The Superintendent or their designee will facilitate the Grievance Procedure.
8. **Grievance Representative** - The one who may speak for or advise a party officially involved.

B. General Procedures

1. **Time Limits** - A grievance shall be processed as rapidly as possible. The number of days indicated for settlement or appeal, at each level, shall be considered a maximum. However, time limits may be extended by mutual consent of both parties. If agreement is impossible on the extension of such time limits, the Superintendent or their designee shall decide whether to extend such time limits.
2. **Resolution and Appeal**

- a. Failure by the grievant at any level of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed acceptance of the decision rendered at that level.
 - b. Failure by the supervisor or administrator at any level of the procedure to communicate their decision to the employee(s) within the specified time limits shall be considered as a denial of the grievance and will allow the grievant to proceed to the next level.
3. **Grievance Files**
All documents, communications and records of a grievance will be kept in a Grievance File in the District office, separate from the personnel file(s) of the grievant(s) and shall be available to the grievant and their representative.
4. **Representation**
A grievant may represent him/herself at all levels of the grievance procedure. A grievant may also shall be represented, at their option, by a representative at all levels of the grievance procedure. This option gives an employee the ability to handle the procedure without representation or, if the employee prefers, the opportunity to communicate with a Union representative before proceeding.
5. **Representation by Legal Counsel**
Should either party elect to be represented by legal counsel during the grievance procedure they shall notify the Superintendent at least two (2) days prior to the scheduled hearing. The Superintendent will notify the other party of the first party's decision to engage legal counsel.
6. **Group Grievance**
In grievances involving more than one person, one grievant or their representative shall be designated by the grievant as their spokesperson.
7. **Meetings and Hearings Closed**
All meetings and hearings related to a grievance shall not be open to the public and shall include only the parties officially involved at the particular level of the grievance unless otherwise provided in this Agreement. This provision is subject to the limitations in Section B-7 above, and it is subject to the provisions of the Public Meetings Law.

C. Levels of Grievance Procedure

- 1. **Level One - Immediate Supervisor**
 - a. **Informal**
A grievant shall promptly discuss their grievance with their supervisor and attempt to resolve the problem in an informal manner. The employee has the

right to Union representation at the initial meeting with the supervisor. This discussion shall take place by appointment.

b. **Formal**

If the grievance is not resolved informally it shall be reduced to writing by the grievant who shall submit it to their immediate supervisor. The written statement shall give a clear and concise statement of the alleged grievance, including the facts upon which the grievance is based, the issue involved, the collective bargaining agreement provision(s) involved and the relief sought.

If the grievant does not submit their grievance to the immediate supervisor, in writing within twenty (20) days after the facts upon which the grievance is based first occurred or within twenty (20) days of the employee's first knowledge of the grievance, then the grievance shall be deemed waived and null and void.

The immediate supervisor will reply in writing to the grievant within ten (10) days after receipt of the written grievance.

2. **Level Two - Superintendent**

If a grievance is not settled at Level One and the grievant wishes to appeal the grievance to Level Two, the grievant may file the grievance in writing with the Superintendent within ten (10) days after receipt of the immediate supervisor's written answer. The Superintendent or their designee shall review the grievance, arrange for necessary discussions and give a written answer to the grievant no later than twenty (20) days after receipt of the written grievance.

3. **Level Three - Board of Directors**

If the grievance is not settled at Level Two and the grievant wishes to appeal the grievance to Level Three, the grievant may file the grievance in writing to the Chairperson of the Board within ten (10) days after receipt of the Superintendent's written answer.

The Board shall review the grievance, arrange for necessary discussions, and give a written answer to the grievant no later than twenty (20) days after receipt of the written grievance.

Article 23 — Funding

A. Funding Provision

1. If the District closes any of its schools, facilities, or operations, as a result of a loss of funding, the bargaining unit members affected by such closure shall not be entitled to any of the monetary benefits provided in this Agreement during the period of closure. Employees may pay insurance premiums by such means available in accordance with state and federal law.
2. In the event the District reduces the work-year as the result of a school closure, anytime during the year, the direct monetary benefits shall be reduced in proportion to the reduced work-year.
3. In either case above the District shall notify the Association. If the Association wishes to bargain, it shall respond within fourteen (14) days of its intent to bargain under ORS 243.698.
4. If, after ninety (90) days of expedited bargaining under ORS 243.698 the parties fail to agree on a replacement for the invalid words or sections of the collective bargaining agreement, they may, upon mutual agreement, move the matter to arbitration, or the District may unilaterally implement its last proposal and/or the Union may strike.

Article 24 — Terms of Agreement

A. Duration of Agreement

This Agreement shall be effective as of July 1, 2024 and shall continue in effect as written and modified through June 30, 2026.

If after one-hundred fifty (150) days of bargaining (in accordance with ORS 243.702) the parties fail to reach an agreement, then ORS 243.712 will be followed. If there still is not an agreement reached then the parties may, upon mutual agreement, move the matter to arbitration, or the District may implement its final proposal and/or the Union may strike.

B. Matters Covered

This instrument contains the full and complete agreement between the Association and the Board on all issues and neither party shall be required, during the term of this Agreement, to negotiate or bargain except as may otherwise be provided for in this Agreement or required by law. This collective bargaining agreement supersedes and replaces all prior agreements on any and all of the subjects covered by this Agreement.

C. Negotiation of Successor Agreement

The parties agree to meet and begin to discuss a process to enter into collective bargaining for a successor Agreement on or before May 1, 2026.

D. Copies of Agreement

1. There shall be three (3) signed copies of this Agreement for the purpose of records. One shall be retained by the District, one by the Association, and one by the OSEA state office.
2. This Agreement shall be posted on the website within thirty (30) days after the Agreement is signed. This Agreement shall be presented to all members of the bargaining unit through the website.

Signature Page

IN WITNESS WHEREOF the Association has caused this Agreement to be signed by its chapter President and field representative and the Board has caused this Agreement to be signed by its chairperson, attested by its superintendent.

Lincoln County Chapter 19,
Oregon School Employees Association

Lincoln County School District

By _____
OSEA Chapter President

By _____
LCSD Superintendent

By _____
OSEA Field Representative

By _____
LCSD Board Member

Date _____

Date _____

LCSO-OSEA 2024-2026 Salary Schedule

APPENDIX A - Position Groupings

	NEW RANGE	OLD RANGE
CLERICAL		
SCHOOL SECRETARY	G	16
FACILITIES & MAINTENANCE CLERK/SECRETARY	G	16
STUDENT SERVICES ASSISTANT	G	16
SPECIAL PROGRAMS ASSISTANT	G	16
STUDENT HEALTH AIDE	F	15
ATTENDANCE ADVISOR	F	15
RECORDS MANAGEMENT CLERK	D	11
INFORMATION & RECORDS CLERK IV (HS) 550+	D	11
INFORMATION & RECORDS/HEALTH CLERK (SECONDARY)	D	11
INFORMATION & RECORDS CLERK III	B	7
HEALTH & RECORDS ASSISTANT	C	8
INFORMATION & RECORDS CLERK II	B	6
PROGRAM ASSISTANT	B	6
CLERICAL SPECIALTIES		
CURRICULUM & INSTRUCTION ADMINISTRATIVE ASSISTANT	G	16
CUSTOMER SERVICE COORDINATOR	C	8
BILINGUAL CUSTOMER SERVICE COORDINATOR	C	8
DISTRICT HEALTH SERVICES ASSISTANT	C	8
INSTRUCTIONAL		
CAREER TECH/MEDIA ED ASST	E	12
ALTERNATIVE ENVIRONMENT TEACHING ASSISTANT	D	10
MEDIA & TECHNOLOGY TEACHING ASSISTANT	D	10
TA III - PREGNANT&PARENTING TEEN/LEAD INFANT-TODDLER COORDINATOR	D	10
SPECIAL EDUCATION TEACHING ASSISTANT II	E	8
SPECIAL EDUCATION COMMUNICATION FACILITATOR	B	6
SPECIAL EDUCATION TEACHING ASSISTANT I	C	5
MEDIA ASSISTANT - SCHOOL	A	5
TA III - ATTEND/DETENTION MONITOR	A	5
TEACHING ASSISTANT - TITLE I	A	5
INSTRUCTIONAL ASSISTANT	A	5
TEACHING ASSISTANT II	A	4

TEACHING ASSISTANT I	A	4
SUPERVISION AIDE	A	4
INSTRUCTIONAL SPECIALITIES		
SPEECH-LANGUAGE PATHOLOGIST ASSISTANT	H	20
EDUCATIONAL INTERPRETER	G	16
COLLEGE AND CAREER COORDINATOR	G	16
GRADUATION COACH	G	16
STUDENT SUPPORT FACILITATOR	F	14
HISPANIC FAMILY COMMUNITY LIAISON	E	13
SCHOOL GARDEN COORDINATOR	E	13
21ST CENTURY LEAD SITE COORDINATOR	D	10
EARLY LEARNING LEAD SITE COORDINATOR	E	13
DISASTER RECOVERY SPECIALIST	D	10
ADVOCATE	D	10
YOUTH TRANSITION PROGRAM COORDINATOR	D	10
HEALTH SERVICES ADVOCATE	D	10
21ST CENTURY SITE COORDINATOR	C	8
INDIAN EDUCATION COORDINATOR	C	8
LIFT FACILITATOR	C	8
EARLY CHILDHOOD TEACHING ASSISTANT	C	8
BILINGUAL TUTOR	C	8
FAMILY ADVOCATE	A	5
TAPP FAMILY ADVOCATE	A	5
COMMUNITY OUTREACH SPECIALIST	A	5
EARLY EDUCATION ASSISTANT	A	5
TECHNOLOGY		
NETWORK ADMINISTRATOR	J	23
SYSTEMS ADMINISTRATOR	J	23
SIS SUPPORT SPECIALIST	J	23
TECHNOLOGY SUPPORT SPECIALIST III	H	20
TECHNOLOGY SUPPORT SPECIALIST II	G	17
TECHNOLOGY SUPPORT SPECIALIST I	F	14
TECHNOLOGY DEPARTMENT SUPPORT SPECIALIST	F	14
STUDENT SERVICES TECHNOLOGY ASSISTANT	B	7
COMPUTER LAB TEACHING ASSISTANT	B	6
MAINTENANCE		
MAINTENANCE - LEAD CARPENTER	I	22

MAINTENANCE - LEAD GROUNDS	G	16
MAINTENANCE - GROUNDS IV	F	14
MAINTENANCE - NOVICE	E	12
MAINTENANCE - GROUNDS III	C	9
MAINTENANCE - GROUNDS II	B	6
MAINTENANCE SPECIALTIES		
LICENSED ELECTRICIAN/SUPERVISOR	K	24
MAINTENANCE - HVAC/BOILER SPECIALIST	J	23
MAINTENANCE - PLUMBER	I	22
MAINTENANCE PAINTER/DRYWALL	I	22
COURIER	C	8
PROFESSIONAL SPECIALTIES		
COMMUNICATIONS SPECIALIST	G	17
ACCOUNTS PAYABLE SPECIALIST	G	16
PAYROLL SPECIALIST	G	16
ACCOUNTING SPECIALIST	G	16
EMPLOYEE BENEFITS SPECIALIST	G	16
HR INFORMATION TECHNICIAN	G	16
HR ASSISTANT	G	16
GEAR UP SITE COORDINATOR	G	16
VOLUNTEER COORDINATOR	E	13
CLASSIFIED EXEMPT		
COMPREHENSIVE SAFE SCHOOLS COORD	CL EX 2	CL EX 2
CHILD NUTRITION PROGRAM MANAGER	CL EX 2	CL EX 2
ALTERNATIVE LEARNING ENVIRONMENTS PROGRAM MANAGER	CL EX 1	CL EX 1
	Rev 8/16/2024	

APPENDIX B – 2024-26 SALARY SCHEDULE

2024-2025 (August - June)

Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
A	16.95	17.38	17.81	18.26	18.72	19.18	19.67	20.15	20.66	21.17	21.70	22.25	22.80	23.37	23.96	24.55	25.17	25.79	26.44	27.10	27.78	28.47	29.19	29.92	30.67
B	17.61	18.05	18.49	18.96	19.43	19.92	20.42	20.93	21.46	21.99	22.53	23.10	23.68	24.28	24.88	25.50	26.14	26.80	27.46	28.15	28.85	29.57	30.31	31.07	31.85
C	18.80	19.27	19.75	20.25	20.75	21.27	21.81	22.34	22.90	23.47	24.06	24.67	25.29	25.92	26.56	27.23	27.90	28.61	29.32	30.06	30.81	31.58	32.37	33.18	34.00
D	19.46	19.95	20.45	20.96	21.49	22.02	22.58	23.14	23.72	24.31	24.92	25.54	26.17	26.83	27.50	28.19	28.90	29.61	30.36	31.12	31.89	32.69	33.51	34.35	35.21
E	20.66	21.17	21.70	22.25	22.80	23.37	23.96	24.55	25.17	25.79	26.44	27.10	27.78	28.47	29.19	29.92	30.67	31.43	32.22	33.02	33.84	34.70	35.56	36.45	37.36
F	21.85	22.40	22.96	23.53	24.12	24.72	25.34	25.97	26.62	27.28	27.97	28.66	29.38	30.12	30.87	31.64	32.43	33.24	34.08	34.93	35.81	36.69	37.61	38.56	39.52
G	24.59	25.20	25.84	26.48	27.15	27.82	28.52	29.23	29.96	30.71	31.48	32.26	33.07	33.90	34.74	35.62	36.50	37.42	38.35	39.31	40.29	41.30	42.34	43.39	44.48
H	29.52	30.26	31.01	31.79	32.58	33.39	34.22	35.08	35.96	36.86	37.78	38.73	39.69	40.69	41.70	42.75	43.81	44.91	46.03	47.18	48.36	49.57	50.81	52.09	53.38
I	30.75	31.51	32.30	33.12	33.94	34.79	35.66	36.55	37.46	38.40	39.36	40.34	41.36	42.39	43.44	44.53	45.65	46.79	47.96	49.15	50.39	51.64	52.94	54.26	55.62
J	31.96	32.76	33.58	34.41	35.28	36.17	37.06	37.99	38.94	39.91	40.91	41.94	42.98	44.06	45.16	46.29	47.44	48.64	49.85	51.09	52.37	53.68	55.02	56.40	57.80
K	33.19	34.02	34.88	35.74	36.64	37.56	38.50	39.46	40.45	41.45	42.50	43.55	44.65	45.76	46.91	48.08	49.28	50.51	51.77	53.07	54.40	55.76	57.15	58.57	60.04
Classified Exempt 1	23.66	24.25	24.86	25.48	26.12	26.78	27.44	28.13	28.83	29.55	30.29	31.05	31.82	32.62	33.43	34.27	35.13	36.01	36.90	37.83	38.77	39.74	40.73	41.76	42.80
Classified Exempt 2	34.59	35.46	36.34	37.25	38.18	39.14	40.11	41.12	42.15	43.20	44.28	45.39	46.53	47.69	48.88	50.10	51.36	52.63	53.95	55.30	56.69	58.10	59.55	61.04	62.57

*5.5% COLA

2025-2026

Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
A	17.59	18.03	18.48	18.95	19.42	19.90	20.40	20.91	21.43	21.97	22.52	23.08	23.65	24.24	24.86	25.47	26.12	26.76	27.43	28.12	28.82	29.54	30.29	31.04	31.82
B	18.27	18.73	19.19	19.67	20.16	20.67	21.19	21.72	22.26	22.81	23.38	23.97	24.57	25.19	25.81	26.46	27.12	27.80	28.49	29.20	29.94	30.68	31.45	32.23	33.04
C	19.51	20.00	20.49	21.00	21.53	22.07	22.62	23.18	23.76	24.35	24.97	25.59	26.24	26.89	27.56	28.25	28.95	29.68	30.42	31.18	31.96	32.76	33.58	34.42	35.28
D	20.19	20.70	21.21	21.75	22.30	22.84	23.42	24.00	24.61	25.22	25.85	26.50	27.16	27.83	28.54	29.25	29.98	30.72	31.50	32.29	33.09	33.92	34.76	35.64	36.53
E	21.43	21.97	22.52	23.08	23.65	24.24	24.86	25.47	26.12	26.76	27.43	28.12	28.82	29.54	30.29	31.04	31.82	32.61	33.43	34.26	35.11	36.00	36.90	37.82	38.76
F	22.67	23.24	23.82	24.41	25.02	25.65	26.29	26.95	27.62	28.31	29.02	29.74	30.48	31.25	32.03	32.83	33.65	34.49	35.35	36.24	37.15	38.07	39.02	40.01	41.00
G	25.51	26.15	26.81	27.47	28.16	28.86	29.59	30.33	31.09	31.86	32.66	33.47	34.31	35.17	36.04	36.95	37.87	38.82	39.79	40.78	41.80	42.85	43.92	45.02	46.15
H	30.63	31.39	32.17	32.98	33.80	34.64	35.51	36.39	37.31	38.24	39.20	40.18	41.18	42.22	43.27	44.35	45.46	46.60	47.76	48.95	50.17	51.43	52.71	54.04	55.38
I	31.91	32.69	33.52	34.36	35.21	36.10	37.00	37.92	38.87	39.84	40.84	41.86	42.91	43.98	45.07	46.20	47.36	48.54	49.76	51.00	52.28	53.58	54.93	56.29	57.71
J	33.15	33.99	34.84	35.70	36.60	37.52	38.45	39.42	40.40	41.41	42.45	43.51	44.59	45.71	46.86	48.03	49.22	50.46	51.72	53.01	54.33	55.69	57.08	58.52	59.97
K	34.43	35.30	36.19	37.08	38.01	38.97	39.94	40.94	41.97	43.01	44.09	45.18	46.32	47.47	48.66	49.88	51.13	52.41	53.71	55.06	56.44	57.85	59.29	60.77	62.29
Classified Exempt 1	24.55	25.16	25.79	26.43	27.10	27.78	28.47	29.18	29.91	30.66	31.42	32.21	33.01	33.84	34.69	35.55	36.45	37.36	38.29	39.25	40.23	41.23	42.26	43.32	44.41
Classified Exempt 2	35.89	36.79	37.71	38.65	39.61	40.61	41.62	42.67	43.73	44.82	45.94	47.09	48.27	49.47	50.71	51.98	53.28	54.61	55.98	57.38	58.81	60.28	61.79	63.33	64.92

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