

AGREEMENT

**School District No. 1
Multnomah County Oregon
and Portland Association
of Teachers**

2013-2016

PAT Contract Table of Contents

Preamble	1
Recognition and Definitions	
Article 1: Status and Effect of Agreement	2
Article 2: Association Rights	5
Article 3: Management Rights	7
Article 4: Dues and Payroll Deductions	8
Work Schedule Working Conditions	
Article 5: Work Year/Workday/Workload	10
Article 6: Student Discipline and Safety	18
Article 7: Academic Freedom and Instruction	22
Article 8: School Improvement Councils	23
Compensation and Benefits	
Article 9: Compensation	24
Article 10: Insurance Protection	29
Article 11: Mileage	31
Article 12: Retirement	32
Article 13: Extended Responsibilities	34
Article 14: Leaves	36
Staffing	
Article 15: Transfers	45
Article 16: Reduction in Staff/Layoff	52
Professional Growth	
Article 17: Mentor Program/Professional Growth	55
Article 18: Professional Improvement	58
Rights and Evaluation	
Article 19: Professional Educator Rights and Just Cause	59
Article 20: Non-Discrimination	62
Article 21: Complaint Procedure	63
Article 22: Personnel File	64
Article 23: Evaluation	65

General Contract Provisions	
Article 24: Negotiation Procedures	68
Article 25: Administration of Agreement	69
Article 26: Grievance Procedure	70
Article 27: Duration	76
Appendices	
Appendix-A1: Index to Salary Schedule	77
Appendix-A2/A3/A4: Salary Schedules	79
Appendix-B: Extended Responsibilities Schedule	82
Appendix-C: Domestic Partner	87
Appendix-D: Definition of Subject	88
Appendix-E: Maintenance of Insurance Benefits	90
Appendix-F: MOU Workload	91
Signature Page	92
Index	93

PREAMBLE

The parties believe that a well-rounded public education should prepare every student for college, career and full participation as an active and informed community member, regardless of race, class, ethnicity, gender, sexual orientation or zip code. The parties also recognize that a well-rounded public education includes, but is not limited to, giving students a strong start, and providing students with an enriched, diverse and comprehensive whole-child curriculum that allows them to:

- obtain essential knowledge and skills
- engage in critical and creative thinking
- develop independent inquiry skills and an appreciation for the arts, music and literature
- improve their physical and emotional health
- develop academic discipline and proficiencies
- develop and use information literacy skills to become college and career-ready
- prepare for leadership roles in their communities

Our goal is to empower productive, ethical, self-confident community members who are ready to participate in a free and democratic society.

This agreement entered into March 3, 2014, by and between the Portland Association of Teachers, hereinafter called the "Association," affiliated with the Oregon Education Association, hereinafter called "OEA," and the National Educational Association, hereinafter called the "NEA," and School District No. 1, Multnomah County, Oregon, hereinafter called the "District."

It is hereby agreed as follows:

ARTICLE 1
STATUS AND EFFECT OF AGREEMENT

A. Recognition of Exclusive Representative

1. The District recognizes the Association as the sole and exclusive collective bargaining representative for all regular and temporary professionally and/or academically licensed employees of the District including, licensed teaching personnel employed in the District in a position for which a teaching license is required by state or regulation, School Psychologists, Social Workers, Child Development Specialists, Student Services Specialists and Audiologists. Such recognition also includes those assignments specified in Appendix B of this Agreement.
2. Such recognition excludes supervisory, confidential, educational support professionals (ESP) and substitute employees and positions appropriately included in another bargaining unit.

B. Definitions

For this contract, the following definitions apply unless otherwise indicated:

1. District: School District Number 1, Multnomah County Oregon (Portland Public Schools).
2. Association: Portland Association of Teachers (PAT)
3. Agreement: The collective bargaining agreement between the District and the Association covering bargaining unit members other than substitutes.
4. Day or Workday: Unless specifically defined as calendar days, all days in this agreement mean contract days for the bargaining unit included in the 190 day calendar; excluding holidays, weekends, and other non-contract days including winter, spring and summer breaks.
5. Professional Educator or Educator: All professional educators represented by the Association in the bargaining unit as defined in Section A above.
6. Supervisory Employees: District Administrators including the Superintendent and the Central Office Administrative Staff, Principals, Assistant Principals, and persons ordinarily engaged at least 50% of the time in administration, supervision or evaluation of teaching personnel.
7. Probationary Educator: A professional educator who has not completed the probationary period. A professional educator is probationary for his/her first three years of employment with the District.
8. Contract Educator: A professional educator who has completed three consecutive years employment with the District in a bargaining unit represented position and has been retained for a fourth.
9. Professionally or Academically Licensed: All professional educators required, as a condition of employment, to possess an academic certificate, license, degree, or the equivalent, issued by TSPC, the State of Oregon, an institution of higher education, or a professional society, or anyone who performs the functions reserved (under OAR 584-036-0011) for professional educators who hold a professional or academic license.
10. Substitute: Anyone employed to take the place of a regular educator who is temporarily absent. A substitute may not replace any individual educator for more than sixty (60) workdays in the same school year.

11. Temporary: Anyone employed to:
- a. replace a professional educator on a leave of absence. Such position designation shall not extend beyond two (2) school years;
 - b. fill a vacancy of more than sixty (60) days which occurs after the opening of school. (For purposes of this section "opening of school" shall mean the first student day. "Fill a vacancy" shall mean that the temporary educator has initiated employment after the first student day of school.); or
 - c. fill a position which has been designated as temporary or experimental. Such position designation shall not extend beyond two (2) school years.
- C. This Agreement shall modify, replace or add to any policies, rules, regulations, procedures or practices of the District which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and become part of the established policies, rules, regulations, practices and procedures of the District. Existing policies, rules, regulations, practices and procedures which are consistent with this Agreement are not modified.
- D. There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall be retained by the District and one by the Association. Within one month of the ratification of the Agreement by both parties, the District agrees to print one thousand (1,000) copies of this Agreement and agrees to deliver those copies to the Association for distribution, and to post a copy of the Agreement on the District's website. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make demands and proposals with respect to any subject appropriate for bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The parties mutually agree that the terms and conditions set forth in this Agreement incorporate the entire understanding and agreements of the parties on all matters which were subject to negotiations. The District and the Association agree that, during the term of this Agreement, the other shall not be obligated to negotiate or bargain collectively with respect to any such matter covered by this Agreement. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual written consent of both of the parties in amendment thereto.
- E. Nothing contained in this Agreement or mutually relied on in bargaining will be interpreted and/or applied so as to eliminate or reduce any current management right or established working condition that is a mandatory subject for bargaining. The Board, however, may otherwise reserve the right to unilaterally change its policies relating to all matters which do not involve mandatory subjects of bargaining.
- F. Should any provision of this Agreement be declared illegal by a court or agency of competent jurisdiction, said provision, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining provision(s) shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted Article, Section or clause. The subjects of the deleted provision(s) and the affected provision(s) shall be subject to further collective bargaining during the term of this Agreement with respect to the period covered by this Agreement.
- G. Any contract between the District and an individual professional educator shall be expressly subject to the terms and conditions of the Agreement.
- H. The Association has a process for contract exceptions to allow professional educators at a work site to apply for an exception to the terms and conditions of the Agreement. Contract exceptions must be submitted to the PAT Advocacy Committee using the process required by the

Association. Contract exceptions must be approved by the PAT Advocacy Committee and the District prior to implementation. A contract exception is valid only for the school year for which it was approved.

- I. The Association shall continue to be the exclusive collective bargaining representative, as provided in Section A of this Article, during the term of this Agreement unless, under applicable law, some other method of representation or some other applicable representative is elected. Should another method or representative of the professional educators be so elected during the term of this Agreement, this Agreement shall not terminate but thereafter no provision of this Agreement shall be construed to require the District to bargain with the Association and the recognition and authority of the Association as contained in this Agreement and its duty of fair representation shall terminate.

ARTICLE 2 ASSOCIATION RIGHTS

- A. Except for Section H below, the Association rights conferred on the Association in this Agreement shall be exclusive except as provided by law.
- B. The Association or its representatives shall have the right to transact official Association business on District property at all reasonable times; use District facilities and equipment including but not limited to duplicating equipment, audiovisual equipment, and District email, provided the same are not otherwise in use; post notices of activities and matter of Association concern on designated bulletin boards, at least one of which shall be provided in each school building for Association use; use the District mail service and professional educator mailboxes for communications, and place small symbols on such mailboxes but limit the size of logos to one inch (1") or less. A clearly identified Association mailbox at each worksite will be reserved for Association communications. If a box is unavailable, the Association may place a mailbox that is comparable in size and appearance with the staff mailboxes that exist at the individual worksites for Association communications. The Association shall have the right to use the inter-building mail facilities and mailboxes (Pony), unless the use of an employer's mail system by an incumbent labor organization is specifically clarified by Legislation, the U.S. Postal Service, or a court of competent jurisdiction. The Association shall pay for the reasonable cost of all materials, supplies and special services required beyond the normal operation incidental to such uses. The exercise of Association rights under this Section shall not interfere with or interrupt classes or other normal school operations. Association notices should not be made available to students.
- C. The District shall furnish the Association upon request all reasonably available factual information necessary to its function as exclusive bargaining representative.
- D. The Association shall have the right to make brief announcements as a scheduled item on the agenda of any faculty meeting or any other required meeting, if held, in the event two (2) or less faculty meetings are held in any month.
- E. Association Representatives Meeting

The District shall notify all schools and departments that no activities are to be scheduled by the District for Association representatives on the Monday preceding the beginning of the work year. The Association may call general meetings of its Association representatives during school time up to five (5) times during the school year. Such representatives shall be released without loss of pay but the Association shall reimburse the District for the cost of substitutes. Two (2) weeks' advance written notice shall be furnished to the Superintendent of a meeting and it shall not be called for a day when other teacher absences eliminate the availability of a sufficient number of substitutes.

- F. Building/Program Area Committees

Any general standing faculty-administration or administratively appointed faculty committee, at the building level, shall include the Association faculty representative or his/her designee as a member. Supervisor's team meetings are not included. If evaluation and/or employee performance is to be discussed at a supervisor's team meeting, the Association representative will be invited to attend.

Any District committee that included designated Association representatives shall have those Association representatives appointed by the Association.

- G. Orientation Programs

The Association shall be provided time on the agenda at all general orientation programs for new professional educators to provide general information on the Association and its duties as exclusive bargaining agent.

H. School Board Meetings

1. The Association shall be provided time on the agenda of each regular Board meeting for brief comments.
2. If the Association has a formal presentation it shall be afforded a reasonable amount of time as determined by the Board. By noon of the fourth calendar day prior to the meeting, the Association shall notify the Office of the Superintendent of the proposed length of the Association's formal presentation, the subject matter thereof, and any specific action to be requested from the Board or administration at the meeting. The Association agrees not to use its right under this Section for the purpose of collective bargaining with the Board or any of its members.
3. Prior to the commencement of each meeting, the Association shall be provided a copy of the "Agenda of Board of Education" and any related informational materials/full Board of Education packet. This information may be provided electronically. However, the Association shall receive a copy of all printed Board materials at the meeting or prior to the meeting.

I. Instructional Program Council

The District recognizes the expertise of professional educators and the value for their participation in education program planning. Therefore, meetings between the Superintendent and/or his designee(s) and representative of the Association shall occur monthly for the purpose of discussing the District's instructional programs. It is intended that items planned as major district-wide change shall be discussed in these meetings prior to implementation. The Association president may appoint up to five (5) professional educators as representatives to such meetings. Such professional educators shall be released without loss of pay for attending the meetings.

- J. Release of professional educators by the District from their normal work assignments to work on activities jointly sponsored by the Association and the District shall be without loss of pay.

**ARTICLE 3
MANAGEMENT RIGHTS**

Subject to the expressed terms of this Agreement, the Board and its designees hereby retain and reserve unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the State of Oregon, including the functions and programs of the District, its standards of services and education, its overall budget, utilization of technology and its organizational structure, the selection, direction and assignment of its personnel, and the use of its facilities, and all areas of discretion in matters of inherent managerial policy.

**ARTICLE 4
DUES AND PAYROLL DEDUCTIONS**

A. Fair Share Agreement

1. The District shall deduct an amount established by the Association, not to exceed usual and customary dues, each pay month from the pay of each professional educator who is not an active member of the Association, beginning with the paycheck issued in the month of September. However, the Association may change the date for deductions to begin by notifying the District by June 1 of the year in which the change is to occur. The Association may not change the date again during the life of the Agreement once this option is exercised. Such an amount shall represent compensation to the Association for any purpose authorized by law for use of fair share fees.
2. Any professional educator who has not requested payroll deductions of Association dues under Section B of this Article or who has not certified to the District that s/he has paid his/her dues directly to the Association shall be subject to the provisions of this Section.

B. Dues

1. Any professional educator who is a member of the Association or who has applied for membership, may sign and deliver personally and through the Association to the Superintendent an assignment authorizing deductions of membership dues in the United Education Profession (i.e., PAT-OEA-NEA). Such authorization shall continue in effect from year to year, unless revoked in writing as hereinafter provided. Pursuant to such authorization, the District shall deduct one-twelfth of such dues from the first regular salary check of the professional educator each month for twelve (12) months, beginning September and ending August of each year. However, the Association may change the date for deductions to begin by notifying the District by June 1 of the year in which the change is to occur. The Association may not change the date again during the life of the Agreement once this option is exercised. Deductions for professional educators who join the Association after the commencement of the school year shall be appropriately prorated so that payments will be completed by the following August. In the case of professional educators who have elected to receive their annual compensation in ten (10) equal monthly payments, the dues deduction shall be made monthly of one-tenth of such dues.
2. Withdrawing the payroll deduction for such dues may be accomplished by writing a letter to the Office of the Association and to the Office of the Superintendent and delivered prior to the first day of October of any year. Letters received prior to October 1 shall be effective October 1 of the same year. Otherwise they shall be effective October of the ensuing year.
3. The Association covenants and warrants that its present Bylaws provide for and agrees to indemnify, defend and hold the District harmless for the foregoing fair share deductions and dues deductions authorizations and withdrawals procedures. In the event the District invokes this paragraph, then the Association will provide the attorney and the parties will fully cooperate in any litigation. In the event the District wishes to use its own attorney, then the District will pay the cost of said attorney. The aforementioned Bylaws make such authorizations irrevocable except as stated in Paragraph 2. In the event of any amendment to such Bylaws lessening the restrictions on withdrawal, the Association will give the Office of the Superintendent written notice thereof prior to the tenth day of any month for which such amendment permits withdrawal of authorizations. In the event of such notice, the District may permit such withdrawal on the basis of such new provisions.
4. A record, in a format accessible to the Association, of professional educators on Association dues deductions and Fair Share fees shall be sent to the Association, together with the remittance due the United Education Profession (i.e., PAT-OEA-NEA), within five (5) working

days, following the end of the calendar month in which the payroll check has been issued, including a listing of all additions and deletions to the membership list from the previous month. The Association agrees promptly to advise the Superintendent of all members of the Association in good standing from time to time, and to furnish any other information needed by the Superintendent to fulfill the provisions of this Article, and not otherwise readily available to the District. The District shall complete reasonable Association forms and submit them monthly with the remittance to the Association.

C. Other Payroll Deductions

1. Upon appropriate written request from the professional educator, the District shall deduct from the salary of the professional educator and make appropriate remittance for the following approved deductions within five (5) working days following the end of the calendar month in which the payroll check has been issued:

- Fixed or Variable Tax Deferred Annuity Plans
- School District No. 1 Health & Welfare Trust Premiums
- Credit Union
- Approved Charitable Organizations
- NFIE

The National Foundation for Improvement of Education is a part of this list and will not be removed except by mutual consent. In addition, the District shall perform the same service for Association members for any insurance plans offered exclusively by the Association for Association members, within the mechanical limits of the District's payroll system.

2. The District, upon appropriate authorization of the professional educator, shall deduct from the salary of the professional educator and make proper remittance for any other plans or programs jointly approved by the Association and the Board.

D. Professional educators' payroll checks shall itemize all sources of pay, payroll deductions, accumulated sick leave and retirement contributions.

ARTICLE 5
WORK YEAR / WORKDAY / WORKLOAD

A. Paid extended responsibility assignments, paid extra duty assignments, and voluntary attendance at in-service classes are excluded from this Article and are covered by Appendix B.

B. Work Year

1. Standard Work Year

a. The standard work year for professional educators shall be 190 contract days consisting of:

(1) 176 instructional days

(2) eight (8) planning days

(3) six (6) paid holidays

b. The traditional state-wide in-service day shall not be part of the 190-day work year.

c. The District shall notify all schools and departments that no activities are to be scheduled by the District for Association representatives on the Monday preceding the beginning of the work year.

2. Extended/Reduced Work Year

a. Beginning in the 2014-15 school year, the District, at its discretion, may extend the standard work year by up to two (2) days, which shall be paid at a per diem basis, provided that extended days would have to be cut prior to a reduction in staffing levels.

b. Beginning in the 2014-15 school year, the District, at its discretion, may extend the standard work year for professional educators who work in priority and focus schools by up to three (3) additional professional development days paid at the professional educator's per diem rate of pay. These days shall be scheduled contiguous to the standard school year through a collaborative process between the professional educators and the building administration.

c. The District shall determine the number of additional contract days in 2a and/or 2b prior to the beginning of the staffing process in the preceding school year.

d. Professional educators who work beyond the 190-day work year shall be paid a daily rate of pay computed at 1/190 of their annual basic salary. With the exception of Sections 2e, 2f, 2g, and 8 below, professional educators shall not be assigned work beyond the standard work year unless there is mutual agreement between the administrator and the professional educator. Professional educators who work less than the 190-day work year shall have their salary adjusted downward using the same daily rate of pay formula.

e. Librarians shall be placed by the District on a work year of 200 days. Up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the librarian. Central Staff Professional Librarians are employed on a twelve-calendar month basis with one (1) month vacation pay.

f. Counselors shall be placed by the District on a work year of 200 days. Up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the counselor.

- g. Athletic Directors may be placed on a work year of 198 days with the approval of his/her supervisor.

3. Holidays:

- a. The six paid holidays shall be: Labor Day, Veterans Day, Thanksgiving, New Year's Day, Presidents Day, and Memorial Day.
- b. To receive pay for a paid holiday, a professional educator must work (or be on paid leave) on the workday immediately preceding or following the holiday. If the first day of work for the newly hired professional educator is immediately following the holiday the professional educator will not receive pay for the holiday.

4. Planning Days:

- a. A minimum of two (2) planning days shall be scheduled prior to the first student day in the fall. One-half (1/2) of one of these planning days may be used by the administrator for meetings with professional educators. A minimum of (1) full planning day shall be reserved for professional educators to set-up and plan for the beginning of the year. In addition, there shall be one (1) day of professional development scheduled prior to the first student day.
- b. There shall be one (1) planning day scheduled at the end of each quarterly grading period. However, professional educators shall have a minimum of two (2) full working days to submit grades/progress reports at the end of each grading period.
- c. On planning days other than those held prior to the beginning of the student year and those scheduled at the end of each quarterly grading period, a meeting not to exceed two (2) hours may be held.
- d. One-half (1/2) of planning day time may be used by administration for meetings with Child Development Specialists, Social Workers, School Psychologists, Audiologists, and Student Service Specialists.
- e. Special Education Case Management Time:

In addition to contractually provided planning days, special education professional educators required to conference with parents and write IEPs shall be provided four (4) days of released time, per year, for that purpose. A special education professional educator may elect to use these days or the equivalent hours before or after the school year or outside his/her workday at his/her per diem hourly rate of pay.

5. Evening Events / Parent-Teacher Conferences

- a. Professional educators may be required to participate in up to three (3) evening school events per school year. However, principals will make a reasonable effort to see that professional educators are not required to attend more than two (2) evening events a year. Evening events shall generally last no more than two (2) hours and end by 9:00 p.m. on Monday through Thursday. Two-week's written notice shall be provided to affected professional educators. Evening events shall generally not be required on Fridays or on days preceding holidays.
- b. In addition, the District may have one (1) parent conference in the evening and shall continue the current practice of allowing one (1) half day of compensatory time for the evening parent conference. This provision does not apply to Social Workers, Child

Development Specialists, School Psychologists, Audiologists and Student Services Specialists.

- c. At the request of a parent/guardian, a professional educator shall schedule a make-up conference for the parents/guardians who missed the regularly scheduled conference.

6. School Calendar

By January 15 of each year, the Association shall submit to the Superintendent its recommendations regarding the school calendar for the subsequent school year. With respect to the calendar ultimately adopted, the District retains the right and authority to change the days on which school shall be held and make other adjustments to the school calendar; provided such adjustments are consistent with this article. No change in this calendar shall result in any reduction of the annual salary provided for professional educators by this Agreement or in increasing the aggregate number of workdays without the consent of the Association.

C. Workday

1. The standard workday for professional educators, except as provided in Section 2 below, shall be seven and one-half (7-1/2) hours. Workdays for professional educators shall only be Monday through Friday.
 2. The workday for Child Development Specialists, Social Workers, School Psychologists, Audiologists and Student Services Specialists shall be eight (8) hours, including a minimum of thirty (30) continuous minutes for duty-free lunch. The daily work schedules shall allow for a fifteen (15) minute rest period in the a.m. and p.m. With mutual agreement, Child Development Specialists, Social Workers, School Psychologists, Audiologists and Student Services Specialists may arrange their daily schedule so that time required outside of normal business hours, such as evening or weekend meetings with the parents and students, fall as nearly as possible within the regular eight (8) hour workday and 40-hour work week. The current practices in existence for scheduling the workday for school psychologists, social workers, child development specialists, audiologists and student services specialists will continue throughout the duration of this Agreement.
 3. The workday for professional educators in the building shall begin at least fifteen (15) minutes before the student day and shall extend at least fifteen (15) minutes beyond the student day. Professional educators shall not be required to perform duties for more than seven-and-one-half (7 ½) minutes of the fifteen (15) minutes immediately before and/or for more than seven-and-one-half (7 ½) minutes of the fifteen minutes immediately after the student day. No professional educators shall be required to report prior to 7:45 a.m. or remain later than 4:00 p.m. For program reasons the afternoon ending time can be adjusted to 5:00 p.m. for a few professional educators in a building providing that volunteers will be solicited whenever possible. The two above exceptions will not extend the number of hours in a standard workday.
 4. If an administrator requests that a professional educator provide instruction (e.g., tutoring or small group instruction) outside of the professional educator's workday, and the professional educator volunteers to do so, such professional educator shall be compensated at their per diem hourly rate of pay.
- #### 5. Duty-free Lunch

- a. All professional educators who work two-thirds (2/3) or more shall have a minimum of thirty (30) continuous minutes of duty-free lunch. Regardless of FTE, any professional educator who works a full day shall have thirty (30) continuous minutes of duty-free lunch on that day.
- b. Passing time during which a professional educator has direct responsibility for students shall not be part of the thirty (30) minutes duty-free lunch. Professional educators who leave the school site during such period shall notify the school office.

6. Individual Planning Time:

- a. Professional educators who work two-thirds (2/3) time who directly provide instructional services to students shall be provided planning time during the workday as follows:
 - (1) High Schools (Grades 9-12): Not less than the equivalent of one (1) standard class period per day;
 - (2) Middle Schools (Grades 6-8, except self-contained 6th grade classes): Not less than the equivalent of one (1) standard class period per day.
 - (3) Elementary Schools (Grades PK-5 and self-contained 6th grade classes): Not less than two-hundred-and-sixty (260) minutes per standard work week (prorated for partial weeks). There shall be at least one daily block of planning time of at least forty (40) continuous minutes.
 - (4) Regardless of FTE, any professional educator who works a full day shall have planning time on that day.

7. Restroom Breaks:

The building principal shall ensure that arrangements are made for restroom breaks for professional educators.

8. Meetings / Trainings

- a. Professional educators may be required to attend meetings or training sessions for up to two (2) hours beyond the workday on Mondays or Tuesdays, but not both.
- b. This provision will apply to Child Development Specialists, Social Workers, School Psychologists, Audiologists and Student Services Specialists only if it falls within their workday/workweek provisions as set out in paragraph C2.
- c. Part-time professional educators shall not be required to attend meetings/trainings that are not contiguous with their workday. Required attendance at meetings/trainings contiguous with the workday and at evening events/parent teacher conferences shall be pro-rated for part-time professional educators.

9. Itinerants

- a. The workday of a professional educator who works in more than one (1) building or is assigned outside the District shall not exceed the workday above and shall be covered by planning time and other provisions of this Article.
- b. An adequate amount of travel time shall be allowed for professional educators who must change worksites during the workday.

- c. Neither planning time nor the duty-free lunch time shall be used for travel time between worksites
- d. If there are disagreements over the itinerant professional educator's schedule and workload, the supervisor(s) and the building representative(s) shall write a summary of the dispute and submit the summary to the Human Resources and the Association for resolution.

10. Part-time

- a. The workday and workload for part-time professional educators shall be proportional to that of full-time professional educators.
- b. The workday for part-time professional educators shall be stated as a percentage of full-time in accordance with the chart below. Other percentages shall be calculated in the same manner.

<u>Workday – 7.5 Hours</u>		<u>Workday – 8 Hours</u>	
<u>Percentage</u>	<u>Time</u>	<u>Percentage</u>	<u>Time</u>
10% (.10)	45 minutes	10% (.10)	48 minutes
20% (.20)	1 hr. 30 minutes	20% (.20)	1 hr. 36 minutes
25% (.25)	1 hr. 53 minutes	25% (.25)	2 hours
30% (.30)	2 hrs. 15 minutes	30% (.30)	2 hrs. 24 minutes
40% (.40)	3 hours	40% (.40)	3 hrs. 12 minutes
50% (.50)	3 hrs. 45 minutes	50% (.50)	4 hours
60% (.60)	4 hrs. 30 minutes	60% (.60)	4 hrs. 48 minutes
66% 2/3%	5 hours	66% 2/3%	5 hrs. 20 minutes
70% (.70)	5 hrs. 15 minutes	70% (.70)	5 hrs. 36 minutes
75% (.75)	5 hrs. 38 minutes	75% (.75)	6 hours
80% (.80)	6 hours	80% (.80)	6 hrs. 24 minutes
90% (.90)	6 hrs. 45 minutes	90% (.90)	7 hrs. 12 minutes
100% (1.0)	7 hrs. 30 minutes	100% (1.0)	8 hours

- c. FTE for part-time professional educators may fluctuate from year to year from .5 FTE to .66 FTE, .67 FTE to .74 FTE, .75 FTE to .99 FTE based on the needs of the particular assignment. A reduction in FTE that results in a reduction of benefits/planning time/lunch etc., for the professional educator shall be considered a layoff subject to the provisions of Article 16.
- d. If there are disagreements over the part-time professional educator's schedule and/or workload, the supervisor and the building representative shall write a summary of the dispute and submit the summary to the Human Resources and the Association for resolution.

D. Workload

- 1. Except as modified by the workday provisions of this Agreement, the workload of professional educators shall be generally comparable to that which existed in the 2010-2011 school year.
- 2. Duties:
Duties assigned during the workday to professional educators shall not infringe upon their duty-free lunch period and/or planning time. Good faith consideration of fairness and balance will be made in assigning such duties to professional educators.

3. Progress/Grade Reports:
 - a. Professional educators shall be responsible for no more than four (4) progress/grade reports per year, except a mid-term report may be necessary when a student is in danger of failing or her/his behavior or achievement shows a significant decline.
 - b. Professional educators shall make arrangements as may be necessary to meet with students and parents at reasonable times outside the normal workday. Regularly scheduled parent conference days are not covered by this Section.
4. Every effort will be made to employ substitute teachers to cover classes of absent teachers; and, professional educators shall not be required to substitute for other professional educators except in true emergency situations. The District shall maintain a system that allows professional educators an option to select their preferred substitutes.
5. IEPs
 - a. Professional educators who are required to conference regarding IEPs shall have a substitute provided to allow for such meetings to occur within the workday. If a professional educator volunteers to attend such conference outside of the workday, such member shall be compensated at his/her per diem hourly rate for conferences which take place beyond the contract day.
 - b. Professional educators who are required to write student plans other than IEPs, including Gifted Student plans or 504 plans, shall be provided at the professional educator's option either release time or compensation at his/her per diem hourly rate. One hour shall be allotted per each student plan.
6. The District shall supply and maintain materials in current adoptions. The District shall provide professional educators with related core instructional materials and an opportunity for in-service before requiring implementation of new adoptions, programs or curricula.
7. Each professional educator may request access to a phone in a private area during the contract day, and a good faith effort will be made to provide such access.
8. Professional educators shall have access to a computer as may be necessary to carry out their responsibilities. All professional educators shall have access to a copy machine and an adequate amount of paper to meet the required needs of instruction.
9. Each professional educator shall be compensated for up to four (4) hours at the professional educator's hourly rate for disassembling and reassembling materials for remodeling/painting in the professional educator's classroom, or the professional educator may have a half (1/2) day substitute at his/her option. Professional educators shall not be asked to move furniture and other heavy classroom items.
10. Workload Committee
 - a. Beginning no later than March 2014, the District and the Association shall establish a Workload Committee consisting of ten (10) members: five appointed by the association and five (5) appointed by the District. Association-appointed representatives shall be released, without loss of pay, to participate in Workload Committee activities. The District shall provide substitutes as necessary.
 - b. The Workload Committee shall consider options for eliminating aspects of current workload including:

- (1.) developing a mechanism for reviewing issues and data (including budget information) relating to the various elements that impact workload;
 - (2.) offsetting new workload created by new initiatives/mandates including:
 - (a) equity of duties;
 - (b) substitute coverage for testing;
 - (c) workload for special education; and
 - (d) access to assessment kits for special education specialists; and
 - (3.) other options developed by the Committee.
- c. A professional educator who has a concern about her/his workload or who believes her/his workload is inequitable shall first discuss the concern with her/his immediate supervisor. If the concern is not resolved by the supervisor, the professional educator may file a written request for review by the Workload Committee.
- (1.) The Workload Committee shall consider at least the following factors:
 - (a.) The instructional level of the classroom (e.g., elementary, middle level, high school);
 - (b.) The number of students assigned to the classroom or to the professional educator;
 - (c.) The average number of students assigned to similar classrooms or professional educators;
 - (d.) The number and characteristics of students with special needs;
 - (e.) The availability of educational assistants or other special assistance; and
 - (f.) Any other relevant factors identified by the professional educator, the administrator or supervisor, or the Committee.
 - (2.) The Workload Committee shall consider the following options for recommendation/resolution:
 - (a.) Transfer or reassignment of students to balance classroom assignments/caseloads;
 - (b.) Adding certified or classified staff;
 - (c.) Assistance or additional time for specific activities such as grading or reporting grades;
 - (d.) Reduction of other duties;
 - (e.) Financial, physical space, time or other limitations; or
 - (f.) Any other option deemed reasonable by the Committee

- (3.) For recommendations concerning Section D10c, the Chief Academic Officer (CAO) or designee shall receive the recommendation of the Workload Committee and make a final decision within (10) days.
- d. The Superintendent may adopt, implement or submit Workload Committee recommendations to the Board of Education for its consideration, unless a duty to bargain is triggered.
 - e. The Workload Committee shall not have the authority to modify the terms of the collective bargaining agreement.

ARTICLE 6 STUDENT DISCIPLINE / SAFETY

A. Professional Educator Authority And Protection

The following sources for determining professional educator authority and protection shall be provided for an Association representative in each building:

1. Oregon Statutes on Discipline, Attendance and Exclusion of Students, Chapter 339 Oregon Revised Statutes.
2. current Disciplinary Procedures in the Portland Public Schools.
3. all administrative directives which are for the general knowledge of professional educators including building handbooks/rules;
4. "Policies and Regulations"

It is recognized that there may be normal delays between the time of adoptions and delivery of such materials to the building.

B. Student Discipline

1. The principal, supervisor or professional staff designee with input from the staff shall include the following minimum procedures in developing a written student discipline plan. Such procedures shall exist in each building or program. The process must be in conformance with District policies and regulations.
 - a. Use by the professional educator of individual independent in-class expectations, rules, and plans for student management, in conformance with the building's discipline plan.
 - b. That a professional educator may remove a student from class who is disrupting the educational program in a manner requiring immediate action by the professional educator, or who has exhibited a pattern of disruptive behavior, and send the student to a location designated by the principal.
 - c. That the principal, supervisor or his/her designee shall, at the professional educator's request, confer with the professional educator without disrupting the professional educator's classes. Such conference generally shall take place prior to returning the student to class unless the principal, supervisor or his/her professional designee is not available, in which case the conference shall take place when the principal, supervisor or professional designee becomes available.
 - d. That a procedure shall exist for handling students removed from class when the principal, supervisor or professional designee is out of the building and, therefore, not available for a conference required by the professional educator. Such procedure shall provide that only professional personnel shall have a decision making role in the handling of such students.
 - e. That if unacceptable student behavior continues, at either's request, the principal, or supervisor, and the professional educator shall develop and implement a mutually acceptable behavior correction plan involving, as appropriate, the principal, supervisor, professional educator, student and parent(s) and other resource staff. The plan could include, but would not be limited to, behavior contracts, special education referral, involvement of appropriate community agencies, use of time-out rooms or other activities. The plan shall include the specific areas of concern to be addressed, a timeline for

completion, and the responsibilities of the student, professional educator, administrator and others.

- f. If the plan does not result in a change in the disruptive behavior, the administrator in conference with the professional educator will take additional steps as may be appropriate which are consistent with and guided by the Students' Rights and Responsibilities Handbook.
 - g. An allegation that a student has committed assault or battery upon a professional educator shall result in the removal of the student from the responsibility of the professional educator pending administrative investigation of the incident. The administrator shall exercise appropriate progressive discipline as set forth above. If the investigation shows battery did occur and the professional educator so recommends, the student shall not be returned to the affected professional educator's responsibility.
 - h. In accordance with the Students' Rights and Responsibilities Handbook, any student who has been involved in a violation of state or federal law regarding weapons at school shall be immediately suspended pending administrative investigation. If the investigation confirms that the student was in violation of state or federal law regarding weapons at school, the student shall be reported to the appropriate law enforcement agency. The student shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify the disciplinary consequences on a case-by-case basis.
 - i. Student behavioral records shall be accessible to the receiving professional educator. School officials shall set up procedures so that information about students with records of violence including weapon violations shall be available, in accordance with the law, to members who "need to know" as a result of an assignment to teach or supervise the student.
 - j. Any student found to have committed assault or battery upon a professional educator shall be immediately subject to appropriate discipline in accordance with the Students' Rights and Responsibilities Handbook. However, there shall be a minimum of five (5) days suspension for a threat (assault) and mandatory expulsion for the remainder of the year for battery. The Superintendent may modify the disciplinary consequences on a case-by-case basis.
 - k. Any student making a serious or menacing threat of harm to the person, property or family members of a professional educator shall be immediately subject to appropriate discipline in accordance with the Students' Rights and Responsibilities Handbook.
2. The building discipline procedure shall be reviewed by the staff by June 1st. The staff's suggested changes shall be carefully reviewed by the principal. If the changes are rejected it shall be only for substantial reasons including staffing, and funding. Printed copies of these specific building procedures shall be distributed to parents and building staff members by the end of the second student week of each year and shall be filed in the appropriate Central Office.
 3. In the exercise of authority by a professional-educator to control and maintain order and discipline, the professional educator may use reasonable and professional judgment concerning matters not provided for by specific policies adopted by the Board and/or federal and state laws or regulations.

C. Personal Injury Benefits and Property Loss

1. Any case of assault/battery upon a professional educator while acting within the scope of his/her duties shall be promptly reported in writing to the immediate supervisor who shall

forward a copy to the appropriate Central Office Administrator and the Superintendent for investigation and resolution.

2. The District shall reimburse professional educator for loss of or damage to personal property excluding the professional educator's automobile under the following circumstances:
 - a. when the loss is a result of any assault/battery on the professional educator's person suffered during the course of employment.
 - b. property stolen or damaged by the use of forcible entry on a locked container. Every school shall provide a secure and lockable location for professional educator's to use for such storage.
 - c. loss of the professional educator's work related equipment when the use of that equipment has been approved in writing by the principal/supervisor providing that the equipment was stored in a locked container when otherwise not in use.
 3. Reimbursement shall be at replacement cost (not exceeding actual cost) less any insurance or worker's compensation reimbursement. Reimbursement shall not be made for losses of less than Five dollars (\$5.00) or that portion in excess of one thousand dollars (\$1,000) and shall not be made when carelessness or negligence on the part of the professional educator was evident.
 4. Professional educators shall cooperate and support the District in its investigation and resolution of any reported loss. The District shall provide assistance in attempting to investigate and/or reclaim other stolen or damaged personal property including automobiles.
- D. The District shall provide a legal defense and indemnification to professional educators arising out of tort claims for any alleged act or omission occurring in the performance of the professional educator's duty in accordance with, but subject to, the limitations provided in ORS 30.285 and 30.287. Professional educators shall cooperate with the Board and counsel in connection therewith as provided in ORS 30.287(2).
- E. Safety
1. A professional educator shall have the right to refuse to expose himself/herself to immediate danger created by an unsafe working condition when such danger threatens substantial bodily injury or would be a significant health hazard to the professional educator. The professional educator shall give notice of the condition to his/her supervisor and shall be subject to assignment to another location or duty while the condition is being investigated and/or corrected. The District recognizes the responsibility to make every reasonable effort to enhance the security of buildings and grounds as may be required through the use of necessary lighting and other safety precautions. The District shall comply with all state and federal OSHA requirements to post notice when non-routine cleaners, paints, sealants, and other chemicals are to be used at the worksite and shall take all reasonable steps, in good faith, to post such notices even where not required by state or federal OSHA.
 2. The District shall furnish employment and places of employment which are safe and healthful for professional educators, and shall furnish and use such devices and safeguards, and shall adopt and use such practices, means, methods, operations and processes as are reasonably necessary to render such employment and places of employment safe and healthful and shall do every other thing reasonably necessary to protect the life, safety and health of such professional educators.
 3. The District shall assure that there are emergency protocols at all worksites (including non-district worksites where professional educators work. These protocols shall include procedures for supporting professional educators who are assaulted and/or battered.

4. Reports from county/state/city law enforcement/courts concerning student information that may inform professional educators about potential safety issues shall be shared on a need to know basis. The District shall maintain a system to distribute these alerts on an ongoing basis.

ARTICLE 7
ACADEMIC FREEDOM AND INSTRUCTION

A. Academic Freedom

1. Professional educators shall be guaranteed academic freedom in instructional presentations and discussions and in faculty discussions of education policy. Professional educators may introduce controversial materials provided such presentations, discussions, and materials are appropriate and relevant to course content and grade level subject to accepted standards of professional responsibility (see PPS Academic Freedom in the Instructional Program 6.20.011-AD as of 03-15-13).
2. The District shall consult with professional educators over decisions regarding the selection of districtwide textbooks. Within generally accepted professional and content standards, professional educators are responsible for determining the supporting materials and methods used for day to day instruction, including differentiating instruction based on student needs.

B. Student Grades

Student grades issued by a teacher shall not be changed by a supervisor or altered due to software limitations of the District's grading system unless a substantive reason clearly exists. This Section shall not be interpreted to cause a teacher(s) to assign grades in any manner which deviates from general district-wide practices. If an administrator changes a student grade, such administrator will notify the teacher in writing of such change, and the reason(s) for such change.

ARTICLE 8 SCHOOL IMPROVEMENT COUNCILS

A. Purpose

The District and the Association agree to establish a process for involving professional educators in enhancing the quality and effectiveness of education for the purpose of improving student knowledge, skills and attitudes. The District and the Association agree to comply with the school site council requirements of the 21st Century Schools Act.

B. District Site Committee

The Joint Contract Administration Committee will function as the District Site Committee in matters related to the 21st Century Schools Act. The Joint Contract Administration Committee shall be solely responsible for establishing its own procedures for compliance with this Act. Contract Administration shall be responsible for determining the procedures by which the site committees function. Any such procedures shall be in compliance with the Agreement between the District and the Association.

C. Council Participation

Participation by professional educators on a school site council shall be voluntary. Council members shall be allotted as provided by law. The Association shall develop the rules by which the elections of professional educators shall be conducted. The head PAT representative shall conduct an annual secret ballot election no later than October 15 to select professional educators to the council.

D. Council Roles and Responsibilities

Actions and decisions of the council will be in accordance with law, existing Board policies, established administrative procedures and applicable collective bargaining agreements. Achieving consensus among site council members is a desired operational goal. If consensus is not reached, the council shall make its determination by majority vote. Professional educator on site councils shall be given copies of the site budget and other public documents upon request.

E. Implementation of Decisions

Prior to implementation of a council decision, it shall be communicated in writing to the professional educators at the school worksite. Once a decision is finally reached, it shall be implemented by all at the site. However, if requested by twenty five percent (25%) of the professional educators, the pending decision shall be put to a vote of the professional educators. To implement the decision, a majority of those participating in the vote shall be required.

F. Meetings

When school site council meetings are held, business will be conducted by those members present. Council meetings will be held within the bounds of the school workday and workweek. The District and the Association shall consider requests from school site councils asking for an exception to the meeting time requirements of this section.

G. Training of Councils

The District and the Association will cooperate in the development of training programs. Costs of training shall be paid by the District.

ARTICLE 9 COMPENSATION

A. Salary Schedules

1. Index. The salary schedule indices are set forth in Appendix A-1.
2. Appendix A-2 sets forth the basic annual salaries for the period July 1, 2013, through June 30, 2014. The 2013-14 salary schedule shall be increased by 2.3% retroactive to July 1, 2013.
3. Appendix A-3 sets forth the basic annual salaries for the period between July 1, 2014 and June 30, 2015. Effective July 1, 2014, the salary schedule shall be increased 2.3%.
4. Appendix A-4 sets forth the basic annual salaries for the period between July 1, 2015 and June 30, 2016. Effective July 1, 2015, the salary schedule shall be increased by 2.3%.
5. Professional educators with a doctorate degree in field related to assignment shall receive an additional \$1500 per school year.
6. Professional educators who have received and retain a National Board Certification shall receive an additional \$1500 per school year.

B. Salary Placement

1. Educational Credit

All professional educators shall be placed on the salary schedule based upon their prior work experience and education/training level.

2. Experience Credit

- a. Newly hired temporary or probationary professional educators who have previous experience/experience working in a PK-12 school setting where the responsibility was similar to that of professional educators in the Portland Public Schools shall be given experience credit on the following basis:

(1) one (1) year of credit for each full year of full-time experience (minimum one hundred thirty-five (135) days within the regular school year); and

(2) one (1) year of credit for each two (2) years of part-time experience that is half-time or more but less than full-time (minimum of one hundred thirty-five (135) days within the school year).

Verification of experience shall be made by the Human Resources Department.

- b. Central Staff Professional Librarians, and other Central Office professional educators, shall be placed on the salary schedule in accordance with the educational requirements for teachers. In determining years allowed for the equivalency of outside experience for teacher-librarians, teachers of speech and hearing and teachers in special schools who are otherwise qualified, one hundred thirty-five (135) days, while employed on a professional full-time basis, shall be counted.
- c. Any professional educator who resigns shall, upon re-employment, be placed on the salary schedule on the same basis as a new hire, except that, if the professional educator completes the year and is re-employed prior to opening of school the succeeding year, the

Superintendent may use his discretion in recommending to the District that the resignation be rescinded.

- d. Teaching experience shall be granted for prior kindergarten or nursery school teaching provided the teaching was in a licensed position and in a standard school administered by the public school system, or in a private school accredited or approved under state laws of standardization.
- e. Full-time administrative and teaching experience in an accredited institution of higher education shall be counted as teaching experience, provided such experience consisted of at least one hundred thirty-five (135) days within a school year.
- f. Credit for a sabbatical leave of absence for study during previous employment with this District shall be allowed as experience, subject to the 135 days school year criterion. No credit for leaves of absence from a school district outside of PPS will be allowed as experience.
- g. Salary adjustments on the basis of experience will be made only after official verification, and shall become effective during the payroll period in which approved. Such salary adjustments will not be retroactive, except that experience verified within sixty (60) days of the start of employment shall be retroactive to the first day of employment.
- h. In the event that records have been destroyed, a notarized statement from two (2) responsible adults, other than relatives, having knowledge of the professional educator's experience, may be accepted.
- i. A professional educator assigned to a vocational teaching position shall be granted salary credit for a related vocational experience on the following basis:
 - (1) Non-degreed applicants shall be eligible for placement on the "BA" column of the salary schedule provided they have four (4) years of verifiable work experience in an occupational field related to the teaching assignment. They shall receive one (1) salary step for each year of experience in excess of four (4) years but not to exceed ten (10) years of credit. Eight (8) months of experience in a 12-month period shall be considered to be one (1) year of experience.
 - (2) Degreed applicants who are required to have related work experience in order to qualify for a vocational license shall receive credit for each year of work experience required for the licensure. Eight (8) months of experience in a 12-month period shall be considered the public school system, or in a private school accredited or approved under state laws of standardization.
- j. School psychologists' placement and progression shall be on the MA+45/BA+105 column of the salary schedule with one (1) step for each full year of experience as a full-time school psychologist and one (1) step for each year of experience as a teacher, counselor, clinical psychologist or similar occupation.
- k. Speech and Language Pathologists' placement and progression shall be on the MA+45/BA+105 column of the salary schedule with one (1) step for each full year of experience as a full-time teacher or speech and language pathologist and one (1) step for each two (2) years of experience as a part-time teacher or speech and language pathologist with part-time meaning at least half time.
- l. For newly employed social workers, one (1) year of experience credit shall be given for each full year of experience as a social worker with a Master of Social Work degree (MSW), and one (1) year of experience credit for each one (1) year of experience as a

social worker prior to a MSW or as a teacher, counselor, caseworker, or similar occupation. Plus hour credit shall be given for course work taken following obtaining a Master of Social Work degree (MSW).

m. Placement on the salary schedule for child development specialists, behavior management specialists and student service specialists shall be as follows:

(1) One step for each full year of experience as a social worker, teacher, counselor, child development specialist, behavior management specialist, student service specialist or in a similar occupation as determined by the District.

(2) Credit will be given for relevant course work beyond a Bachelor Degree taken after initial employment in a position similar to that as a social worker, teacher, counselor, child development specialist, behavior management specialist, student service specialist or similar occupation. Credit will be given for Master's degree.

C. Salary Advancement

1. Advancement by reason of change in educational status (lane advancement) shall be in accordance with the article on Professional Growth.
2. Employees, who earn a credit level necessary to advance to another column on the salary schedule, shall be paid at the new salary level within twenty (20) workdays of supplying verification to the District. Such salary adjustments will not be retroactive, except that credits verified by October 31 shall be retroactive to the beginning of the school year.
3. Effective July 1 of each year, professional educators, except those on the highest step of each column, shall receive a step increase.
4. A professional educator who works half-time or more shall be entitled to a step increase if s/he works fifty percent (50%) or more of his/her work year. Regularly credited sick or other paid leave for which professional educators receive full or partial pay shall count as days worked.

D. Payroll Checks

1. Professional educators may individually elect to receive their annual compensation on ten (10) or twelve (12) equal monthly payments by submitting their request in writing to the District's Payroll Office prior to the end of the preceding school year. In the absence of such written request, twelve (12) payments will be deemed to have been selected.
2. The method of payment selected by a professional educator cannot be changed during the course of the school year.
3. In cases where payments on a 10-month basis are selected, the last payment will be subject to the three months of authorized payroll deductions (i.e., professional educator contributions to health and welfare insurance, credit union, etc.), except for Association dues and fair share deductions.
4. Professional educators shall be paid on the last business day of the month. During the summer period checks shall be mailed to the designated address of the professional educator at the end of each month. The parties shall continue to discuss the possibility of moving to a system of bi-monthly paychecks.
5. If a professional educator is dismissed before receiving the entire number of monthly payments selected under Paragraph 1, the District shall make a lump sum payment within two (2) business days to the professional educator.

6. Salary payments for extended responsibility assignments of a seasonal nature, such as coaching, shall be paid at the professional educator's option: (a) in a lump sum at the end of a season, or (b) prorated over a three-month period during the season, or (c) prorated over the months remaining in the work year following the beginning of that season.

7. Part-time and Extended Contracts

a. Professional educators, who work less than full-time, shall be paid at a pro-rata portion of the full time salary. Part-time contracts shall be paid out over the regular 10- or 12-month paychecks. Other unpaid leave/time shall be deducted in the next paycheck.

b. Professional educators, who are granted an extended contract to work beyond the normal work year, shall be paid at their normal per diem rate for each additional day (or portion thereof). Extended contracts that are known at the beginning of the year shall be paid out as part of the normal paychecks (over 10 or 12 paychecks). Other extended hours/contract days shall be paid in the next month's paycheck after the work has been completed.

E. Special Salary Provisions

1. If there are no applicable special salary provisions or extended responsibility provisions listed in the contract, professional educators shall be paid their per diem hourly rate for work specifically requested by the District beyond the work day/year.

2. Upon mutual agreement between the professional educator and the administrator, professional educators may be paid special salary provisions as listed below. Changes in this section are effective upon ratification of this contract.

a. The daily rate for the base salary is the per diem rate of the base salary in Appendix A (Step 1 on the BA+0 column).

b. Professional educators working in the regular day school, evening high school, and home instruction program shall receive .22 times the daily rate for the base salary per hour. Such professional educators shall not teach more than two (2) hours per day or five (5) hours in any one day of the week.

c. Professional educators assigned as Student Activity Advisors and for student supervision at times after the workday shall be paid 0.13 times the base salary daily rate per hour. Non-paid volunteers may be used in these positions only if such positions would not otherwise be filled by unit members.

d. A professional educator appointed to substitute in an administrative or supervisory position shall be paid his/her teaching salary plus 0.17 times the base salary daily rate per working day for a short-term emergency period. When the professional educator assumes full responsibility for the administrative or supervisory position for an extended period of time, s/he shall receive the pay of the regular appointment. A professional educator who serves in such position while the principal is in the city, but out of the building for one-half (1/2) day or more, shall receive such pay. If a principal is out of the city or incapacitated, a substitute for the professional educator shall be provided in addition to such pay.

e. Rate of pay for teachers of in-service classes shall be 2.0 times the base salary daily rate per credit hour.

- f. Professional Educators of Outdoor School shall receive an additional 0.65 times the base salary daily rate. If Outdoor School is held on a Sunday, and the professional educator volunteers to work, he/she shall be paid 1.3 times the base salary daily rate.
 - g. Rates of pay for professional educators for each half-day session of summer school shall be 3.2 times the base salary daily rate.
3. Each school year the Human Resources Department shall post the rates of pay for all rates included in Section E: Special Salary Provisions.

F. Fingerprinting

The District agrees to annually budget a fund to pay for the cost of fees charged by agencies for fingerprinting and the accompanying criminal check required by TSPC or the ODE.

G. Materials and Supplies Stipend

Each professional educator shall receive one hundred dollars (\$100) per school year to purchase materials. This stipend is in addition to those materials and supplies that are normally budgeted by the District.

ARTICLE 10
INSURANCE PROTECTION

A. Health and Welfare Trust

1. The District and the Association agree to continue participation in the School District No. 1 Health and Welfare Trust per the Trust Agreement as adopted November 9, 1972, and any amendments thereto.
2. Subject to the qualifications stated below, the monthly District contribution to the Trust toward the costs of health insurance benefits, including medical, dental, vision, prescription drug, disability and group term life insurance, and associated administrative costs and Trust reserves for full-time professional educators, and their eligible dependents and domestic partners is as follows:
 - a. The District shall contribute for full-time eligible professional educators and their eligible dependents and domestic partners ninety-three percent (93%) of the PAT composite premium.
 - b. The professional educators shall pay any remaining amount of the PAT composite premium as a payroll deduction. Such payments shall continue to be paid as a tax-sheltered employee deduction as permitted by IRS regulations.
 - c. Group term life insurance with accidental death and dismemberment (AD&D) shall be provided with a benefit of \$50,000. Professional educators shall have the ability to purchase additional coverage by payroll deduction.
 - d. Long Term Disability

Eligible professional educators must enroll in Long Term Disability (LTD) coverage. The Association shall be responsible for setting the eligibility and plan requirements, subject to adoption by the Trust. The premium cost of the LTD plan shall continue to be included in the calculation of the super-composite rate, and professional educators shall continue to pay the full LTD premium.
3. The benefits in existence on the date of execution of this Agreement shall be maintained by the District for the full term of this Agreement, except if mandated by a new state insurance plan.
4. The District shall make this contribution from September through August of the school year. As used in this Paragraph, the words "through August" refer to the payment made by the District in early August, even though the professional educator contributions remitted by the District for such payment may have been deducted from July payroll checks. Before such payment per month, as indicated above, is required with respect to a professional educator, the Trustees shall certify to the District that the professional educator (himself or herself) has such medical/hospitalization coverage through the Trust. A full contribution shall be made by the District for professional educators having a work schedule of seventy-five percent (75%) or more of a full-time professional educator. The District shall make a contribution of fifty percent (50%) of the composite rate for professional educators having a work schedule of fifty percent (50%) up to seventy-five percent (75%) of a full-time professional educator.
5. For temporary professional educators, the District shall make a contribution to the Health and Welfare Trust in accordance with Paragraph 2 of this Section for two (2) months following the end of the standard work year, as defined in Article 5, Section B, if the temporary professional educator(s):

- worked at least half-time, and worked at least half of the contract year, and finished the contract year in a bargaining unit position; or
 - worked at least half-time and is retained in a bargaining unit position for the following school year.
6. Professional educators on unpaid leave of absence shall not suffer loss of benefit in excess of the period of time not worked during the regular work year. If paid leave extends up to the beginning of winter, spring and/or summer recess periods, such recess periods shall not count as time not worked.
7. The District shall assure the continuation of a tobacco abatement program, through the Health and Welfare Trust, for professional educators and their families.

B. Liability Insurance

The District shall provide, on a fully paid basis, bodily injury, liability and property damage insurance coverage, to the limits carried by the District for the use of automobiles owned, leased or hired by a professional educator while in the normal course of his/her duties as an employee of the District. This coverage shall apply only as excess insurance over and above other valid and collectible liability insurance carried by the professional educator. The District may require as a condition to this coverage that before the vehicle is used on District business, the professional educator provide a license of insurance showing that he or she has at least the minimum amount of insurance required to license a vehicle in the State of Oregon. The District will reimburse the professional educator for any deductible cost the professional educator is required to pay, as a result of an on-duty accident, not to exceed five hundred dollars (\$500). Reimbursement will not be made if the professional educator is convicted of or admits to driving under the influence of intoxicants or with a suspended license.

C. Professional Association Insurance Program

The District shall recognize the rights of the Association to select carriers of insurance programs where membership in said program is contingent upon membership in the Association. Subject to the mechanical limits of the District's payroll system, the District shall make available payroll deductions for professional educators participating in such insurance programs.

- D. The District will continue the I.R.C. Section 125 Flexible Benefit Plan during the term of this Agreement.

E. Domestic Partners

Insurance coverage for same sex and opposite sex domestic partners shall be provided the same as spousal benefits. The definition of domestic partner is included as Appendix C.

F. Employee Assistance Program (EAP)

The District shall continue to provide an Employee Assistance Program (EAP) that allows each professional educator to refer themselves confidentially to the EAP provider.

ARTICLE 11 MILEAGE

A. Eligibility

Professional educator who regularly use their automobiles for on-the-job travel shall be entitled to mileage reimbursement provided they have on file with the District a current license from their insurance company verifying they have insurance coverage at least equal to the State of Oregon minimum requirement for licensing a vehicle in the State.

B. Reimbursement

Mileage shall be reimbursed at the IRS rate. If during the life of this Agreement, the IRS rate changes, the District will change its reimbursement within thirty (30) days of the effective date of the new IRS approved amount. Professional educator required to use public transportation for on-the-job travel shall receive reimbursement for the fare providing they submit the required verification, or supervisor authorization.

ARTICLE 12 RETIREMENT

A. Unused Sick Leave

Pursuant to Chapter 646, Oregon Laws 1973 (Senate Bill 622), the District shall request that the Public Employees Retirement Board add to the gross amount of salary used in determining the "final average salary" as defined in ORS 237.003(12) (for utilization in determining total retirement allowances) the monetary value of one-half (1/2) of the accumulated unused sick leave for each professional educator of the District.

B. Early Retirement Incentives

1. Insurance

- a. The District shall contribute to the School District No. 1 Health and Welfare Trust the cost of medical/hospitalization plan for professional educators who:
 - (1.) elect early retirement and are eligible to retire under the Public Employees Retirement System (PERS);
 - (2.) have completed at least fifteen (15) years of service with the District by September 30, 2016;
 - (3.) are at least sixty (60) years of age, but not yet eligible for Medicare; and
 - (4.) are eligible under such plan then offered by the Trust.
- b. The District shall pay one-half (1/2) of the cost for the spouse/or domestic partner of the retiree enrolled in the Plan.
- c. For retirees, the list of benefits in existence on the date of execution of this Agreement shall be maintained by the District for the full term of this Agreement.
- d. Self-pay for such cost shall be available for qualified early retirees exercising this option to age sixty (60). This provision shall also apply for up to five (5) years or until eligible for Medicare, whichever comes first, for professional educators who become unable to work because of disability as determined by PERS or the Disability Insurance Program provided by the Health and Welfare Trust. After June 30, 2016, a qualifying retiree below age sixty (60) must elect to have District contributions commence upon retirement, but the District shall then cease its contributions at the end of sixty (60) months. Such professional educator may continue to maintain his/her coverage on a self-pay basis until age sixty-five (65).

2. Stipend

- a. The District shall provide an early retirement incentive of four hundred twenty-five dollars (\$425) per month to professional educators of half-time or more who elect early retirement.
- b. To qualify, professional educators must meet the following criteria:
 - (1) They must be eligible to retire under the Oregon Public Employees Retirement System, and

- (2) They must have accumulated fifteen (15) years of service with the District by September 30, 2016.
3. Such payments shall extend for sixty (60) months or until the professional educator reaches age sixty-two (62), whichever is first. A professional educator must give written notice of retirement no later than sixty (60) days prior to the effective date. Upon death of a professional educator receiving the early retiree incentive, the remaining payments will be made to the surviving spouse or estate of the retiree.

C. Early Notice of Retirement:

Professional educators who give early notice of retirement shall receive early notice incentives in accordance with the provisions of Article 15, Section B.

**ARTICLE 13
EXTENDED RESPONSIBILITY**

- A. Extended responsibility pay is for activities and responsibilities performed, primarily, outside the standard workday. It is understood that, except for those that are extensions of the classrooms or job assignment, extended responsibility pay positions are voluntary.
- B. Extended responsibilities that are an extension of the assignment are indicated in Appendix B by (*). Such extended responsibilities shall be required and shall be automatically calculated in the professional educator's salary. If the school does not have a regular classroom assignment (e.g., no newspaper class), the extended responsibility would not be included under this section. In such cases, the extended responsibility would be voluntary.
- C. When part-time professional educators hold an extended responsibility, the percentage of the extended responsibility shall be determined by the portion of the responsibility for which they are responsible. For example a .5 FTE professional educator who is responsible for a full coaching extended responsibility shall be paid 100% of the extended responsibility rate. However a .5 FTE TOSA shall receive .5 of the extended responsibility rate with the expectation that she/he perform .5 of the extended responsibility duties.
- D. Professional educators with an extended responsibility assignment as set forth in Appendix B, attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement without deviation.
- E. Professional Educators shall not be required to participate in non-district sponsored activities as a prerequisite to being placed in extended responsibility positions.
- F. Professional Educators may request information regarding the general expectations for the extended responsibility assignment before accepting the assignment.
- G. The Extended Responsibility Base rate shall be the BA, step 1 rate. All extended responsibility percentages in Appendix B shall be calculated using this base rate.
- H. Placement on the extended responsibility schedule shall be based on prior experience in the particular position. However, experience in a category with more than one level shall apply to another level (e.g., vocal music A and B). Experience as an assistant coach shall not be counted toward experience as a head coach.
- I. Experience credit shall be given for each year in a particular extended responsibility position.
- J. With the exception of extended responsibility positions that are an extension of the classroom or assignment, extended responsibility positions are voluntary, but when filling these positions, the District will give first priority to current bargaining unit members.
- K. Extended Responsibilities Committee
 - 1. A joint committee of six (6) members, three (3) designated by the Association and three (3) by the District, shall be formed to review the extended responsibility schedule (Appendix B).
 - 2. This Committee is expected to:
 - a. review and/or develop current job descriptions for all extended responsibilities positions,
 - b. develop a comparison of the extended responsibilities pay with comparable positions in other school districts in the Portland metropolitan area,

- c. develop a classification system for extended responsibilities taking into consideration the number of students, number of events, hours worked and length of season,
 - d. make recommendations to the Superintendent and the Association President in the rate of pay based on the classification system developed above,
 - e. make recommendations to the Superintendent and the Association President for deletions, additions and changes to the list of position on the extended responsibilities schedule,
 - f. develop a system to review requests to add new extended responsibilities positions or to change the rate of pay for current positions based on the point systems developed above, and
 - g. review extended responsibilities indicated by a double asterisk (**) to determine whether they shall be continued or deleted from the schedule. No new extended responsibility contracts in these areas shall be granted until the Committee completes its review.
3. The Committee shall meet within three months of ratification of the Agreement.

ARTICLE 14 LEAVES

A. General Provisions

1. Leave Applications

- a. All applications for and approval of leaves shall be in writing.
 - b. Leave applications must be made to the appropriate leave category (e.g., sick leave, family illness leave, personal leave, bereavement leave).
 - c. Paid and unpaid leaves for professional educators set forth in this Article are intended to be used only when necessary.
2. The District shall comply with Federal, State and local laws regarding leaves, including but not limited to the Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA).

B. Paid Leaves

1. Sick Leave

a. Accumulation

- (1) Professional educators shall be granted ten (10) days sick leave which includes the statutory requirement during each school year. Such sick leave shall be credited to said professional educators on the first contract day of the school year. Professional educators who begin service after the beginning of the school year shall receive one (1) day of sick leave for each payroll month remaining in the school year with all such days being credited on the professional educator's first day of employment.
- (2) A professional educator who uses his/her annual sick leave accrual and subsequently resigns for reasons other than illness or retirement prior to completing the work year, shall be obligated to refund the District an amount equal to one (1) day sick leave for each month not worked. The District shall deduct such amount from any final pay due the professional educator.
- (3) Professional educators on extended work year and/or summer school shall be credited with one (1) additional sick leave day for each additional twenty (20) days worked not to exceed a total of twelve (12) days of sick leave credit per fiscal year.
- (4) The total unused sick leave days can be accumulated and shall be unlimited in accordance with state statutes.
- (5) A professional educator who has accumulated sick leave during employment in another Oregon school district shall be entitled to transfer any accumulated sick leave from such district upon proper verification. The transfer of sick leave accumulated with another Oregon district shall be effective when the professional educator has completed thirty (30) working days in the District.
- (6) When a professional educator has exhausted his/her sick leave, s/he shall receive additional leave equal to one (1) day for each school year of at least 135 days of service in this district at two-thirds (2/3) of his/her daily rate under his/her basic salary. Credit for any year can only be utilized once.

(7) Professional educators shall not be credited with any sick leave with respect to periods during which they are on an unpaid leave of absence from work with the District of more than one (1) month duration.

b. Utilization

(1) Professional educators who are absent because of personal illness or medical/dental appointments shall receive compensation during such absence in accordance with provisions pertaining to sick leave allowances.

(2) A professional educator working an extended contract beyond the normal school year or during summer school, may charge absences due to personal illness to his/her sick leave account. The District shall pay the cost of any required substitute.

(3) Professional educators on any extended leave (more than one (1) month) will not be charged with days of sick leave or paid for days of illness during such leave, except when an illness or injury is the factor which entitled the professional educator to the leave in question.

(4) A professional educator may charge against his/her accumulated sick leave for up to twelve (12) weeks following the birth or adoption of a child. If accumulated sick leave has been exhausted, the professional educator may use other paid or unpaid leave for part or all of the twelve (12) week period. The professional educator-is entitled to all benefits guaranteed under the FMLA and/or OFLA which may exceed this provision.

(5) A professional educator's accumulated sick leave shall not be charged on days designated as paid holidays under this Agreement, or when an absence was directed by the District.

(6) The District shall maintain a sick leave bank for use by professional educator who have exhausted their accumulated sick leave. Use of this leave shall only be in accordance with the sick leave bank guidelines. The Association can solicit voluntary contributions up to three thousand two hundred (3200) hours per year. Use of the sick leave bank will be monitored through the contract administration process.

2. Family Illness Leave

a. Professional educators shall receive up to three (3) days family illness leave per school year with pay in case of illness of a member of the professional educator's immediate family. Professional educators who commence employment after the end of the first semester shall be entitled to one and one-half (1-1/2) days of family illness leave.

b. Inherent in use of this leave is that care or attention by the professional educator is needed. In the event emergency conditions arise, an extension of family leave shall be determined upon individual merit by the Superintendent.

c. "Immediate Family" shall be interpreted to mean spouse, domestic partner, children, parents, brothers, sisters, mother-in-law, father-in-law, grandparents, grandchildren, or other persons who regularly live in the professional educator's home.

d. After utilizing the available days for family illness leave, the professional educator may charge against his/her accumulated sick leave when additional time is needed to provide care for a member of the professional educator's immediate family.

3. Absence due to Injury on Duty

The District shall pay to any professional educator who is unable to work due to an on-the-job injury the difference between his/her salary benefits received by the professional educator under the Oregon Worker's Compensation Law and his/her normal salary. This differential pay shall apply when the absence is due to a compensable injury as defined in ORS Chapter 656 and shall be paid for the period when worker's compensation benefits are paid but not exceeding 180 days for one injury. Absence due to such compensable injury shall not be charged against the professional educator's accumulated sick leave. For other periods of work related injury absence, charge will not be made against the professional educator's accumulated sick leave. In the event differential payment is made by the District and the absence of the professional educator is subsequently determined to be non-compensable, charge will be made against the professional educator's accumulated sick leave, if the absence so qualifies, and the professional educator shall be obligated to reimburse the District for payments received in excess of accumulated sick leave time.

4. Absence Due to Quarantine

In the event a declaration of quarantine made by the Public Health Official prevents a professional educator who is not ill from reporting to work, the professional educator shall not suffer a loss in pay and no charge will be made against the professional educator's accumulated sick leave.

C. Other Paid Leaves

1. Bereavement Leave

Professional educators shall be granted bereavement leave with pay for each death as follows:

- a. one (1) day to attend a funeral or memorial service because of the death of a friend or relative. An additional day shall be granted when travel beyond the one day is required.
- b. three (3) days because of death in an immediate family (five (5) days in case of parent, spouse, domestic partner, or child), and two (2) additional days at two-thirds (2/3) of the professional educator's scheduled salary. "Immediate family" shall be interpreted to mean spouse, domestic partner, children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers or sisters; and also any person regularly living in the home of the professional educator for whom the professional educator was responsible.

2. Personal Leave

- a. Each professional educator shall be entitled to three (3) days leave without loss of pay for personal business. Professional educators who commence employment after the end of the first semester shall be entitled to one (1) day of personal leave.
- b. Except in cases of emergency, the request for such leave shall be made one (1) week in advance in writing.
- c. It is expected use of such leave will be limited to situations which the professional educators cannot address at times other than during the workday.
- d. Professional educators may use this leave for religious observances when attendance is mandatory during the workday.
- e. This leave shall not be used for vacation or recreational purposes.
- f. Unused personal leave shall not accumulate for use in another school year.

g. Also see unpaid personal leave in Section D.1.

3. Mandatory Court Appearance

- a. When a professional educator is required to appear as a witness in court, the District shall authorize such absence without loss of pay. If the professional educator receives a witness fee, such fees shall be turned in to the Business Office. In cases where the professional educator is a party to the action, his/her absence will be personal leave without pay or, at the professional educator's election, leave days provided in C.2 may be used therefore.
- b. A professional educator required to appear in court as a party with the District shall be released without loss of pay. If a professional educator is subpoenaed to appear in court as a third party witness because of his/her job duties outside of the contract year, he/she shall receive his/her per diem hourly rate of pay. Witness check fees shall be signed over to the District.

4. Jury Duty

Professional educators subpoenaed for jury duty shall be excused for that purpose without loss of pay provided that, when the professional educator receives his/her jury fee, said fee shall be sent to the Business Office. On days when the professional educator is excused from jury duty s/he will report to their work assignment provided they are able to do so before the end of the lunch period.

5. Professional Leave

- a. At the beginning of each school year, each professional educator shall be credited with two (2) accumulative days to be used for professional leave. However, a professional educator may not use more than four (4) of these days in any year. Professional leave may be used for the following:
 - (1) visitation to view instruction techniques or exemplary programs.
 - (2) conventions, conferences, workshops or seminars related to the professional educator's assignment with the District.
- b. The professional educator shall inform his/her supervisor by submitting a leave request at least one (1) week in advance.
- c. The professional educator may be required to file a written report within one (1) week of attendance at such convention, visitation, conference, workshop or seminar.
- d. Participation by a professional educator in activities on the statewide in-service day shall not be counted against professional leave days.
- e. If the length or location of a convention, conference, workshop or seminar requires the professional educator to be in attendance more than two (2) school days, the professional educator may use his/her personal leave.

6. Leave for service to education-related state agencies.

Professional educator who are appointed to serve non-paid on education-related state agencies shall be released for meetings/hearings/reviews without loss of pay. The District shall provide substitutes for such professional educators.

D. Unpaid Leaves

Requests for a full year Personal, Exchange, or Career Development leave of absence, whether (part-time or full-time) for the next school year must be submitted to Human Resources prior to April 15 or the leave will not be approved, except in extenuating circumstances where such leave requests will not be unreasonably denied.

1. Personal Leave

- a. Professional educators shall be entitled to three (3) days unpaid leave per year for personal reasons. Except in cases of emergency the request for such leave must be made one (1) week in advance in writing.
- b. Also see paid personal leave in Section C.2.

2. Child Care Leave

- a. A child care leave (maternity, paternity or adoption) shall be granted for any period up to one (1) year. Other child care leave may be granted for up to one (1) year. A professional educators requesting such leave shall give at least thirty (30) days written notice except in extenuating circumstances. Requests for a full year leave beyond the first full school year must be made prior to April 15 or the leave will not be approved, except in extenuating circumstances where such leave requests will not be unreasonably denied. The provisions of ORS 342.840 shall apply to probationary unit members. This leave provision shall not apply to temporary professional educators.
- b. The District may require that the expiration of child care leaves coincide with the natural breaks in the school calendar so that the educational continuity is maintained.

3. Exchange and Other Teaching Leaves

- a. A leave of absence of up to two (2) years may be granted to a contract professional educator upon application, for the purpose of participating in:
 - Exchange Teaching Programs
 - Foreign Military Training Programs
 - Peace Corps
 - Teacher Corps
 - Job Corps
 - VISTA
 - Institutions of Higher Learning
- b. The professional educator must be a full-time participant in any such program and state his/her intention to return to the District.

4. Unpaid Career Development Leave

A leave of absence of up to one (1) year (must be at least one full term) may be granted to a professional educator upon application for the purpose of career development reasonably related to his/her professional responsibilities. At the District's discretion one (1) additional year may be granted.

5. Study Leave

- a. Up to ten (10) FTE study leaves with District paid insurance shall be granted yearly.
- b. Requirements and Procedures for Study Leaves
 - (1) Application forms will be available in the Human Resources Department and in the Office of the Association.
 - (2) Each candidate for study leave must consult with his/her principal or immediate supervisor.
 - (3) Completed applications shall then be sent to the Human Resources Department which shall present the requests to the Study Leave Committee for evaluation.
 - (4) Completed applications with all necessary information for fall semester for full year study leaves must be filed with the Study Leave committee by the second Monday in February preceding the year of study leave. Such applications for study leave for spring semester must be filed by the second Monday in October preceding the spring semester.
 - (5) Each applicant must submit an explicit outline of the study. The professional educator must maintain a minimum of twelve (12) quarter or semester hours each term while on leave. The applicant must give his/her signed assurance that the plans are or are not conditional or dependent upon unresolved grants or other limited factors.
 - (6) Professional educators requesting study leaves of absence must submit with the application for such leave a current health form provided by the District for this purpose, properly filled out and signed by a duly licensed physician attesting to the professional educator's satisfactory health.
 - (7) Study leaves will not be considered a break in consecutive service for the purpose of calculating salary schedule placement, seniority or retirement credit.
- c. Study Leave Committee
 - (1) The Study Leave Committee shall be comprised of one (1) administrator appointed by the Superintendent and three (3) professional educators appointed by the Association for three (3) year terms, with one (1) member being appointed each year. The chairperson of the committee shall be selected from among the three (3) professional educators on the committee. In addition, a representative from the Human Resources Department shall be designated as ex-officio member of the committee and shall serve as custodian of all applications for leaves and shall keep appropriate records of committee action.
 - (2) The Study Leave Committee will have responsibility for the administration of the study leave program for professional educators as follows:
 - (a) It shall make selections for study leaves.
 - (b) It will notify all applicants of approval or rejection of study leave requests. Notice of acceptance or rejection will be made by the first Monday in March for the following fall or school year, or the second Monday in November for the spring leave.
 - (c) The Study Leave Committee will receive and consider requests for reconsideration from applicants previously denied leaves by the Study Leave Committee.

d. Selection Criteria

Selection will be made by the Study Leave Committee. Selection shall be based upon the following criteria.

- (1) A balance of the needs of the applicant and the needs of the District. The needs of the applicant shall refer to leaves intended for study in his/her current assignment area. The needs of the District shall refer to new assignment areas in the District or to existing areas where insufficient number of professional educators exist. The District will furnish the Association by the second week in January with a written description of such needed assignment areas and appropriate supportive data
- (2) A proportionate distribution among eligible elementary, secondary, and special education applicants
- (3) Priority consideration will be given to applicants who have not previously received a study leave
- (4) Length of service in the District.

e. Status While on Leave

- (1) A professional educator on study leave shall be considered to be in the employ of the District but is not performing work on behalf of or serving as an agent of the District while on leave.
- (2) A professional educator on study leave shall retain all rights of contract status, retirement, insurance, sick leave, and automatic increases in salary as if she/he were working during the period of leave. A study leave shall be counted as a year of service and experience on the salary schedule.
- (3) In case of injury to, or other illness of the professional educator during leave which prevents his/her completing the purpose of the leave, the study leave will be terminated and all provisions for sick leave will apply. These provisions will take effect on the first day of the next pay period following notification of illness to the Study Leave Committee and the Superintendent, verified by a medical report.
- (4) After illness or injury as in Paragraph (3), upon release by appropriate medical authority the employee shall, when possible, be returned to regular duty for the remainder of the school year, or shall be reinstated on study leave.

f. Status Upon Returning from Study Leave

- (1) A professional educator taking a study leave who wishes to return to his/her worksite must have so indicated on the application form at the time the professional educator applied for the leave. In such case, a professional educator replacing the member on study leave shall be subject to re-assignment at the conclusion of the leave. If the professional educator has indicated in writing at the time of the application that she/he doesn't wish to return to his/her worksite, she/he shall be considered as an unassigned professional educator as described in Article 15: Transfers.
- (2) Upon returning from study leave to his/her position, the professional educator is subject to transfer according to the provisions of Article 15: Transfers.

6. Military Leave

- a. Military leave of absence, including participation in the reserves, shall be granted to any professional educator who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States.
- b. Experience credit will be granted to persons on military leave in accordance with ORS 408.270.

7. Association Leave

- a. A leave of absence for up to five (5) years for the President of the Association and up to two (2) years for a second position shall be granted to a professional educator upon application by the Association for the purpose of serving as an officer of the Association or on its staff. The District shall continue to pay such professional educator(s) and provide benefits in the normal manner, but will be reimbursed by the Association for the cost of salary and fringe benefits. Upon completion of such leave, a professional educator will be returned to the previous school or program if there is a vacancy within that professional educator's licensure. When no such vacancy is available, the professional educator will be returned as unassigned. Upon return from such leave a professional educator shall be placed on the salary schedule as if s/he had been working each year of the leave.
- b. The Association agrees to consider carefully each request for release time for professional educator. Although leaves for short terms without loss of pay may be granted upon recommendation of the Office of the Superintendent or designee, the District will not pay for substitutes to cover classes while members are away from their classes on business of the Association. The Association shall pay the cost of such substitutes upon receipt of billing from the District Business Office.

8. Political Leave

A leave of absence for up to two (2) years with up to an additional two (2) years upon request shall be granted to any contract professional educator, upon application, for the purpose of campaigning for, or serving in, public office.

9. Other Leaves

- a. When the schools and school offices are officially closed by the Superintendent, all professional educator shall be paid in accordance with the law.
- b. Unit members who are assigned to tasks outside their regular responsibilities shall not have this time charged to any leave category.
- c. The District, at its discretion, may extend leaves or grant other leaves requested by professional educator.

E. Return from Leave

- 1. A professional educator taking a leave for up to one (1) school year may return to his/her previous position unless the position has been discontinued. Professional educators taking leaves for more than one (1) school year may be subject to reassignment. A professional educator taking a leave for more than one (1) school year may return to his/her previous position upon approval of the District.
- 2. A professional educator wishing to return from an unpaid leave of absence shall so notify the Human Resources Department as required by the District. A professional educator returning

from an unpaid leave due to disability shall, upon request, submit a written statement from a qualified physician attesting to the professional educator's ability to resume his/her duties.

3. A professional educator shall be returned to employment on the first workday, during the regular school year, following the expiration date as set forth in the Board action approving the professional educator leave. A professional educator returning from an unpaid exchange or other leave, or unpaid leave of less than one-half (1/2) of the school year, or a paid leave shall be placed on the salary schedule as if s/he had been teaching during said leave. A professional educator returning from any other form of unpaid leave (more than one-half (1/2) of the school year) shall be paid at the next step on the current salary schedule above the one occupied during the last full work year prior to commencement of the leave; provided that, should the professional educator return in the same school year in which the leave commenced, the professional educator shall be placed on the salary step held at the beginning of the leave.
4. All accumulated unused sick leave, and credits toward study leave eligibility and all other accrued benefits at the time a professional educator commences a leave of one (1) or more months duration shall be restored upon return to work.

ARTICLE 15 TRANSFERS

A. Assignment Notices

1. "Assignment" is defined as the bargaining unit position in which a professional educator is placed.
2. "Transfer" is defined as a change from one assignment to another.
3. For purposes of determining competence under this Agreement, "subject" shall be defined in accordance with Appendix D. Competence is defined in Article 16, Section B2.
4. A professional educator shall not be assigned to a position outside of his/her licensure and competence except by mutual agreement between the professional educator, and the District.
5. Prior to the end of the school year, principals and other supervisors shall give written notice to professional educators of their specific assignments for the subsequent school year. Professional educators shall be promptly notified in writing of any assignment changes that occur during the summer recess period.

B. Notice of Resignation/Vacancies

1. If a professional educator gives written notice of resignation (excluding resignation in lieu of termination, non-renewal or non-extension) or retirement no later than February 15th, the professional educator will receive \$1250. If a professional educator gives such written notice no later than March 15th, professional educator shall receive \$700. Such payment shall be received in the professional educator's final paycheck.
2. When written notice is received by a supervisor that a professional educator is resigning or transferring and will no longer occupy a position for the subsequent school year, the supervisor will promptly forward said notice to the Human Resources Department which will determine and validate that a vacancy exists. A vacancy shall be deemed to exist if the position is continuing for the subsequent year, or when a new position is created by the District.

C. Posting Procedures

1. As the District prepares to fill vacancies for the subsequent school year, but prior to the consideration of applicants from outside of the District, a posting of such vacancies, including special assignments, shall be made by the Human Resources Department.
2. Such vacancies shall be posted for a minimum of five (5) workdays. Posting is not required for vacancies to be occupied by unassigned professional educators, or to be occupied by other administrative transfers. Positions previously posted for which there were no qualified internal applicants need not be posted again.
3. Postings shall contain a description of the expected assignment (e.g., chemistry/biology, third grade, SLC-B, etc.) Preferred skills, training, experience and methodologies to be considered may be identified. Other desired building needs may also be included.
4. Professional educators shall have five (5) working days from the date of initial posting to submit a transfer request form with respect to a posted vacancy.
5. The five-day posting requirement shall be waived after July 1st. After July 1, professional educators may make application for posted positions as they become available. Professional

educators who have applied for positions prior to the closing date indicated on the posting will be given consideration as outlined in accordance with this Article. Such positions shall be posted for a minimum of three (3) workdays.

6. Positions which are filled temporarily during the school year must be posted for the subsequent school year if the position continues, unless a position is to be occupied by a professional educator returning from a leave of absence as per Article 14 E.1 or to be occupied by an administrative transfer. A temporary professional educator who has been assigned to the position for sixty (60) days or more may apply only for the position held during the internal transfer process. Such applicant shall be considered as an external candidate when compared to other internal candidates.

D. Filling of Vacancies

1. The following shall apply to the filling of vacancies which occur near the beginning of the school year:
 - a. Current professional educators or newly hired professional educators shall be used to fill permanent positions that are vacant or new (except positions of professional educators who are on leave) on or before the first workday.
 - b. Substitute teachers may be hired to fill all vacancies that occur after the first day of the school year prior to October 15.
 - c. After October 15, all such positions that are to continue for the remainder of the school year shall be filled by:
 - (1) transferring a current professional educators, or
 - (2) hiring the incumbent substitute as a temporary professional educator retroactive to his/her first day in the assignment, or
 - (3) hiring a new temporary professional educator.
2. Vacancies due to long-term absences of the incumbent professional educator shall be filled as follows:
 - a. Those of sixty (60) days or less will be filled by substitute teachers.
 - b. Those of more than sixty (60) days will be filled as follows:
 - (1) If the length of the absence is not known at its beginning, the substitute shall become a temporary professional educator if retained beyond sixty (60) days. In such assignments, the temporary professional educator may be released at a normal break in the school year to allow for continuity of instruction as the regular professional educator prepares to return to the assignment.
 - (2) If a specific ending date beyond sixty (60) days is known at the beginning of the leave, a temporary professional educator shall be hired on the first day.
3. If qualifications are found to be equal, unit members requesting voluntary transfers shall be chosen over outside applicants.

E. Professional Educator Initiated Transfer

1. Professional Educator initiated transfers are those in which a professional educator requests a transfer from one assignment to another.
2. A professional educator may initiate a transfer by making application for a posted vacancy. A professional educator who files a transfer request for a posted position shall be subject to assignment in the position unless the professional educator notifies the supervisor by the end of the second day following the interview that the professional educator is no longer interested in the assignment.
3. A professional educator who accepts a transfer is not eligible to apply for a subsequent transfer in the same year unless said professional educator was initially involuntarily unassigned prior to applying for the initial transfer.
4. Voluntary Unassignment with Rights

A professional educator who has served in a building assignment for five (5) or more years may volunteer to be placed on the unassigned list along with other professional educators who are unassigned pursuant to 15.F.1 of this Article. Such volunteers shall be considered for voluntary administrative transfer. If no mutually agreeable voluntary administrative transfer occurs, they shall be continued in their present position.

5. A professional educator making a timely transfer request shall be promptly notified when s/he is no longer under consideration. Professional educators with five (5) or more years of service with the District shall be interviewed except that in no case will a supervisor having three (3) or more vacancies be required to interview more than three (3) applicants for each vacancy. A supervisor with fewer than three (3) vacancies will not be required to interview more than five (5) applicants for each vacancy.
6. A part-time assignment which is identified as full-time for the subsequent school year may be filled by the incumbent professional educator after the internal transfer process if mutually agreed by the professional educator and the District, without posting as long as unassigned professional educators who are properly licensed for such assignment have positions.
7. Professional educators on a Program of Assistance for Improvement which will continue into the subsequent school year may request a transfer to a posted vacancy. Professional educators on a Program of Assistance for Improvement shall not normally be approved for transfers. However, there may be occasions when a transfer into a more suitable assignment makes sense. If a transfer is approved, the Program of Assistance for Improvement shall continue in force, and the professional educator will not cite any additional work or adjustment required by the transfer as reason why expectations of the program cannot be accomplished according to the program timelines.
8. Two professional educators may trade assignments by transferring when approved by the responsible administrators and the Human Resources Department.

F. Administration Initiated Transfers

1. When the administration is of the opinion that a professional educator should be transferred the situation shall be discussed with the professional educator. All reasonably practicable efforts will be made to effect a suitable re-assignment fairly and objectively, including consideration of the professional educator's preference. A professional educator will be notified of the new assignment through consultation as soon as possible but at least seven (7) calendar days prior to the transfer date. Except in the annual staffing process in F2, an administrative transfer shall not result in a professional educator being "unassigned".

- a. A professional educator who is administratively transferred to a different worksite and assignment or to a different grade level at the elementary level during the summer break, exclusive of the traditional spring round of transfers, shall be provided two (2) planning days to prepare for the new assignment.
 - b. A professional educator who is administratively transferred to a different worksite and assignment or to a different grade level at the elementary level after the work year has begun, exclusive of the traditional spring round of transfers, shall be provided two (2) planning days to prepare for the new assignment.
 - c. A professional educator who is assigned to a different subject area at the middle or high school level after the work year has begun, shall be provided two (2) planning days to prepare for the new assignment.
 - d. A professional educator who is relocated to a different room within a building after the work year has begun shall be provided one (1) planning day to prepare for the new assignment.
 - e. Such additional planning days shall be provided each time a professional educator is administratively transferred or relocated as described above.
 - f. Professional educators other than teachers shall discuss with their supervisor the revision of their schedule of activities to provide equivalent amounts of preparation time to that specified above. Professional educators on special assignment are considered as administrative transfers and not subject to other provisions of this Section.
 - g. Professional educators who are granted planning days to prepare for new assignments as described above shall have the option of receiving substitute time during the work year, or being paid at the professional educator's per diem rate of pay to complete the work outside of the work year or work day.
2. In the event that a tax base or levy failure, declining enrollment, program change, or change in funding results in reduction of staff in a building or program area, transfer of staff will be based on educational criteria as described below with respect to the program requirements as determined by the District. Volunteers will first be requested and considered from among the appropriately licensed professional educators. Such volunteers shall be selected for transfer if they are from within the grade level(s) or subject matter area(s) where the positions are to be eliminated provided the volunteer(s) are not on a Program of Assistance for Improvement. In the absence of volunteers, the professional educator having the least seniority in the District shall generally be transferred. Exceptions to seniority may be made by the responsible administrator based only upon any of the following educational criteria: with the understanding that reference to a professional educator in (a), (b), (c), (d), (e) and (f) refers to within a given job classification, such as Teacher, Social Worker, School Psychologist, Student Services Specialist, Child Development Specialist, and Audiologist:
- a. The professional educator(s) being retained has/have unique licensure for a specific existing assignment being considered; or
 - b. Gender balance: Transfer of a professional educator would decrease the building's percentage of under-represented male or female professional educator to less than thirty percent (30%) (or primary/intermediate/upper grades percentage in an elementary building).
 - c. Racial balance: If transfer of a professional educator would decrease the building's percentage of minority teachers to less than the student minority percentage in the building or below the percentage of minority professional educators in the District.

- d. That professional educator being retained has bilingual (or multilingual) ability relevant to the assignment.
 - e. The professional educator(s) being retained has an extended responsibility assignment as defined in Appendix B which is an extension of a classroom subject taught (e.g., drama, forensics, music, yearbook, newspaper) or is a department chairperson, head teacher or unit leader.
 - f. Up to five (5) (with no more than three (3) in athletics) professional educator(s) at the high school level being retained has an extended responsibility assignment as defined in Appendix B. Such designation shall be done at each high school prior to the time of the initial posting for the next school year. A subsequent designation may be made in the event a professional educator transfers by applying for a posted position or resigns, but in no event will the number exceed that specified in each classification in this paragraph. The positions so designated must be only at the highest level of a given extended responsibility category and are those typically found at District high schools. "Highest level" is defined as the following extended responsibility positions:
 - Athletic Director
 - Head Coach
 - Activities Director
 - College and Financial Aid Coordinator
 - Varsity Cheer
 - Testing
 - TAG
3. It is understood for purposes of Article 15, Section F that Child Development Specialists, School Psychologists, Student Services Specialists, Social Workers, and Audiologists are to be treated as individual classifications rather than as a part of the building teaching staff.
 4. The District shall post vacancies for the internal transfer process no later than May 1 of each school year. Any contract or third-year probationary professional educator may apply for a posted position in the internal transfer process. First year and second year probationary professional educators who are unassigned may also apply for a posted position in the internal transfer process. External applicants and temporary professional educators (except as provided in C6) may not apply for positions in the internal transfer process.
 5. A professional educator who remains unassigned after the internal transfer process shall be transferred into a remaining vacant position for which the professional educator is both licensed and competent prior to the consideration of applicants from outside of the District.
 6. Following the internal transfer process), any professional educator may apply for any posted vacancy except a professional educator who has accepted a voluntary transfer under the provisions of 15.E.2 – 15.E.3. Following the internal transfer process a vacancy may also be posted externally unless there is an unassigned professional educator who is properly licensed and competent for such position.
 7. If a professional educator has been administratively transferred under the provisions of 15.F.2 and a position for which the professional educator is qualified at his or her original school or program becomes available, the professional educator may be returned to that school under the provisions of 15.F.2 If such a position occurs while the professional educator is unassigned, the professional educator shall be returned to that school or program.

8. In the event of a merger of classes or programs from two (2) or more schools, the follow-the-student concept shall prevail. A merger causes a school to be comprised of at least forty percent (40%) of its students from the original school if two (2) schools are involved or thirty-three percent (33%) if three (3) schools are involved. In this case, professional educators from merged schools or programs will be compared equally using the criteria described in F.1 above in filling all the positions in the school.
9. When classes or programs from two (2) or more schools are combined in one school, professional educators who have their program or school closed shall be placed in the school where their program or class is transferred provided there are sufficient positions available. If there are insufficient positions, the criteria of F.1 shall apply.
10. On occasion, the District may consider the transfer of a professional educator for reasons other than those set forth in paragraph 15.F.2 above. The following procedures shall apply when the reason for transfer is due irresolvable differences between the professional educator and the supervisor:
 - a. The supervisor shall hold a conference with the professional educator for the purpose of discussing all the reasons for the perceived need for the transfer. This conference shall be for the purpose of information-sharing and problem-solving and shall not be used as a litigation preparation meeting. The professional educator may respond by making suggestions for addressing the concerns if the professional educator opposes a transfer. If a professional educator objects to the transfer, the professional educator and the supervisor will discuss options to resolve the issue including possible alternative placements.
 - b. The Chief Human Resources Officer shall get involved if it appears the transfer may not be agreed to or if there is need for his/her help in finding a placement. At a minimum, if the issue is not resolved between the supervisor and the professional educator, the professional educator is entitled to a meeting with the Chief Human Resources Officer.
 - c. If after these discussions the District continues to feel that an involuntary transfer is necessary, and the professional educator continues to refuse, a neutral third party professional, mutually acceptable by the District and Association, will be contracted by the District to meet with the parties with the goal of resolving the conflict, if possible. The neutral professional will assess whether or not the situation is correctable. The assessment shall not be placed in the personnel file of the professional educator, shall not be used for any personnel decision other than the administrative decision, and will be treated confidentially. If the assessment is that the situation is not correctable with reasonable certainty in a reasonable period of time, the transfer proceeds. If the assessment is that the situation is correctable, the neutral professional will provide a statement of how the supervisor and the professional educator can make correction. With cooperation of the professional educator, the supervisor will make a good faith effort to work out the problem including following the plan provided by the neutral professional. The District shall pay the expense of the neutral professional for up to six (6) hours. If the District and the Association mutually determine it would be necessary, additional hours will be made available.
 - d. By agreeing to participate in this counseling process, the unit member also agrees not to contest the decision through the use of the grievance process.
 - e. In other types of involuntary administrative transfers under paragraph 15.F.1 a unit member can appeal an administrative transfer to review by the Chief Human Resources Officer who would have to approve the transfer before it can occur.

11. No professional educator shall be transferred for reasons that are arbitrary or capricious. An illustration of an arbitrary and capricious transfer would be one based on union activity. An illustration of an involuntary transfer decision which would not be arbitrary and capricious is a transfer due to a long-standing irresolvable conflict between a professional educator and supervisor. The involuntary transfer could not occur for any reason that would violate any provision(s) of this Agreement.

G. Professional educators are entitled to have an Association representative present during any meeting with an administrator concerning this process. The professional educator shall be given twenty-four (24) hours advance notice of any such meeting.

H. If a decision to transfer a professional educator is reversed by an arbitrator, the professional educator shall be reinstated to the building no later than the beginning of the next semester after the arbitration decision.

I. Job Sharing/Part-Time Work

Two (2) professional educators in the District, if both are full-time, can request consideration to transfer to an assignment on a job-sharing basis. Establishing or discontinuing job-sharing assignments shall be at the discretion of the building administrator or supervisor. A job-sharing assignment, if established, will continue for that school year unless one of the professional educators resigns. If one professional educator in a job-sharing assignment resigns from the District or transfers, the remaining professional educator shall have the right to be considered for assignment to the position on a full-time basis.

ARTICLE 16
REDUCTION IN STAFF/LAYOFF

A. Notification of Reduction in Force/Layoff

1. In the event a layoff of professional educators is required during the course of the school year, the District shall notify the Association and the affected professional educators sixty (60) calendar days prior to the effective layoff date. If the layoff is to become effective the subsequent year, the District shall notify the Association as soon as the layoff decision is made.
2. Along with the notification, the District shall provide the Association with all relevant data, including but not limited to a seniority listing of professional educators in the areas of licensure or classification in which the layoff is required. The District shall schedule at least one (1) meeting annually with the Association to review the staffing process.
3. The District shall first determine the program(s) or area(s) scheduled for reduction or elimination.
 - a. The District shall provide an announcement to professional educators in those areas in which the layoff must occur, offering the opportunity for professional educators who would not otherwise be laid off, to voluntarily apply for one (1) year unpaid leaves of absence. A professional educator who volunteers for such leave and has ten (10) years of service with the District shall continue to receive District paid medical/dental benefits for up to one (1) year. Upon written request, such leave may be extended for an additional year providing the layoff condition remains in effect. Such professional educators shall have the same rights to return to the District as professional educators returning from leaves of absence.
 - b. The provisions of ORS 342.934(2) (a) and (b) relating to transferring professional educators and combining positions to avoid layoff shall apply.
4. **Technology**
If during the term of this Agreement bargaining unit positions are to be eliminated due to technology, the District will first notify the Association of such possibility and allow opportunity for discussions of other options which may be available, including retraining.

B. Lay-off

1. Professional educators shall be laid off according to length of continuous service with the District provided that those professional educators who are retained are both competent or will qualify as competent, and hold necessary licensure from TSPC or necessary certification or licensure under other professional disciplines. Length of service (seniority) shall be based on the first day of actual service with the District. Leaves shall not be considered as interruptions of continuous service. If two or more professional educators have the same first date of actual service, seniority shall be determined by predetermined lot (done prior to the effective notice of layoff). Professional educators of less than half-time shall not be used to supplant professional educators who are half-time or more.
2. Competence shall be defined as the ability to teach a subject or grade level based on recent teaching experience related to that subject (as further defined by Appendix D) or grade level within the last five years, or educational obtainments, or both, but not based solely on being licensed to teach. The District shall consider a professional educator's willingness to undergo additional training or pursue additional education in deciding upon questions of competence. For purposes of the articles on layoff and transfer, "subject" shall be defined in accordance with Article 15: Transfers, Section A, including any sub-categories included in the chart.

Grade level shall mean the grade levels PK-8 or 6-12. For the purpose of the articles on layoff and transfer, Behavior Management Specialists, Student Services Specialists, Child Development Specialists, Social Workers, School Psychologists, Audiologists, Special Education, English as a Second Language, and Bilingual Programs shall be considered as "subjects." For the purpose of the articles on layoff on transfer, a Bilingual Program is defined as a program where 50% or more of student instruction is in a language other than English.

3. Professional educators who do not have recent experience in the subject or grade level where they seek to be retained may nevertheless qualify as competent if they have completed recent (within the most recent five years) training that is agreed upon by both the District and the professional educator as adequate preparation for the assignment or are willing to complete training applicable to that subject or grade level.
4. If the professional educator asserts a right to be retained in a position(s) where he/she has not had recent training or experience as defined above, the District and professional educator shall review the professional educator's training and experience to that date and determine the course of training to be completed. The District shall reimburse the professional educator for tuition according to Article 17C2 for any credit hours required by the District in this retraining plan. Professional educators may use their twelve (12) hours of tuition reimbursement for a two-year period without limit in any one year for coursework required by the retraining plan. If the District and professional educator mutually agree, mentoring or other educational opportunities may be substituted for all or part of the college or District in-service credit required. The District shall provide final notification of the training or additional education requirements to be required and the timeline required, and the professional educator shall either accept the training as a condition of accepting the position or shall decline and thus be laid off.
5. Following the implementation of a layoff, the District may administratively transfer professional educators in accordance with Article 15 who remain as necessary to meet staffing needs.
6. If a professional member is to be/is fully or partially laid off and a portion of an assignment becomes available for which the professional educator is licensed and competent, the District shall assign the FTE to the professional educator or offer to recall the professional educator to that portion of the assignment. Professional educators who are partially laid off (have reduced FTE) shall have recall right to the portion of their position that was reduced. However, the District may reduce and/or increase FTE between .5 and .66, .67 and .74, and/or .75 and .99 without this resulting in a layoff.
7. No bargaining unit position in the District shall be considered "vacant" for purposes of ORS 342.845(5) if filling the position with a non-extended administrator would cause another professional educator to be laid off, or if there is a professional educator on the recall list who would otherwise be entitled to be recalled to that position.

C. Layoff Benefits

1. The District shall provide medical benefits to professional educators who are laid off for a period of three (3) months following the month in which their coverage would otherwise end. The laid off professional educator may then continue medical benefits at his/her own expense in accordance with the provisions established by the Health and Welfare Trust.
2. Professional educators covered by this Article shall be given consideration for work as a substitute. Such work shall not affect the professional educators' recall rights.

D. Recall

1. Professional educators who are laid off shall have the responsibility when asked originally to notify the District of their interest in and willingness to be recalled. They must reaffirm such interest by notification to the District's Human Resources Department, in writing, if asked, on or before April 1 of every year for three (3) years following their effective date of layoff.
2. Professional educators who are laid off shall be recalled to positions for which they are licensed and have competence or will qualify as competent (as defined in Section B above) to fill when a vacancy occurs, in the order of most senior first.
3. A professional educator who has been laid off may refuse one (1) job offer without loss of recall rights.
4. Professional educators who are recalled for an FTE amount less than their FTE amount at the time of layoff may decline the position and remain on the recall list until another position becomes available that is comparable in FTE to the position at the time of layoff. A member on lay-off who accepts a lower FTE job offer, shall remain on the recall list for their original FTE position.
5. The District's obligation to recall a professional educator shall terminate following three (3) years of layoff status or upon two (2) refusals by a professional educator to accept a position offered by the District or if the professional educator resigns.
6. If a professional educator is recalled, the professional educator must indicate his or her acceptance within five (5) days following receipt of the notice of recall. The professional educator must report for work within thirty (30) days within up to sixty (60) days if the employer does not release such professional educator or sixty (60) days if employed by another district, following receipt of such notice or be considered to have refused the position. In doing so, the professional educator shall relinquish any and all rights under this Agreement and shall be deemed as having resigned his/her employment with the District.
7. A professional educator who is recalled and returns to work shall return with the same probationary or contract status, placement on the salary schedule and all other seniority-related and accrued benefits held prior to being laid off.

ARTICLE 17
MENTOR PROGRAM / PROFESSIONAL GROWTH

A. Professional Educator Mentor Program

1. The District intends to maintain a mentor program for the purpose of providing support and assistance to new and/or inexperienced professional educators.
2. Depending on the needs of the District and the mentor program, mentors may be assigned on either a full-release or an extended responsibility basis.
 - a. Full-release mentors shall be compensated according to placement on the salary schedule plus one thousand five hundred dollars (\$1500) per school year.
 - b. Extended responsibility mentors shall be compensated according to placement on the salary schedule, plus they shall receive extended responsibility pay per school year in accordance with Appendix B.
3. The mentor program shall operate within the following parameters:
 - a. A professional educator must have contract status and four (4) or more years of experience in the District in order to be eligible to be a mentor. No professional educator shall be designated as a mentor without his/her consent.
 - b. Mentors shall not participate in the evaluation of beginning professional educators (mentees). Observations made and data collected by the mentor shall be used solely for the purpose of providing assistance to the mentee and shall not be used in the evaluation of the mentee. Supervisors/evaluators and mentors shall not discuss individual mentee concerns/areas for improvement without the prior approval of the mentee. Written or other reports of a mentor regarding a mentee may not be used in the mentee's evaluation.
 - c. The mentor program shall not be used as part of a Program of Assistance for Improvement for any professional educator.
 - d. Collaborative Assessment Logs (CAL) shall not be shared with supervisors or used in the evaluation of the mentee. Self-assessment instruments shall not be used to evaluate mentors or mentees.
 - e. Mentees shall not be required to develop additional professional goals beyond what is required in the PPS Handbook for Professional Growth and Evaluation.
 - f. Any professional educator released from regular duties to participate in activities related to the mentor program shall be released without loss of pay and shall not be charged leave. Mentors and mentees who are asked and volunteer to work up to five (5) days outside the standard school year shall be compensated at their per diem rate of pay.
 - g. The ratio of mentors to mentees in the full-release model shall be no more than 1 to 15. Any change to the ratio shall be by mutual agreement between the District and the Association. The extended responsibility mentor model operates on a one-to-one basis.
 - h. The Association shall partner with the District in the selection of mentors. The Mentor Selection Rubric shall not be used to evaluate a professional educator. Videos of mentors' coaching practices shall not be used in the evaluation of mentors.
 - i. Reconsideration of assignments shall not result in a reduction of FTE assigned to any mentor.

4. The mentor program may be expanded or discontinued at the discretion of the District.
5. The Memorandum of Understanding (MOU) concerning the Mentor Program dated 08/14/13 shall remain in effect until June 30, 2014.

B. Salary Increments

1. Plus hours beyond degree salary increments (e.g., initial placement on a column of the salary schedule at the time of employment) must be based on coursework at accredited colleges or universities.
2. At such time that the State of Oregon requires completion of a "5th year" program for licensure, new professional educators shall be given credit for the hours required following the Bachelor's degree for completion of a "5th year" program up to a maximum of forty-five (45) quarter hours. Currently employed professional educators, who have completed a "5th year" program but were not given credit at the time of employment, shall be given credit on the salary schedule up to the BA+45 column.
3. Vocational professional educators may receive credit for technical coursework taken at a community college. Such courses shall be relevant to the professional educator's field of preparation and to service as a professional educator in this District.
4. In order to receive a salary adjustment retroactive to the beginning of the current school year, a professional educator must, by October 31st, provide the Human Resources Department with proof of completion of coursework. Adjustments based upon proof received after October 31st will be made effective the second month following the month received.

C. The Guidelines for Professional Growth/In-service shall be revised by the District and the Association and distributed to professional educators.

1. Continuing Education Obligations

It is recognized that there may be in-service offerings that professional educators are requested by the District to attend outside the normal professional work day described in Article 5: Work Year/Workday/Workload. In such cases, professional educators who agree to attend shall be paid at the professional educator's regular hourly rate under the salary schedule.

2. Tuition Reimbursement

- a. The District shall pay the full cost of tuition and other reasonable coursework expenses (e.g., laboratory fees, books, and the like) incurred in connection with any specific courses, workshops, seminars, conferences, in-service training sessions, or other such sessions in which attendance is specifically requested or required by the District. This section applies to coursework and other expenses (including testing and other licensure fees) related to adding highly qualified (HQ) status and other licensures requested by the District.
- b. The District shall reimburse professional educators for tuition cost for up to six (6) non-cumulative hours in a 12-month period for which graduate credit is granted by a college or university. Reimbursement shall be for the cost of tuition or the tuition rate for graduate courses at Portland State University, whichever is less. Coursework must be toward an advanced degree, TSPC licensure, professional education courses, or related to the professional educator's assignment. Evidence of a passing grade is required. Reimbursement shall not be made for books, lab fees, I.D. cards, gym fees, food,

housing, transportation, supplies or other tuition expenses. Professional educators shall be reimbursed within sixty (60) days of submitting proof of satisfactory completion of the course. A professional educator must remain employed with the District for at least one (1) semester following reimbursement.

3. National Board Teacher Examination

Reimbursement shall also be made for the fee charged a professional educator who takes and passes the National Board Teacher Examination to obtain a specialty area endorsement. This amount shall be within the tuition cost as stated in paragraph 2.b above.

4. State-Approved Professional Exams

A professional educator may access his/her professional growth funds for requests for High Objective State Standards of Evaluation (HOUSSE) assessments or for State Approved Core Academic exams such as the Praxis or Oregon Educator Licensure Assessment (ORELA:NES). Professional educators shall be reimbursed following sixty (60) days of submitting documentation of a passing score or a copy of the HOUSSE request submitted to TSPC.

E. The District shall pay, either through reimbursement to the professional educator or direct payment to the appropriate agencies, for the cost of fingerprinting for licensure/certification renewal.

F. Because Speech and Language Pathologists participate in Medicaid billing for services, the District shall pay for licensure costs/fees for Speech and Language Pathologists to obtain or renew licensure from Board of Examiners for Speech-Language Pathology and Audiology.

G. Student Teachers/Interns

Upon mutual agreement between the professional educator and the District, student teachers, interns or observers may be placed with the professional educator. The District will request that the college or university advise the professional educators of the type and amount of honorarium to be paid at the time the professional educators are asked to be a supervising teacher/educational professional.

ARTICLE 18
PROFESSIONAL IMPROVEMENT

A. The District and the Association support the principle of continuing training for professional educators, participation by professional educators in professional organizations in the areas of their specializations, and leaves for work on advanced degrees or special studies, foreign travel and participation in community education projects.

B. Professional Improvement Fund

The District agrees to annually budget a fund to pay the expenses of professional educators who work half-time (.5) or more to attend professional conferences.

C. A conference to be attended may be selected by the professional educator. Approval shall not be denied provided the conference has a legitimate pedagogical purpose. Transportation, meals, lodging, and registration shall be deemed appropriate expenses. Meals shall be reimbursed at the IRS rate, which shall be adjusted annually. A professional educator attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation. The approval shall designate what portion, if any, of such leave time shall be charged against professional leave. Professional educators shall, upon request, submit a written report regarding such conferences. Professional educators are eligible for advances on professional improvement funds when necessary documentation is presented. If an advance is not requested, professional educators shall be reimbursed within thirty (30) days of submitting complete and accurate documentation of expenses.

D. A professional educator may access her/his professional improvement funds for requests for High Objective State Standards of Evaluation (HOUSSE) assessments or for State Approved Core Academic exams such as the Praxis or Oregon Educator Licensure Assessment (ORELA). Professional educators shall be reimbursed following sixty (60) days of submitting documentation of a passing score or a copy of the HOUSSE request submitted to TSPC.

E. The cost of substitutes made necessary by attendance at conferences for which expenses are paid from the fund shall be borne by the District and shall not be charged against the fund.

F. The Guidelines for use of the Professional Improvement Fund shall be revised by the District and the Association and distributed to professional educators. Under this Agreement, the following guidelines shall be implemented:

1. Funds shall be allocated based upon seniority of the professional educators who make application. A professional educator who receives funds shall rotate to the bottom of the eligibility list and shall not again receive funds until other applicants have done so, except that a Professional Improvement Fund grant of less than One Hundred Dollars Fifty (\$150) will not cause a professional educator to be placed at the bottom of the eligibility list.

2. One Thousand Five Hundred Dollars (\$1500) shall be available to professional educators only once every three years.

3. Applications must be processed within one (1) week of being submitted by the professional educator.

4. These funds shall not be available to temporary professional educators.

ARTICLE 19
PROFESSIONAL EDUCATOR RIGHTS AND JUST CAUSE

- A. No professional educator shall be disciplined, reprimanded, or reduced in compensation without just cause. Reprimands shall be made privately and not in the presence of students, parents, professional educators or members of the community. Professional educators who have completed three (3) full years of service and are not covered by the Fair Dismissal law shall not be dismissed without just cause.
- B. The District shall comply with Oregon law that prohibits the use of polygraph examinations for employment purposes (ORS 659A.300); and prohibits an employer from requiring an employee to provide access to the employee's personal social media account (HB 2654 effective January 1, 2014).
- C. This Article does not apply to dismissal, except as provided in Section E below, or nonrenewal of professional educators. However, professional educators subjected to nonrenewal or dismissal shall be afforded the procedural rights of due process.
- D. Removal from an Extended Responsibility Assignment
 - 1. If a professional educator is removed from an extended responsibility assignment, upon request s/he shall be given the reasons in writing and afforded the opportunity to have a representative present in any discussion with the supervisor.
 - 2. If a professional educator starts an extended responsibility assignment during a school year, and the professional educator is removed from the responsibility during the school year, the professional educator shall be paid the entire salary due for that assignment, unless the professional educator is physically unable to perform the extended responsibility assignment.
 - 3. Dismissal of a professional educator whose assignment includes extended responsibility as an extension of the assignment (e.g., TOSA, media specialist, music teacher) is subject to Section E below.
- E. In the event of dismissal from employment, a professional educator may elect to appeal the dismissal to binding arbitration in accordance with Article 26E of this Agreement or the Fair Dismissal Appeals Board, but not both. The professional educator must so notify the Superintendent, in writing, within ten (10) calendar days after receipt of notice of the dismissal decision of the District's School Board.
- F. Whenever a professional educator is directed to meet with an administrator or other representative of the District regarding a matter which could result in disciplinary action, termination, nonrenewal or layoff, the professional educator shall be given prior written notice of the reasons for such meeting and the right to have a representative of the Association or legal counsel present to advise the professional educator during the meeting. The parties shall cooperate in good faith to schedule the meeting within a reasonable period of time. This section does not apply to a meeting where the sole reason for the meeting is to discuss re-assignment.
- G. A professional educator has the right to administrative support at any meeting with a parent. Professional educators shall not be required to meet with a parent without a workday's advance notice. If during any meeting with a parent and administrator it appears to the professional educator that complaints are being made that could result in the discipline of the professional educator, that professional educator has the right to ask for representation before continuing the meeting. A professional educator has the right to ask the supervisor to take administrative charge of the meeting when such a meeting is dealing with the job performance of or a possible action against

the professional educator. Tape recorders shall not be allowed without the consent of the professional educator.

H. Required Examination by Physician

1. The District may direct a professional educator to be examined by the professional educator's physician if there exists substantive reasons which call into question a professional educator's ability to perform assigned duties. The professional educator shall be counseled as to the concern that has prompted the referral. The professional educator shall provide the District a statement from his/her personal physician that confirms that the District's concern is being addressed and that the professional educator is able to perform assigned duties or is unable to continue at the present time. The professional educator shall not be required to release her/his private medical records.
2. If the professional educator does not have a physician, or a substantive reason exists, the District may direct the professional educator to be examined by the District's physician. The District shall provide the professional educator with the reasons prior to being examined by the District's physician. The District shall pay for any such examinations and also provide the necessary release time. The District shall request that the physician only disclose medical information specific to the reason that prompted the referral.

I. A professional educator shall not be required by the District to involuntarily submit to testing of bodily fluids unless there is a substantive reason to believe the health and safety of others is at risk.

J. Any suspension of a professional educator pending charges shall be with pay. The District shall describe in writing the reason the professional educator is suspended or placed on administrative leave. If a professional educator is suspended or placed on administrative leave pending an investigation, such investigation shall be conducted promptly in order to limit the time that the professional educator is involuntarily away from work. If the suspension/administrative leave pending investigation lasts longer than ten (10) work days, the District shall notify the professional educator in writing of the reasons.

K. Exceptional Medical/Health Care Needs

Professional Educators routinely have assigned to their regular classrooms students with special needs. Some of these students have exceptional medical/health care needs that are of a nature requiring the use of technical procedures, medical hardware, or supplies in personal health maintenance cycles. Professional educators shall not be required to have back-up training or responsibilities for the medical procedure. (This does not eliminate the option of professional educators assisting in emergencies or in volunteering to participate in training and practices for which they feel some comfort.)

L. Lost Keys

Professional educators shall not be required to reimburse the District for lost keys. Professional educators shall not be responsible for re-keying District facilities. Professional educators shall be responsible for safeguarding keys in accordance with District regulations.

M. The personal life of a professional educator is not an appropriate concern of the District, except where it relevantly affects the professional educator's fitness for or performance of his/her professional duties.

N. Standardized Testing

Student performance on standardized tests is not designed or intended to and shall not serve as the basis for involuntary transfer, layoff, recall, placement on the salary schedule, and/or disciplinary action.

O. Respectful Working Environment

1. Purposeful, intentional conduct by an individual or group of individuals against another, if a reasonable person would consider the behavior to be threatening, intimidating or offensive, is inconsistent with a respectful work environment. Examples include verbal abuse or other behavior that demeans, threatens, humiliates or intimidates others in the workplace. No professional educator shall be retaliated against for reporting, grieving or protesting such behavior. Likewise, no professional educator shall retaliate against a co-worker, or other District staff for reporting, grieving and/or protesting such behavior on the part of a professional educator.
2. Reasonable counselling, discipline or job performance evaluations are consistent with a respectful working environment and are not prohibited by this provision.

**ARTICLE 20
NONDISCRIMINATION**

- A. In matters of wage, hours and employment relations, or any other matter covered by this Agreement, the District agrees to follow a policy of not discriminating against any professional educator on the basis of race, color, national origin, ancestry, sex, age, weight, height, marital status, religion, disability, sexual orientation, gender identity, lawful off-duty political activity or associations, the fact that the professional educator's residence is outside the District, or as otherwise provided by School Board policy.

- B. However, this provision shall not be construed to prevent the following:
 - 1. District participation in programs conducted in an effort to increase opportunities for minority groups, subject to the provisions of this Agreement;
 - 2. distinctions authorized by law; and/or
 - 3. consequences of District policies pertaining to assignment of spouses both employed by the District if one is an administrative or supervisory employee.

- C. The interpretation given to this Article shall be consistent with the proper interpretation of the provision of the Oregon Fair Employment Practices Act contained in ORS Chapter 659A. A grievance alleging violation of Section A of this Article may not be appealed to arbitration if the alleged discrimination is based on one or more legally protected classes.

**ARTICLE 21
COMPLAINT PROCEDURE**

- A. "Complaint" means an allegation made against the professional educator brought by a parent or other citizen, or a nonsupervisory third party.
- B. If a complaint is made to a supervisor about a professional educator and the supervisor believes it warrants further consideration, such complaint shall be handled as follows:
 - 1. After hearing the complaint, the supervisor will request that the complainant discuss the matter directly with the professional educator. The supervisor shall not be involved in this discussion unless his/her presence is requested by either party.
 - 2. If the complainant refuses to discuss the matter with the professional educator or, if after discussing the matter with the professional educator the complainant is still dissatisfied, the supervisor will cause the complaint to be reduced to writing.
- C. If the supervisor decides to proceed further with the written complaint, the professional educator shall be provided notice within fourteen (14) days of receipt under the following circumstances:
 - 1. If the evaluating supervisor intends to make a record in the evaluation report of the professional educator against whom the complaint was made;
 - 2. If the supervisor intends to place a record of such complaint in the professional educator's personnel file or the building file;
 - 3. If in the supervisor's judgment such complaint is sufficiently relevant to the professional educator's performance so as to indicate the desirability of a conference (The professional educator may have a representative present at any such conference.); and/or
 - 4. If a professional educator learns of a complaint and requests a conference. The supervisor shall meet with the professional educator and shall describe the nature of the complaint including specific examples of the time, place and type of action complained of, if known, at the conference.
- D. The professional educator may have a representative present at such conference. The name of the complainant may be given as part of the discussion of such specifics. The professional educator shall have an opportunity to respond fully to the complaint. If, however, the complaint is used in any manner to support actual or recommended discipline, administrative transfer, nonrenewal or dismissal, such record shall be placed in the personnel file and the complainant's name shall be disclosed if the professional educator so requests.

ARTICLE 22 PERSONNEL FILE

- A. There shall be only one official District personnel file which shall be maintained by the Human Resources Department.
- B. With the exception of items which are duplicates of those in the District file, evaluation materials as described in the District Teacher Evaluation Handbook (Revised to become the PPS Handbook for Professional Growth and Evaluation), and in-service records, and other official records, materials in the supervisor's building file shall be removed when the supervisor or the professional educator is transferred.
- C. Each professional educator shall have the right upon request to review the contents of his/her District personnel file as well as any similar building file maintained by his/her supervisor. A representative of the Association may:
 - 1. at the professional educator's request accompany the professional educator in this review, or
 - 2. be authorized by the professional educator in writing to review the file.
- D. A professional educator shall be provided a copy of any materials relating to the professional educator's work performance if such materials are to be placed in the professional educator's personnel file. A complaint shall not be placed in the professional educator's personnel file unless accompanied by a written directive from the administrator. Each professional educator's personnel file subject to such review shall contain the following minimum items of information:
 - 1. all professional educator evaluation reports
 - 2. transcript of academic records
 - 3. contract status recommendation
- E. The professional educator may respond to any item placed in the professional educator's personnel file or the record described above of the professional educator maintained by the supervisor and said response shall become a part of the file. A professional educator may request and have granted that any materials in the District personnel file (excluding evaluations and disciplinary materials) be removed from his/her file if after three (3) years of being written no subsequent similar entries have been made into the professional educator's personnel file. A professional educator may request and have granted that letters of warning/and reprimands be removed from his/her building file if after three (3) years of being written no subsequent similar entries have been made into the professional educator's building or personnel file.

ARTICLE 23 EVALUATION

- A. The performance of professional educators shall be evaluated in writing in accordance with the provisions of the Portland Public Schools Handbook for Professional Growth and Evaluation (hereafter referred to as the "Handbook") dated December 16, 2013. Any revisions of the Handbook shall be mutually agreed upon.
- B. The Handbook and appendices shall be made available in electronic form to all professional educators and District administrators. An electronic copy of the Handbook and appendices, including the Framework and appropriate forms setting forth criteria to be used in evaluations, shall be distributed to professional educators whenever the Handbook is revised and to all professional educators who are being newly evaluated using the Handbook.
- C. An evaluator's rating of a professional educator in an element or a component shall be based on direct evidence supporting the rating and the evaluator shall include the evidence in the written evaluation.
- D. Testing:

Student performance on District-wide and/or other standardized tests may indicate where modifications of instruction are required and the implementation of such modifications may be part of the evaluation process. However, evaluations or criticism of a professional educator shall not be based specifically on the issue of comparisons of such student performances.

- E. While varied sources of information are weighed and considered, observations of a professional educator's performance and written evaluations shall be done only by licensed administrators. No member of the bargaining unit shall be the individual responsible for the evaluation of another member of the unit. Observations of professional educators made by non-administrators in the course of the non-administrators' duties shall not be shared without written permission of the observed professional educator.
- F. Evaluation Cycle:
 - 1. The evaluation cycle differs for probationary educators and contract educators. All professional educators in the bargaining unit shall be included in the definition of probationary or contract educators in accordance with Article 1: Status and Effect of Agreement.
 - 2. Probationary professional educators shall be formally evaluated at least two (2) times during the school year. Such written formal evaluations shall be completed by the last working day preceding the winter break and by March 1st.
 - 3. Unless substantive reasons exist, contract professional educators in Option 1 shall be on a two-year evaluation cycle. During year one (1), the Supported Phase of the cycle, contract professional educators will continue to work on their goals and reflect on their practice. During year one (1), the evaluator may conduct informal observations.
 - 4. Substantive reasons shall include evidence of unsatisfactory performance as defined by the evaluation Framework, and as documented through informal observations. Assignment to a new building shall not be considered a substantive reason to be placed on a Supervised Phase.
 - 5. During year two (2), the Supervised Phase of the cycle, the process of observations and conferences described in the Handbook will culminate in a summative evaluation meeting in which the evaluator and professional educator shall review a written summative evaluation report. The summative evaluation report shall be submitted by May 1st of the year it is due.

6. Upon request, a professional educator shall be provided with a copy of the original notes made by the evaluator during an observation.
7. A copy of the written evaluation shall be submitted to the professional educator at the time of the formal evaluation conference or within ten (10) days thereafter; one (1) copy is to be signed and returned to the administration, the other is to be retained by the professional educator.
8. A professional educator having more than one supervisor shall not be subject to more than one evaluation cycle / supervised phase.

G. Evaluation Committee:

The Evaluation Committee will meet to continue its work on the evaluation process and Handbook.

H. Observations and Conferences:

1. Formal Observations:

- a. Formal observations shall be preceded by a pre-observation conference and shall be followed with a post-observation conference.
- b. Following the observation, the evaluator shall give a copy of the original observation notes to the professional educator.
- c. A post-observation conference between the professional educator and evaluator shall take place generally within five working days following the formal observation and shall be private.

2. Summative Evaluation:

- a. A Summative Evaluation Report shall be completed for probationary professional educators and submitted by March 1. A Summative Evaluation Report shall be submitted for contract professional educators at least every other year by May 1st of the Supervised Phase.
- b. The educator shall sign a copy of the Final Summative Evaluation Report to signify receipt of, not agreement with, the Report.

I. A professional educator or an administrator may request the presence of an observer at any formal evaluation meeting.

J. In the event that the professional educator feels that the evaluation was incomplete or unjust, s/he may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. Such written objections shall normally be made within thirty (30) days of receipt of the evaluation.

K. Program of Assistance for Improvement

1. The Program of Assistance for Improvement shall be in writing and include the following:
 - a. A description of the deficiency which is to be addressed by the Program of Assistance for Improvement; and
 - b. A program for achieving the desired performance improvement. The program of assistance shall include:

- (1) The description of the improvement in performance that the educator is expected to achieve;
 - (2) A description of resources to be used and assistance to be provided by the District; and
 - (3) The program shall contain a reasonable timeline for completion and include a schedule for assessing progress towards achieving improvement in performance.
2. Upon request of the professional educator, following successful completion of a Program of Assistance for Improvement, the educator shall be given written verification. A copy of this notice shall be placed in the personnel file.
 3. Waiver
 - a. The parties agree that the provisions of ORS 342.895(5) are hereby waived by the District for the duration of this Agreement. That is, should a grievance or other claim of violation of applicable evaluation procedures or fundamental unfairness in a Program of Assistance for Improvement be held by the Association or individual professional educator, such grievance shall be filed in a timely manner pursuant to the provisions of the grievance procedure set forth at Article 26: Grievance Procedure. Such a grievance shall not be held in abeyance for the timeline set forth in ORS 342.895(5). This waiver is subject to the repeal or amendment of ORS 342.895(5) during the term of this Agreement.
 - b. The parties understand that the filing of a grievance as described above shall not operate to delay or otherwise impede the District's right to implement the Program of Assistance for Improvement.
- L. A grievance relating to an evaluation of a professional educator may be filed to the extent that it alleges:
 1. An item is clearly untrue, or
 2. A violation of the procedural requirements of this Article, or
 3. A violation of (a) specific provision(s) of the Handbook and any revisions to that document.
 - M. Nothing in this Agreement shall be construed to limit the opportunity of the professional educator or of either party, to make claims concerning alleged violations of this Agreement or of policies, in their presentations to the Fair Dismissal Appeals Board.
 - N. A grievance arbitration will not result in a requirement that the evaluation be modified or withdrawn unless it is shown that a violation of the evaluation process as described above directly affected the outcome of the evaluation. If an arbitrator determines that a probationary professional educator was not evaluated as described in F above and that the failure to follow the evaluation process directly led to the nonrenewal, discharge or dismissal, the arbitrator may reinstate the professional educator but shall have no authority to grant any additional years of employment status, including contract status, beyond that which existed at the time the original evaluation which was subject of the grievance occurred. Thus, the arbitrator shall have no authority to rule separately on the issue of the nonrenewal, discharge or dismissal of the professional educator.

ARTICLE 24
NEGOTIATION PROCEDURES

- A. Neither party shall have any control over the selection of the representatives of the other party.
- B. The parties mutually pledge that their representatives will hold all necessary authority to make and consider proposals and concessions in the course of bargaining, subject to ratification by the Board and Association, respectively.
- C. The parties agree to enter into collective bargaining over the successor agreement no later than the first workweek in January of any affected year.
- D. Release time with pay shall be allowed to a maximum of six (6) Association representatives to the committee for up to twenty-five (25) bargaining meetings. Up to two (2) representatives representing the Association may be released from assigned responsibilities for full-time, but without pay from the District. Other negotiation meetings conducted during the workday shall be at the cost of substitute(s) to the Association. Upon mutual agreement, these meetings may occur during off-duty hours.
- E. Strikes and Lockout
 - 1. Professional Educators and the Association will not be involved in any form of illegal work stoppage, boycott, or picketing concerning the District. Legally sanctioned activities authorized by ORS 243.726 or during reopened negotiations provided for in this Agreement are permissible. The District is not required to pay professional educators during any work stoppage.
 - 2. There will be no illegal lockout of professional educators by the District, as a consequence of any dispute arising during the period of this Agreement.

**ARTICLE 25
ADMINISTRATION OF AGREEMENT**

A. Contract Administration Meetings

1. Meetings between designated representatives of the District and the Association shall normally be held monthly for the purpose of reviewing specific problems relating to this Agreement. Such meetings are not intended to bypass the grievance procedure. Such meetings shall constitute an "informal grievance" hearing if the issue concerns an action of a central administration office having impact on professional educators and qualifies as a grievance under the terms set forth in Article 26; Grievance Procedure, Section A1. If, after ten (10) days, the issue is not resolved at one or more meetings, the Association may file a formal grievance at Level II.
2. Each party shall submit to the other, on or before the Friday prior to the meeting, an agenda of items to be discussed.
3. Release time with pay shall be provided to a maximum of three (3) Association representatives for attendance at up to eight (8) such meetings. Additional representatives may be released, as needed, to address a specific agenda item, generally with one (1) week's notice.

B. Amendment of Contract

Should an administration meeting result in a mutually acceptable amendment of the present contract, then said amendment shall be subject to ratification by the Board and the Association, provided that the designated representatives shall be empowered to effect temporary, mutually agreed upon alterations to resolve special problems.

C. Written Communications

Written responses regarding unresolved issues when requested by either party shall be made within two (2) weeks following the meeting. "Responses" may be only preliminary in nature. This Article does not preclude modification of positions or responses.

D. Building/Program Contract Administration Meetings

At the request of the Association designated representative, principal, or program supervisor, a monthly meeting shall be held for the purpose of reviewing the administration of this Agreement as it pertains to that building or program and resolving problems which may arise. These meetings shall include elected Association building/program representatives and building/program administrators.

ARTICLE 26 GRIEVANCE PROCEDURE

A. Definitions, Time Limitations

1. Grievance: A "grievance" is defined as an allegation by a professional educator, a group of professional educators or the Association that there has been a violation of any provision of this Agreement.
 - a. "Employee grievance" is a grievance by one (1) or professional educators, provided the conduct complained of directly affects the professional educator(s).
 - b. "Association grievance" is a grievance by the Association where the conduct complained of affects one or more professional educators or the Association.
 - c. Group grievance: If, in the judgment of the Association, a grievance affects a group or class of professional educators, the Association may submit such grievance in writing to the Chief Human Resources Officer or designee directly and the processing of such grievance shall be commenced at Level II. However, a group grievance affecting professional educators at a single building or an Association grievance affecting professional educators at a single building shall be initiated at Level I with the principal or immediate supervisor.
 - d. If a grievance arises from action or inaction on the part of a member of the administration at a level above the principal or immediate supervisor, the grievant shall submit such grievance in writing to the Chief Human Resources Officer and the processing of such grievance will be commenced at Level II. Grievances regarding salary and/or placement on the Appendix A salary schedule shall be filed with the Chief Human Resources Officer and shall be considered as a Level II grievance. The Level II, Step 1 hearing may be waived by mutual agreement.
 - e. Grievances that are reasonably related shall be joined and processed together.
2. Grievant: A "grievant" is the professional educator or professional educators or the Association making the claim.
3. Day or Workday: Unless specifically defined as calendar days, all days in this agreement mean contract days for the bargaining unit included in the standard calendar; excluding holidays, weekends, and other non-working days including winter, spring and summer breaks. During the summer recess, a grievance may proceed upon mutual consent of the parties.
4. All grievances shall be filed within thirty (30) days after the first knowledge by the injured party of the factual occurrences constituting the basis of the grievance. In case of an assignment, or other continuing classification or condition, a grievance concerning either past or future effects thereof may be limited in its remedy of past effects to adjustment no more than thirty (30) days prior to the filing of the grievance.
5. A grievance may not be filed over a unit determination matter or a 1(e) violation of ORS 243.672 or a matter that would cause the District to commit an unlawful act or a matter imposed upon the District by a higher authority.
6. The District shall continue, with respect to professional educators, to provide the separate grievance procedure in existence with respect to issues arising solely under policies and regulations other than this Agreement, or regarding matters which are not employment relations as defined by law.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise affecting professional educators. Both the parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

C. General Procedures

1. Representation

A professional educator who initiates a grievance may elect to be represented by the Association or the professional educator may elect to represent himself/herself at Levels I & II. If the professional educator elects to represent himself/herself, the professional educator shall so indicate in writing and shall include a statement that the professional educator assumes responsibility for all costs which the professional educator incurs associated with the processing of the grievance.

2. Parties Present

- a. The grievant shall have the right to be present with witnesses at any level of the grievance process (but may waive this right through the Association representative). The presence of the administrator whose action is the subject of the grievance may be required. The grievant is entitled to Association representation at any meeting or hearing held under this procedure.
- b. When it is necessary, pursuant to the grievance procedure provided for in this Agreement, for grievants, building or program representatives, members of the Association's Advocacy Committee, or any other representative designated by the Association to attend a grievance meeting or hearing during a school day, up to up to two representatives and the grievant(s) shall, upon notice to his/her supervisor or principal, and to the Superintendent, be released without loss of pay, as necessary, in order to permit participation in the foregoing activities. However, should the participation of witnesses in the grievance procedure necessitate the employment of a substitute, the Association shall assume the responsibility for payment of the cost of the substitute.

3. Individual Adjustment

Any professional educator may file and process a grievance through Level II of this procedure and have said grievance adjusted without intervention of the Association provided:

- a. the adjustment is consistent with the terms of this Agreement; and
- b. the Association, or its designated Association representative at Level I, has been notified in advance of and given opportunity to be present at all meetings held pursuant to this Article. Any such grievance decision shall be forwarded to the Association.

4. Time Extensions

- a. Time extensions shall be consented to in writing and shall be with the mutual consent of the grievant, or the Association, on behalf of a grievant, and the District.
- b. Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limit shall permit the grievant to proceed to the next step.

- c. Failure at any step of this procedure to appeal the decision to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step.

5. Cooperation

All parties shall cooperate in the investigation of a grievance and promptly supply any readily available relevant information or documents to the other party.

6. Limitation of Remedies

Except as otherwise provided by law, this grievance procedure shall constitute the exclusive remedy of professional educators and the Association.

7. Contents of Grievance

The written formal grievance shall, if applicable, contain the specific Agreement article and section that has allegedly been violated (e.g., Article 18.F), and/or identify the basis for the grievance and include a short statement of the facts giving rise to the allegation and the relief sought. The written response shall include the decision and the rationale for such decision.

8. Separate Files

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file which shall constitute a "personnel file," within the meaning of the confidentiality provisions of ORS 342.850. Access to those files shall be limited to those with a valid business interest in the case.

9. Forms

Grievance forms shall be prepared jointly by the administration and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

10. Privacy

Except as otherwise provided by law or by agreement of the parties, meetings and hearings under this procedure shall not be conducted in public.

11. Reprisals

No reprisals of any kind shall be taken by the District or by any member of the administration against any grievant, representative, member of the Association, due to participation in the grievance procedure.

D. Levels and Steps

1. Level I. Principal or Immediate Supervisor

- a. Step 1: An employee grievance or an Association grievance affecting professional educators at a single building shall be raised by the filing of a formal written complaint setting forth the material required by Section C7, at the office of the professional educator's supervisor.
- b. Step 2: Within ten (10) days the grievance shall be discussed by the supervisor and the professional educator and, if requested by the professional educator, persons approved

by the Association, one (1) of which shall be designated as the official representative for the professional educator.

- c. Step 3: In the event no settlement occurs at the Step 1 meeting, the supervisor, within ten (10) days of the meeting, shall set forth the reasons for the decision.
- d. Step 4: In the event no settlement occurs at Step 3, the grievance may be appealed to Level II by filing a written appeal within ten (10) days of receipt of the Step 3 response. Such appeal must specify the portions of the Step 3 response which are in disagreement and the manner in which each portion is in error.

2. Level II. Chief Human Resources Officer or designee

- a. An appeal of a grievance from Level I or a grievance filed by the Association affecting professional educators in more than one (1) building shall be filed at this level. In addition, certain administrative actions included in Section A.1.d shall also be initiated at this level.
- b. Step 1: Within ten (10) days of receipt of the grievance, the Superintendent or designee shall conduct a grievance hearing.
- c. Step 2: Within ten (10) days following completion of the Level II, Step 1 hearing, the Chief Human Resources Officer or designee shall provide a written decision to the parties. However, at the request of the Chief Human Resources Officer or designee, or the grievant, an informal hearing will be held within five (5) days to discuss the grievance and decision. In such case, the written decision shall be issued within five (5) days following the meeting.
- d. Step 3: If the grievance is not settled at Level II, Step 2, a copy of the decision of the Chief Human Resources Officer, or designee shall be submitted to the Superintendent and the Board of Education.

D. Arbitration

- 1. If a grievance is not resolved at Level II, it may be appealed to arbitration within sixty (60) days of receipt of the Level II Step 2 decision. Only the Association may appeal a grievance to arbitration.

2. Requesting an Arbitrator

After receipt of the Level II, Step 2 response or decision, the Association may request a list of seven (7) Oregon and Washington arbitrators from the Oregon State Conciliation Service who are members of the American Arbitration Association Labor Panel. A copy of the request shall simultaneously be filed with the District. Each party shall then alternately strike one (1) name from the list supplied until one (1) name remains and that person shall be arbitrator. The winner of a coin toss shall be the first to strike names. In the alternative, the parties may jointly agree upon any person to serve as arbitrator.

3. Authority of Arbitrator

The arbitrator shall be encouraged to issue a decision within twenty (20) days of the close of the hearing or submission of briefs, whichever occurs later. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasons and conclusions. The arbitrator may not add to, subtract from, or modify the terms of this Agreement, and may not award punitive damages. The arbitrator's decision shall be final and binding.

4. Costs

Fees and expenses for the arbitrator shall be borne equally by the Association and the District.

5. Attendance

Persons having a direct interest in the arbitration are entitled to attend hearings but the arbitrator shall have the power to require the retirement of any witness during the testimony of other witnesses

6. Evidence

Except for evidence used solely for impeachment or rebuttal or to refresh recollection, evidence shall be restricted to exhibits made known to the other party at least twenty-four (24) hours prior to the first arbitration session and to testimony from witnesses whose names were made known to such party within said time; provided that the arbitrator may, upon a showing of good cause or to prevent injustice, relieve a party from this restriction.

7. Affidavits

The arbitrator may receive and consider the evidence of witnesses by affidavit, but shall give it only such weight as s/he deems proper after consideration of any objections made to its admission.

8. Oaths

Before proceeding with the first hearing, the arbitrator may take an oath of office. The arbitrator may require witnesses to testify under oath administered by any duly qualified person.

9. Waiver of Oral Hearings

The parties may provide by written agreement for the waiver of oral hearings.

10. Time and Place

The arbitrator shall fix the time and place for each hearing. At least five (5) days prior thereto, s/he shall mail notice of the time and place thereof to each party.

11. Order of Proceedings

The arbitrator may, at his/her discretion, vary the normal procedure under which the initiating party first presents the claim (except in discipline cases) but in any case shall afford full and equal opportunity to all parties for presentation of relevant proofs. The hearings may be reopened by the arbitrator on his/her own motion or on the motion of either party for good cause shown at any time before the award is made, but if the reopening of the hearing would prevent the making of the award within the time specified in these procedures or any other specified time agreed upon by the parties in writing, that matter may not be reopened unless both parties agree upon the extension of such time limit.

12. Serving of Notices

Each party shall be deemed to have consented and shall consent that any papers, notices or processes necessary or proper for the initiation or continuation of an arbitration under these rules and for any court action in connection therewith or the entry of judgment of an award made thereunder may be served upon such party (a) by mail addressed to such party or

his/her attorney at his/her last known address, or (b) by personal service on such attorney or the Employee Relations Department or the Office of the Association as applicable.

13. Communication with Arbitrator

Except as expressly authorized herein, there shall be no communication between the parties and the arbitrator other than at oral hearings and those necessary to accomplish the filing of evidence, briefs and papers, to arrange the order of proceedings and to provide notice. Prior to contacting an arbitrator, the opposing party shall be given notice by the initiator.

14. Arbitrability / Review of Arbitration Decision

Upon request of either party, the arbitrator shall first hear and rule in writing on questions of procedural and substantive arbitrability. Grievances, in order to be arbitrable, must have been processed according to this grievance procedure. Grievances must include only those issues described in Section A1 of this grievance unless otherwise agreed to by the parties. Grievances shall be heard unless the contract clearly is not susceptible to the interpretation cited in the grievance. Ambiguity shall result in the grievance being considered. If neither party requests a separate hearing on grounds of arbitrability, and if the arbitrator still rules that a grievance is not arbitrable, s/he shall not comment on the merits of the grievance in any way.

15. Conflict of Interest

No person shall serve as arbitrator in any arbitration in which he or she has any financial or personal interest in the result of the arbitration, unless the parties, in writing, waive such disqualification. Prior to accepting the appointment or immediately upon receiving notice of this rule, whichever is later, the prospective arbitrator shall disclose to the parties any circumstances likely to create a presumption of bias or which might disqualify him or her. If either party declines to waive the presumptive disqualification, the vacancy shall be filled in accordance with the procedures described below.

16. Substitute Arbitrator

If any arbitrator shall resign, die, withdraw, refuse or be unable or disqualified to perform the duties of the office, it shall be vacant and the matter may be reheard by a new arbitrator. A party desiring to fill such vacancy and continue arbitration must give notice thereof to the other party at the Oregon Employment Relations Board within five (5) days of the date of receipt of knowledge of the vacancy and request that the Employment Relations Board furnish an additional list of seven (7) arbitrators. The successor shall then be selected in the same manner as in the original selection.

ARTICLE 27
DURATION

- A. This Agreement shall become effective the 1st day of July 2013 and shall continue through June 30, 2016.

- B. Should there be an intervening change in financial resources available to the District which would demonstrably and drastically reduce the District's revenue, and thus, fiscal stability below the level being planned for at the time of the development of this Agreement, the parties will meet to analyze the impact and resulting status and to mutually make modifications that may be judged to be necessary and in the best interests of the parties.

**APPENDIX A-1
INDEX TO SALARY SCHEDULE EFFECTIVE JULY 1, 2013**

	<u>BA+0</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+60</u> <u>M+0</u>	<u>BA+75</u> <u>M+15</u>	<u>BA+90</u> <u>M+30</u>	<u>BA+105</u> <u>M+45</u>
A	1.0000	1.0450	1.0920	1.1412	1.1925	1.2462	1.3023	1.3609
B	1.0340	1.0805	1.1292	1.1800	1.2331	1.2886	1.3465	1.4071
C	1.0692	1.1173	1.1675	1.2201	1.2750	1.3324	1.3923	1.4550
D	1.1055	1.1553	1.2072	1.2616	1.3183	1.3777	1.4397	1.5044
E	1.1431	1.1945	1.2483	1.3045	1.3632	1.4245	1.4886	1.5556
F	1.1820	1.2351	1.2907	1.3488	1.4095	1.4729	1.5392	1.6085
G	1.2221	1.2771	1.3346	1.3947	1.4574	1.5230	1.5916	1.6632
H	1.2637	1.3206	1.3800	1.4421	1.5070	1.5748	1.6457	1.7197
I	1.3067	1.3655	1.4269	1.4911	1.5582	1.6283	1.7016	1.7782
J	1.3511	1.4119	1.4754	1.5418	1.6112	1.6837	1.7595	1.8386
K	1.3970	1.4599	1.5256	1.5942	1.6660	1.7410	1.8193	1.9012
L	1.4758	1.5408	1.6088	1.6797	1.7539	1.8314	1.9125	1.9971
M	1.5053	1.5716	1.6410	1.7133	1.7890	1.8680	1.9508	2.0370

**APPENDIX A-1
INDEX TO SALARY SCHEDULE EFFECTIVE JULY 1, 2014**

	<u>BA+0</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+60</u> M+0	<u>BA+75</u> M+15	<u>BA+90</u> M+30	<u>BA+105</u> M+45
A	1.0000	1.0450	1.0920	1.1412	1.1925	1.2462	1.3023	1.3609
B	1.0340	1.0805	1.1292	1.1800	1.2331	1.2886	1.3465	1.4071
C	1.0692	1.1173	1.1675	1.2201	1.2750	1.3324	1.3923	1.4550
D	1.1055	1.1553	1.2072	1.2616	1.3183	1.3777	1.4397	1.5044
E	1.1431	1.1945	1.2483	1.3045	1.3632	1.4245	1.4886	1.5556
F	1.1820	1.2351	1.2907	1.3488	1.4095	1.4729	1.5392	1.6085
G	1.2221	1.2771	1.3346	1.3947	1.4574	1.5230	1.5916	1.6632
H	1.2637	1.3206	1.3800	1.4421	1.5070	1.5748	1.6457	1.7197
I	1.3067	1.3655	1.4269	1.4911	1.5582	1.6283	1.7016	1.7782
J	1.3511	1.4119	1.4754	1.5418	1.6112	1.6837	1.7595	1.8386
K	1.3970	1.4599	1.5256	1.5942	1.6660	1.7410	1.8193	1.9012
L	1.4446	1.5094	1.5774	1.6485	1.7228	1.8004	1.8814	1.9664
M	1.4939	1.5609	1.6313	1.7047	1.7816	1.8618	1.9456	2.0335

**APPENDIX A-2
SALARY SCHEDULE FOR JULY 1, 2013 – JUNE 30, 2014**

	<u>BA+0</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+60</u> <u>M+0</u>	<u>BA+75</u> <u>M+15</u>	<u>BA+90</u> <u>M+30</u>	<u>M+45</u>
A	36,711	38,364	40,089	41,895	43,778	45,750	47,809	49,960
B	37,959	39,667	41,454	43,319	45,269	47,307	49,431	51,656
C	39,251	41,017	42,861	44,792	46,807	48,915	51,113	53,415
D	40,584	42,413	44,318	46,315	48,397	50,577	52,853	55,229
E	41,964	43,852	45,826	47,890	50,045	52,296	54,649	57,108
F	43,393	45,342	47,383	49,516	51,744	54,072	56,506	59,051
G	44,865	46,884	48,995	51,201	53,503	55,911	58,430	61,059
H	46,392	48,481	50,662	52,941	55,324	57,813	60,416	63,132
I	47,971	50,129	52,384	54,741	57,204	59,777	62,468	65,280
J	49,601	51,832	54,164	56,602	59,150	61,811	64,593	67,498
K	51,286	53,595	56,007	58,525	61,161	63,915	66,789	69,795
L	54,179	56,565	59,061	61,664	64,388	67,234	70,211	73,316
M	55,262	57,696	60,242	62,898	65,676	68,578	71,615	74,782

Add \$1,500 for earned Doctorate in field related to assignment.
Add \$1500 for National Board Certification.

**APPENDIX A-3
SALARY SCHEDULE FOR JULY 1, 2014 – JUNE 30, 2015**

	<u>BA+0</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+60</u> <u>M+0</u>	<u>BA+75</u> <u>M+15</u>	<u>BA+90</u> <u>M+30</u>	<u>M+45</u>
A	37,650	39,344	41,114	42,966	44,898	46,919	49,031	51,238
B	38,930	40,681	42,514	44,426	46,426	48,516	50,695	52,977
C	40,255	42,066	43,956	45,937	48,004	50,165	52,420	54,781
D	41,622	43,497	45,451	47,499	49,634	51,870	54,205	56,641
E	43,037	44,973	46,998	49,114	51,325	53,633	56,046	58,568
F	44,502	46,502	48,595	50,782	53,067	55,454	57,951	60,560
G	46,012	48,083	50,247	52,510	54,871	57,340	59,923	62,620
H	47,578	49,720	51,957	54,295	56,738	59,291	61,961	64,746
I	49,197	51,411	53,723	56,140	58,667	61,305	64,066	66,949
J	50,869	53,157	55,549	58,049	60,662	63,391	66,245	69,223
K	52,597	54,965	57,439	60,021	62,725	65,549	68,496	71,580
L	54,389	56,829	59,390	62,064	64,863	67,784	70,835	74,034
M	56,244	58,768	61,416	64,182	67,076	70,096	73,251	76,560

Add \$1,500 for earned Doctorate in field related to assignment.
Add \$1500 for National Board Certification.

**APPENDIX A-4
SALARY SCHEDULE FOR JULY 1, 2015 – JUNE 30, 2016**

	<u>BA+0</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+60</u> <u>M+0</u>	<u>BA+75</u> <u>M+15</u>	<u>BA+90</u> <u>M+30</u>	<u>MA+45</u>
A	38,516	40,249	42,060	43,954	45,930	47,998	50,159	52,416
B	39,825	41,617	43,492	45,448	47,494	49,632	51,861	54,196
C	41,181	43,033	44,967	46,994	49,108	51,319	53,626	56,040
D	42,579	44,497	46,497	48,592	50,776	53,063	55,451	57,943
E	44,027	46,007	48,079	50,244	52,505	54,866	57,335	59,915
F	45,526	47,571	49,712	51,950	54,288	56,730	59,284	61,953
G	47,070	49,189	51,403	53,718	56,133	58,659	61,302	64,060
H	48,672	50,864	53,152	55,544	58,043	60,655	63,386	66,236
I	50,328	52,593	54,959	57,431	60,016	62,715	65,539	68,488
J	52,039	54,380	56,826	59,384	62,057	64,849	67,768	70,815
K	53,807	56,229	58,760	61,402	64,167	67,057	70,072	73,226
L	55,640	58,136	60,756	63,492	66,355	69,343	72,464	75,737
M	57,538	60,119	62,829	65,658	68,619	71,708	74,936	78,321

Add \$1500 for earned Doctorate in field related to assignment.

Add \$1500 for National Board Certification.

APPENDIX B
EXTENDED RESPONSIBILITY SCHEDULE

1. Extended responsibility pay is for activities and responsibilities performed, primarily, outside the standard workday. It is understood that, except for those that are extensions of the classrooms or job assignment, extended responsibility pay positions are voluntary. Extended responsibilities that are an extension of the assignment are indicated in Appendix B by (*). Such extended responsibilities shall be required and shall be automatically calculated in the professional educator's salary. If the school does not have a regular classroom assignment (e.g., no newspaper class), the extended responsibility would not be included under this section. In such cases, the extended responsibility would be voluntary.
2. Extended responsibility pay shall only be paid as provided in this contract at the rates indicated without variation.
3. The extended responsibility rate shall be the base salary rate in Appendix A (Step 1 on the BA + 0 column). This is the figure against which all extended responsibility percentages are factored for the duration of this Agreement.
4. Extended responsibilities indicated by a double asterisk (**), shall be reviewed by the Extended Responsibility Committee to determine whether they shall be continued or deleted from the schedule. No new extended responsibility contracts in these areas shall be granted until the Committee completes its review.

5. Extended Responsibility Schedule:

POSITION	PERCENT OF BASE		
	1st Year	2nd Year	3rd Year
High School Positions			
*Athletic Director			
Fall	9.5	10	11
Winter	13	14	15
Spring	9.5	10	11
Assistant Athletic Director			
Fall	5	5.5	6
Winter	6	6.5	7
Spring	5	5.5	6
Head Coach			
Football	16	17	18
Basketball	16	17	18
Gymnastics	15	16	17
Wrestling	15	16	17
Baseball	15	16	17
Track	15	16	17
Softball	15	16	17
Volleyball	15	15.5	16
Soccer	15	15.5	16
Cross Country	12	13	14
Swimming	11	12	13
Tennis	11	11.5	12
Golf	11	11.5	12
Dance Team	11	12	13
Crew	11	12	13
Assistant Coach			
Football - Varsity	11	12	13
Track - Varsity	10	11	12
Football - Other	9	10	11
Basketball	9	10	11
Gymnastics	9	10	11
Softball	9	10	11
Wrestling	9	10	11
Baseball	9	10	11
Track	9	10	11
Volleyball	8	9	10
Soccer	8	9	10
Cross Country	4	5	6
Swimming	4	5	6

Notes for Coaching/Athletics

- A. For extended seasons due to participation in OSAA sponsored state competition, coaches of athletic teams having more than five (5) students will receive eight percent (8%) per week of their regular extended responsibility pay.
- B. Coaches of teams having five (5) or less students participating and non-athletic activity advisors, such as band, rally and forensics who participate in extended seasons, shall receive four percent (4%) per week of their

regular extended responsibility pay.

C. For sports positions, an additional coaching assignment will be authorized when warranted by the number of students participating.

D. *2% less if only boys' or girls' teams.

Activities Director	8	9	10
Department Chair (A)	11	12	13
Department Chair (B)	7.5	8	8.5
Department Chair (C)	3.5	4	4.5
*Drama (A)	17	18	19
*Drama (B)	11	12	13
*Drama (C)	7.5	8	8.5
*Forensics (A)	14	15	16
*Forensics (B)	9	10	11
*Instrumental Music (A)	13	14	15
*Instrumental Music (B)	7.5	8	8.5
*Vocal Music (A)	13	14	15
*Vocal Music (B)	7.5	8	8.5
*Newspaper	10	11	12
*Yearbook	10	11	12
**Intramurals - High School	8	9	10
Cheer – Varsity	7	7.5	8
Cheer – JV	3.5	4	4.5
College and Financial Aid Coords.	10	11	12
Career Ed	4.5	5	5.5
Testing	4.5	5	5.5
TAG	6.5	7	7.5
Technology Coordinators	6.5	7	7.5

High School categories with more than 1 level: A, B or C.

1. DEPARTMENT CHAIRPERSON

- A 7 or more unit members in the department
- B 4-6 unit members in the department
- C 0-3 unit members in the department

- Department Chairperson in Counseling, Business Education, Industrial Ed, Science will use the following criteria because of the nature of their assignment.
 - A 5 or more unit members in the department
 - B 2-4 unit members in the department
 - C 0-1 unit members in the department
- All high school librarians shall be placed on A Schedule and may be given AV Coordinator duties within such department chair pay.
- Head Librarians / Media Specialists, when designated, shall receive extended responsibility pay as Department Chairpersons.
- Shop Foremen at Benson High School shall be placed on Department Chair A.

2. DRAMA
- A 3 or more major productions
 - B at least 2 major productions
 - C 1 major production

3. FORENSICS

- A at least 5 speech tournaments
- B less than 5 speech tournaments

4. MUSIC

- A at least 3 major productions
- B less than 3 productions

PK-5, PK-8, Middle School Positions			
Intramurals			
A – 4½ hours/week for 28 weeks	6.5	7	7.5
B - 3 hours/week for 28 weeks	4.5	5	5.5
Safety Patrol	3.5	4	4.5
Career Ed – Elementary (PK-5)			
A - 451+ student school	3.5	4	4.5
B - 351-450 student school	2.5	3	3.5
C - 0-350 student school	1.5	2	2.5
Career Ed – PK-8	4.5	5	5.5
Career Ed - Middle	3.5	4	4.5
Testing – Elementary (PK-5)			
A - 400+ student school	4.5	5	5.5
B - 300-399 student school	3.5	4	4.5
C - 0-299 student school	2.5	3	3.5
Testing – PK-8	6.0	6.5	7
Testing - Middle	5	5.5	6
Energy (also high school)	2.5	3	3.5
TAG – Elementary (PK-5)			
A - 400+ student school	4.5	5	5.5
B - 300-399 student school	3.5	4	4.5
C - 0-299 student school	2.5	3	3.5
TAG - K-8	5.5	6	6.5
TAG - Middle	4.5	5	5.5
Basic Skills Coordinator	7.5		
*PK-5 Middle School Music	3	3.5	4
*PK-8 Music	4	4.5	5
*PK-5 Middle School Media Specialist	3	3.5	4
*PK-8 Media Specialist	4	4.5	5
PK-5/Middle School Technology Coordinators	4.5	5	5.5
PK-8 Technology Coordinators	5.5	6	6.5

Other Positions (PK-12)			

AV Coordinator	2.5	3	3.5
Radio-TV Coordinator	1.5	2	2.5
TV Producers and Directors	4.5	5	5.5
Released Time Mentors	3.0	3.5	4.0
Curriculum Coordinator/Unit, Team or Grade Level Leader			
Up to 4 unit members	4	4.5	5
5-8 unit members	6	6.5	7
9 or more unit members	8	8.5	9
Technology Project Facilitator	4		
Technical Advisors			
*Psychologist (plus 1 day / week release time)	12		
*Social Worker	12		
*Motor Team	12		
Academic Specialist	10		
*Speech (plus 1 day / week release time)	12		
**Pre-referral Teachers	6		
**Title Seven Resource Teacher (Project WRITE)	4		
**Chapter One Migrant Resource Teacher	4		
**Title Seven Resource Teacher (Project ACE)	4		
**Title Seven Resource Teacher (Project GOAL)	4		
**Curriculum Associate: Building-Wide Total Curriculum Involvement	11	12	13

Teacher on Special Assignment (TOSA):			
*For New Adoptions	8		
*Curriculum Department TOSA	16		
*Special Ed TOSA	16		
Coordinator – Horticulture Instruction	16		
*CDS Parent Liaison	7.5	8	8.5
Head Teacher – DART	11	12	13
**Special Projects	1-16		

**APPENDIX C
DOMESTIC PARTNER**

A “domestic partnership” is defined as one in which two (2) persons:

1. Share the same permanent residence for at least six (6) months immediately preceding the signing of an Affidavit and intended to continue indefinitely;
2. Have a close personal relationship with each other;
3. Are not legally married to anyone;
4. Are not related to each other by blood in a degree of kinship closer than would bar marriage in the State of Oregon;
5. Are each eighteen (18) years of age or older;
6. Were mentally competent to consent to contract when the domestic partnership began;
7. Are each other’s sole domestic partner; and
8. Are jointly responsible for each other’s common welfare including “basic living expenses.”

**APPENDIX D
DEFINITION OF SUBJECT**

1. For purposes of determining competence under this Agreement “subject” shall be defined as an area of study roughly equivalent to a traditional department at the secondary level. It shall include, but not be limited to: Math, Social Studies, Language Arts, Science, Health, Art, Special Education, and World Languages. For certain areas of study, including PE, Music, and CTE, “subject” is more narrowly defined to specific types of courses as indicated in the table below.
2. Since professional educators must also be properly licensed for their assignments, assignment notices shall typically include endorsement areas such as Spanish, Chemistry or Advanced Math.

Area of Study	Subject
Music	Band Orchestra Vocal music/choir
PE	Adaptive PE PE
CTE: Agricultural Science and Technology	Sustainable Agriculture
CTE: Business Management & Administration	Accounting and Financial Services Administrative Services General Business Education Marketing Office Technology
CTE: Financial Services	Accounting and Financial Services
CTE: Health Sciences	Dental Sciences Medical Assisting Nursing Sciences
CTE: Industrial & Engineering Systems	Commercial & Residential Electric Construction Technology Industrial Automation
CTE: Manufacturing Technology	Building Construction Metal Fabrication Precision Machining
CTE: Marketing / Management	Marketing Management
CTE: Natural Resources Management	Natural Resources
CTE: Transportation Technology	Automotive Diesel Mechanics
CTE: Visual, Performing, and Media Arts	Digital Media Photography Video Production Web Design

3. Subjects under CTE are Programs of Study (POS) for students. High school elective courses with similar titles to CTE programs of study are not included in the definition of “subject” for CTE areas of study.
4. CTE teachers are vetted through an Instructor Appraisal Process. Applicants, with assistance from the CTE Regional Coordinator, assemble an Instructor Appraisal Committee (IAC). If approved, the IAC recommends a Professional Development Plan and NCES codes/courses that the instructor is allowed to teach.
5. Either party may bring additional areas of study/ subjects to contract administration to be considered for inclusion in the chart above. Such additions must be mutually agreed upon. Additions to the chart may not take effect during the traditional staffing period in the spring/summer.

APPENDIX E
MAINTENANCE OF INSURANCE BENEFITS

Article 10: Insurance Protection, Section 3 provides for the maintenance of the benefits over the term of this Agreement. The benefits to be maintained shall be amended to allow the School District No. 1 Health and Welfare Trust to choose Regence Blue Cross/Blue Shield as the third-party medical claims payer for the self-funded health plans only as specifically described below:

- a. Effective February 1, 2014 the benefit levels for Level 3 (out of network) claims under the Trust's self-insured medical plans are modified to conform with Regence's operational practices, specifically as follows:

- (1) Direct payment shall not be required to out-of-network providers, and

- (2) Regence's definition of "usual and customary" rates shall apply.

All other plan benefits shall continue as described in the Trust's plan documents.

- b. This agreement is not intended to bind the School District No. 1 Health and Welfare Trust from changing medical claims payers at any time. Should the Trust choose to replace Regence as a third-party claims payer, the new claims payer shall use definitions (usual and customary, medical necessity, and durable medical supplies, etc.) in the same manner that they were defined by the third-party claims payer in place immediately prior to Regence.

APPENDIX F
Memorandum of Understanding
WORKLOAD

Portland Public Schools (the District) and the Portland Association of Teachers (the Association) are committed to working together to improve educational outcomes for students. In recognition of the need to continue informed discussions regarding workload, the need for the workload committee to conduct its work transitioning into the next bargaining cycle, the efforts that professional educators make to meet student needs, and the various elements that make up workload for professional educators, and financial realities, the parties agree as follows:

1. The District shall designate one hundred percent (100%) of its pro rata share of the additional \$100 million appropriated to the State School Fund by the Oregon State Legislature in October 2013, which the District currently anticipates will be \$7,800,000, to hiring professional educators in schools for the 2014-15 school year.
2. Including, but not limited to, the funds so designated, the District shall provide for the addition of not less than one hundred fifty (150) FTE balanced across all professional educator positions and allocated as follows: fifty (50) FTE to high schools staffing, seventy (70) FTE to elementary/middle/PK-8 school setting, and thirty (30) FTE to Special Education staffing. The District shall provide verification that there has been a net increase in professional educator positions as allocated.
3. Should the District maintain an eight (8) period day (six (6) of eight (8) schedule) at District high schools, the District shall have until the 2016-17 school year to re-establish student load levels at the 2010-11 levels required by Article 5 Section D, provided progress is made each year toward achieving such student loads.

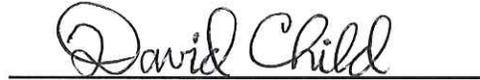
SIGNATURE PAGE

For the Association:


Gwen Sullivan, President


Bill Wilson, Bargaining Team Chair


Shannon Baker, Team Member


David Child, Team Member


Chelyn Joseph, Team Member


Steve Lancaster, Team Member

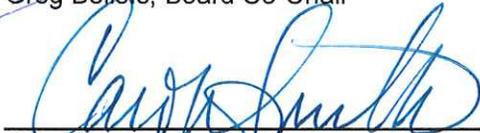

Susan Stone, Team Member


Marty Pavlik, UniServ Consultant

For the District:


Greg Belisle, Board Co-Chair


Pam Knowles, Board Co-Chair


Carole Smith, Superintendent


Sean L. Murray, Chief Human Resources Officer


Brock A. Logan, Chief Spokesperson


Sascha Perrins, Bargaining Team

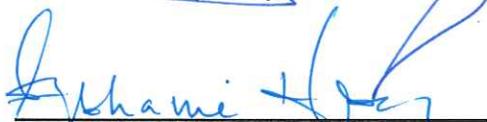

Mary Pearson, Bargaining Team


Charlene Williams, Bargaining Team


Ben Keefer, Bargaining Team


Marti Diaz, Bargaining Team


Ross Hume, Bargaining Team


Stephanie Harper, Bargaining Team

Dated this 19th day of June 2014

SUBJECT	ARTICLE	PAGE
ACADEMIC FREEDOM	7	22
.....Decisions regarding selection of district-wide textbooks	7.A.2.	22
.....Decisions regarding supporting materials/methods for day-to-day use	7.A.2.	22
.....Faculty discussions	7.A.1.	22
.....Instructional presentations and discussions	7.A.1.	22
.....(<i>Also see, "Student Grades"</i>)		
ADMINISTRATION OF AGREEMENT	25	69
.....Amendment of contract	25.B.	69
.....Building/Program meetings between PAT reps and administration	25.D.	69
.....Contract Administration meetings	25.A.	69
ADOPTIONS		
.... <i>See, "Instructional Materials"</i>	5.D.6.	15
ASSAULT UPON A PROFESSIONAL EDUCATOR	6.B.1.j	19
ASSOCIATION BUILDING REPRESENTATIVES		
....Inclusion on building level faculty committees	2.F.	5
... Inclusion in meetings at which evaluation/performance to be discussed	2.F.	5
ASSOCIATION LEAVE	14.D.7	43
ASSOCIATION RIGHTS	2	5-6
....Agenda of orientation programs for new professional educators, time on	2G	5
....Agenda of regular Board meetings, time on	2.H.1,2	6
....Association designated bulletin board	2.B.	5
....Association designated mailbox	2.B.	5
....Building meetings	2.d.	5
....Layoffs, notice of	16.A.1,2	51
....Professional Educator mailboxes, right to use	2.B	5
....Receive copy of Board agenda, materials, Board meeting packet	2.H.3.	6
....Receive report of educators on dues deduction and fair share fees	4.4	8
.....Request information necessary to role as exclusive representative	2.C.	5
....Staffing process, meeting with District to review	16.A.2.	51
....Transacting official Association business on PPS property	2.B.	5
....Using district email	2.B.	5
.....Using district facilities and equipment	2.B.	5
.....Using district PONY	2.B.	5
ATHLETIC DIRECTORS		
.....Work year	5.B.2.g.	10
BARGAINING REPRESENTATIVE	1	2
BARGAINING UNIT DEFINED	1.A.	2
BATTERY UPON A PROFESSIONAL EDUCATOR	6.B.1.j.	19
BEREAVEMENT LEAVE	14.C.1	38
BUILDING REPRESENTATIVES		
.....General meetings of Association Representatives	2.E.	5
.....No district-scheduled activities on Monday preceding start of work year.	2.E	5
BULLETIN BOARDS AND MAILBOXES	2.B	5
..... <i>See, "Association Rights"</i>		
CASE MANAGEMENT TIME	5.B.4.e.	11
..... <i>See, "Special Education"</i>		
COLLECTIVE BARGAINING AGREEMENT		
.....As modifying District practices, policies	1.C	3
.....Contract between District and individual subject to	1.G.	3
.....Contract Exception Process	1.H.	3
.....District's obligation to post on website	1.D.	3
.....Modification only through parties' voluntary written mutual consent	1.D	

SUBJECT	ARTICLE	PAGE
.....Printed copies	1.D.	3
.....Provision declared illegal, effect of	1.D.	3
COMMITTEES		
.....Association representatives to be appointed by Association	2.F.	5
.....Building/Program Area Committees	2.F.	5
.....District Site Committee	8.B	23
.....Evaluation Committee	23.G.	66
.....Extended Responsibilities Committees	13.K.	34-35
.....Study Leave Committee	14.D.5.c	41
.....Workload Committee	5.D.10	15-17
COMPENSATION		
.....Doctorate degree	9.A.5.	24
.....Fingerprinting and criminal check – District to pay cost	9.F.	28
.....Materials and supplies stipend	9.G.	28
.....National Board Certification	9.A.5.	24
.....Payroll Checks		
.....10 or 12 equal monthly payments	9.D.1	26
.....Extended contracts – work beyond normal work year	9.D.7	27
.....Extended responsibility payments of a seasonal nature – options	9.D.6	27
.....Part-time contracts	9.D.7.1	27
.....Quarantine, declaration by Public Health Official – no loss of pay	14.B.4.	38
.....Salary advancement	9.C.	26
.....Accordance with Article on Professional Growth	9.C.1.	26
.....Retroactive salary adjustment if credits verified by October 31	9.C.2	26
.....Step increase annually		
.....Salary Placement		
.....Educational credit	9.B.1	24
.....Experience credit	9.B.2	24-26
.....Military leave	14.D.6.	43
.....Official verification required		
.....Retroactive adjustment if verified within 60 days of start of employment	9.B.2.g.	24
.....Guidelines on Professional Growth / In-service		
.....Resignation and rehire – effect on salary placement	9.B.2.c.	24
.....Return from leave – placement upon	14.E.3.	44
.....Study leave not a break in consecutive service	14.D.5.b(7)	41
.....Salary provisions, special		
.....Base salary daily rate	9.E.2.a.	27
.....Hourly rate in regular day school, evening high school, home instruction	9.E.b.	27
.....In-service classes, instructors of	9.E.2.e	27
.....Outdoor School	9.E.2.f.	27
.....Rates to be posted annually by Human Resources Department	9.E.3.	27
.....Student supervision outside the workday and Student Activity Advisors	9.E.2.c	27
.....Substitute in administrative or supervisory position	9.E.2.d	27
.....Summer school	9.E.2.g.	27
.....Work beyond workday/year	9.E.1.	27
.....Salary schedules	9.1.	
.....Salary schedule index (effective 07.01.2013)	App. A-1	77
.....Salary schedule index (effective 07.01.2014)	App. A-1	78
.....Salary schedule July1, 2013 – June 30, 2014	App. A-2	79
.....Salary schedule July1, 2014 – June 30, 2015	App. A-3	80
.....Salary schedule July1, 2015 – June 30, 2016	App. A-4	81

SUBJECT	ARTICLE	PAGE
COMPETENCE		
<i>See, "Transfers" and "Layoff"</i>		
COMPLAINT PROCEDURE	21	63
COMPUTER		
..... Educator's access to	5.D.8	15
CONTRACT ADMINISTRATION	25.A	69
CONTRACT EXCEPTIONS	1.h.	3-4
COPY MACHINE		
..... Educator's access to	5.D.8.	15
COUNSELORS		
.....Work year	5.B.2.f.	11
DAMAGE TO EDUCATOR'S PERSONAL PROPERTY	6.C.2,3,4	9
DEFINITIONS	1.B.	2-3
Agreement	1.B.3	2
Association	1.B.2	2
.....Contract Educator	1.B.7	2
.....Day	1.B.4	2
.....District	1.B.1	2
.....Educator	1.B.5	2
.....Probationary Educator	1.B.7	2
.....Professional Educator	1.B.5	2
.....Professionally/academically Licensed	1.B.8	
.....Substitute	1.B.9	
.....Supervisory Employees	1.B.6	2
.....Temporary Employee	1.B.10	3
.....Workday	1.B.4	2
DISTRICT EMAIL	5.B.2.f.	11
.....Use of by Association	2	5
DOMESTIC PARTNER	Appendix C	87
DUES	4.B.	8
DURATION OF CONTRACT	27	76
DUTY		
.....Good faith consideration of fairness and balance in assigning	5.D.2.	14
.....Not infringe on duty-free lunch period or planning time	5.D.2.	14
.....Not more than 71/2 minutes in each 15 minutes before/after student day	5.C.3.	12
.....Paid extra duty assignments	Appendix B	82
EMERGENCY PROTOCOLS	6.e.3.	19
EMPLOYEE ASSISTANCE PROGRAM	10.F	30
EVALUATION	23	64
.....Direct evidence supporting a rating is required	23.C.	65
.....Evaluation Committee	23.G.	65
.....Evaluation cycle	23.F.	65
.....Grievances relating to an evaluation	23.L.,M.,N.	67
.....Handbook for Professional Growth and Evaluation	23	65
.....Observations and Conferences	23.H.	65
.....Program of Assistance for Improvement	23.K.	66
.....Rebuttal to evaluation	23.J.	66
.....Summative evaluation	23.H.2	66
.....Testing	4.A.	8
EVENING EVENTS	5.B.5	11
.....Required attendance of part-time educators pro-rated	5.C.8.	13
.....Up to three (3) per year, generally not on Fridays/days preceding holiday	5.B.5.a.	11

SUBJECT	ARTICLE	PAGE
EXCLUSIVE COLLECTIVE BARGAINING REPRESENTATIVE	1	2
EXTENDED RESPONSIBILITY	13	34
.....Activities –		
..... Performed as extensions of the classroom/job assignment	13.B.	34
..... Performed, primarily, outside the standard workday	13.A.	34
..... Non-district sponsored activities	13.E.	34
.....Committee to review schedule / develop ER job descriptions	13.K.	34-35
.....Compensation	13.D.	34
.....Base rate for calculation (BA, Step 1)	13.G.	34
.....Experience – prior experience in the position	13.H.	34
.....Experience credit	13.I.	34
.....Expectations for the assignment	13.F.	34
.....Extended responsibility schedule (compensation)	Appendix B	82-86
.....Paid extended responsibility assignments	Appendix B	82-86
.....Part-time educators	13.C.	34
.....Priority to current bargaining unit members for assignment	13.J.	34
.....Removal from assignment	19.D.	59
.....Voluntary (unless an extension of the classroom or job assignment)	13.A., J.	34
EXTENDED RESPONSIBILITY COMMITTEE	13.K.	34-35
EXTENDED RESPONSIBILITY SCHEDULE	Appendix B	82-86
FAIR SHARE	4.A.	8
FINGERPRINTING AND CRIMINAL CHECK – Cost of	9.F.	28
FLEXIBLE BENEFIT PLAN, INTERNAL REVENUE CODE SECTION 125	10.D	30
GRADE REPORTS	5.D.3	15
<i>See, “Progress /Grade Reports”</i>		
GRADES	7.B.	22
GRIEVANCE PROCEDURE	26	70-75
.....Contents of grievances	26.2.b.	71
.....Definitions, Time limitations	26.A.	70
.....Levels and steps	26.D.	72
GUIDELINES FOR PROFESSIONAL GROWTH / INSERVICE	17.C	56
HEALTH INSURANCE BENEFITS	10.A.2	29
HOLIDAYS	5.B.3.	11
..... Must work/be on paid leave on day immediately preceding or following	5.B.3.b.	11
IEPS		
.....General + special educators required to conference regarding IEPs	5.D.5.a.	15
.....Student plans other than IEPs (including TAG, 504 plans)	5.D.5.b.	15
INDIVIDUAL PLANNING TIME	5.C.6.	13
.....Elementary (grades PK-5 and self-contained 6 th grade)	5.C.6.	13
.....Entitled to if work a full day (regardless of FTE)	5.C.6.	13
.....High Schools	5.C.6.a.(1)	13
.....Middle Schools Grades 6-8+ K-8 Middle school level (except self-contained)	5.C.6.a.(2)	13
.....Not to be used for travel time	5.C.9.c.	13
IN-SERVICE CLASSES		
.....Voluntary attendance at	Appendix B	82
INSTRUCTIONAL MATERIALS		
.....Adoptions, District to supply and maintain current materials	5.D.6.	15
.....Core instructional materials/training before implementing new adoptions, programs, curricula	5.D.6.	15
.....Materials and supplies stipend	9.G.	28
INSTRUCTIONAL PROGRAM COUNCIL	2.I.	6

SUBJECT	ARTICLE	PAGE
INSURANCE PROTECTION	10	29-30
.....Domestic partners	10.E. Appendix C	30 87
.....Employee Assistance Program	10.F.	30
.....Flexible benefit plan, Internal Revenue Code Section 125	10.D.	30
.....Group term life insurance	10.A.2.c.	29
.....Health and Welfare Trust	10.A.	29-30
.....Health Insurance Benefits, defined	10.A.2	29
.....Employer contribution to cost of composite premium	10.A.2.a.	29
.....For educators with work schedule of 75% of full-time – full contribution	10.A.4.	29
..... For educators with work schedule of 50% up to 75% - 50% contribution	10.A.4.	29
..... For temporary educators	10.A.5.	29
.....Employee contribution to cost of premium	10.A.2.b.	29
.....Long term disability (LTD) coverage	10.A.2.d.	29
.....Liability insurance – use of automobile in normal course of duties	10.B.	30
.....Maintenance of benefits	10.A.3. Appendix E	29 90
.....Professional Association Insurance Program	10.c.	30
.....Unpaid leave of absence, educators on	10.A.6	29
.....Tobacco abatement program	10.A.7	29
.....Winter, spring and/or summer recess periods	10.A.6.	29
ITINERANTS		
.....Covered by Article 5 workday/workload/work year provisions	5.C.9.a.	13
.....Disagreements over schedule/workload – process to resolve	5.C.9.d.	14
.....Planning time	5.C.9.a.	13
.....Travel time	5.C.9.b.	13
.....Planning time and/or duty-free lunch not to be used for travel time	5.C.9.c.	13
.....Work day	5.C.9.a.	13
JOB SHARING	15.I.	51
JUST CAUSE	19.A.	59
JURY DUTY	14.C.4	39
LAYOFF		
.....Assert right to be retained	16.B.4.	53
.....Benefits on layoff	16.C.	53
.....Competence	16.B.1.,2.	52
.....Educational attainments	16.B.2.	52
.....Experience, within last five years	16.B.2.	52
.....Training, within last 5 years	16.B.3.	53
.....Willingness to undergo additional training, pursue additional education	16.B.2.,3.	52-53
.....Use of professional growth funds	16.B.4.	53
.....Combining positions to avoid layoffs	16.A.3.b.	52
....."Grade level" defined	16.B.2.	52
.....Meeting between PPS and PAT re: staffing process	16.A.2.	52
.....Notification required	16.A.1.	52
.....Recall rights	16.B.6. 16.D.	53 53-54
.....Refusal of offered position	16.D.3.,4.	54
.....Return from recall	16.D.6, 7.	54
.....Seniority, layoff by, (plus competence/will qualify as competent)	16.B.1.	52
.....Seniority listing, other relevant data	16.A.2.	52
....."Subject" defined	16.B.2.	52
.....Substitute teaching work, consideration of those on layoff	16.C.2.	53

SUBJECT	ARTICLE	PAGE
.....Technology, positions eliminated due to	16.A.4.	52
.....Transferring educators to avoid layoffs	16.A.3.b. 16.B.5.	52 53
.....Voluntary leave to avoid layoffs	16.A.3.	52
LEAVES OF ABSENCE	14	36-44
.....Applications	14.A.1	36
.....Category of leave	14.A.1.b.	36
.....Written, in writing	14.A.1.a.	36
.....Compliance with federal, state and local laws	14.A.2.	36
.....Paid leaves		
.....Bereavement leave	14.C.1.	38
.....Friend, death of	14.C.1.a.	38
.....Immediate family, death of member	14.C.1.b.	38
....."Immediate family" defined	14.C.1.b.	38
.....Person regularly living in home for whom responsible, death of	14.C.1.b.	38
.....Relative, death of	14.C.1.a.	38
.....Travel required	14.C.1.a.	38
.....Family illness leave		
.....Exhaustion of family illness leave – use of accumulated sick leave	14.B.2.d.	37
.....Extension of leave in the event of emergency conditions	14.B.2.b.	37
.....Granted for illness of member of immediate family	14.B.2.a.	37
....."Immediate family" defined	14.B.2.c.	37
.....Injury on duty	14.B.3.	38
.....Jury duty	14.C.4.	39
.....Mandatory court appearance	14.C.3.	39
.....Personal leave (Also see " <i>Leaves of Absence, Unpaid Leaves</i> ")	14.C.2.	38
.....Accumulation		
.....3 days granted annually	14.C.2.a.	38
.....No accumulation beyond school year	14.C.2.f.	38
.....Notice required – 1 week in advance, in writing	14.C.2.b.	38
.....Emergency – exception to required notice	14.C.2.b.	38
.....Utilization		
.....Personal business	14.C.2.a.	38
.....Recreational purposes – use of personal leave prohibited	14.C.2.e.	38
.....Religious observances, attendance mandatory during workday	14.C.2.d.	38
.....Situations which cannot be addressed except during workday	14.C.2.c.	38
.....Vacation – use of personal leave prohibited	14.C.2.e.	38
.....Professional leave	14.C.5.	39
.....Accumulation		
.....2 days granted annually	14.C.5.a.	39
.....Accumulate beyond one year	14.C.5.a.	39
.....Utilization		
.....Limit of use of 4 days in any year	14.C.5.a.	39
.....Notice one (1) week in advance	14.C.5.b.	39
.....Use of personal leave	14.C.5.e.	3
.....Service to education–related state agencies	14.C.6.	39
.....Sick leave	14.B.1.	36-37
.....Accumulation		
.....10 days per year granted	14.B.1.a.(1)	36
.....Accumulation of unused days without limit	14.B.1.a (4)	36
.....Credited on first contract day	14.B.1.a.(1)	36
.....Exhaustion of sick leave – additional leave for length of service	14.B.1.a.(6)	36
.....Extended work year or summer school – additional accrual	14.B.1.a.(3)	36

SUBJECT	ARTICLE	PAGE
.....Not credited during periods of unpaid leave of more than 1 month	14.B.1.a.(7)	36
.....Refund days used if separate prior to completing work year	14.B.1.a.(2)	36
.....Transfer unused days earned in other Oregon district	14.B.1.a.(5)	36
.....Utilization		
.....Absence directed by District – no charge against sick leave	14.B.1.b.(5)	36
.....Birth or adoption of a child	14.B.1.b.(4)	36
.....During extended leave (more than 1 month)	14.B.1.b.(3)	36
.....During extended year work or summer school	14.B.1.b.(2)	36
.....Injury on duty, absence due to – no charge against sick leave	14.B.3	38
.....Medical / dental appointments	14.B.1.b.(1)	36
.....Necessary – intended to be used only when necessary	14.A.1.c.	36
.....Paid holiday – no charge against sick leave	14.B.1.b.(5)	36
.....Personal illness	14.B.1.b.(1)	36
.....Quarantine, absence due to – no charge against sick leave	14.B.4	38
.....Work-related injury, absence due to – no charge against sick leave	14.B.3.	38
.....Sick Leave Bank	14.B.1.b.(6)	36
.....Replacement by temporary employee during leave	1.B.10.a.	3
.....Return from leave	14.E.	43-44
.....Accumulated, unused leave and accrued benefits restored	14.E.4.	44
.....Return to previous position - leave for up to one (1) school year	14.E.1	43
.....Reassignment, may be subject to – leave for more than 1 school year	14.E.2.	43
.....Salary schedule – placement on upon return	14.E.3.	44
.....Unpaid Leaves	14.D.	40-44
.....Application deadline – 1 year personal, career development, exchange	14.D.	40
.....Association leave	14.D.7.	43
.....Career development leave	14.D.4.	40
.....Child care leave	14.D.2.	40
.....30 days written notice, unless extenuating circumstances	14.D.2.a.	40
.....April 15 deadline to request full year leave beyond 1 st full year	14.D.2.a.	40
.....Exchange and other teaching leaves	14.D.3.	40
.....Military leave	14.D.6.	42-43
.....Other leaves		
.....District’s discretion – may extend or grant other requested leaves	14.D.9.c.	43
.....Schools officially closed by Superintendent	14.D.9.a.	43
.....Personal leave	14.D.1.	40
.....Notice required – 1 week in advance, in writing	14.D.1.a.	40
.....Emergency – exception to required notice	14.D.1.a.	40
.....Political leave	14.D.8.	43
.....Study leave	14.D.5.	40-42
.....Not a break in consecutive service	14.D.5.b.(7)	41
.....Requirements and procedures	14.D.5.b.	41
.....Selection criteria	14.D.5.d.	41-42
.....Status while on leave	14.D.5.e.	42
.....Status upon return from study leave	14.D.5.f.	
.....Study Leave Committee	14.D.5.c.	41
.....Writing – applications for and approval of leaves shall be in writing	14.A.1.a.	36
LIBRARIANS		
.....Work year	5.B.2.e.	10
LIFE INSURANCE	10.A.2.c	29
LONG TERM DISABILITY (LTD) COVERAGE	10.A.2.d	29
LOSS OF/DAMAGE TO EDUCATOR’S PERSONAL PROPERTY	6.C.2,3,4	19-20

SUBJECT	ARTICLE	PAGE
LUNCH, DUTY-FREE	5.C.5	12
.....Passing time (if supervising students) not included in duty free lunch	5.C.5.b.	13
.....Shall not be used for travel time	5.C.9.c.	13
MAINTENANCE OF STANDARDS	1.E.	3
MANAGEMENT RIGHTS	3	7
MATERIALS AND SUPPLIES STIPEND	9.G	28
MEETINGS/ TRAININGS		
.....Meet with students/parents at reasonable times outside work day	5.D.3.b.	15
.....Meetings with specialists – use of ½ of planning day time	5.B.4.d	11
.....Up to two (2) hours beyond work day on Monday or Tuesday	5.C.8.	13
.....Application to Specialists only if within their workday/workweek	5.C.8.	13
.....Part-time educators not required to attend if not contiguous with workday	5.C.8.	13
MENTOR PROGRAM	17.A.	55-56
MILEAGE	11	31
.....Auto, regular use of personal auto for on-the-job travel	11.A., B.	31
.....Use of public transportation for on-the-job travel	11.B.	31
MILITARY LEAVE	14.D.6	42-43
NEGOTIATION PROCEDURES	24	68
NONDISCRIMINATION	20	62
ORIENTATION PROGRAMS	2.G.	5
PAPER		
.....Access to adequate amount to meet required needs of instruction	5.D.8.	15
PARENT CONFERENCES	5.B.5.b.	11
.....Make-up conferences	5.B.5.c.	12
.....Required attendance of part-time educators pro-rated	5.C.8.	13
PART-TIME EDUCATORS		
.....Disputes over part-time schedule, workload	5.C.10.d.	14
.....Extended responsibility	13.B.	34
.....FTE may fluctuate within ranges	5.C.10.c	14
.....Not required to attend staff meetings/trainings not contiguous to workday	5.C.8.	13
.....Reduction in FTE, when considered a layoff	5.C.10.c	14
.....Required attendance at staff meetings, evening events pro-rated	5.C.8.	13
.....Salary payments	9.D.7.a	27
.....Unpaid leave/time deducted in following month's check	9.D.7.a	27
.....Workday and workload proportional to full-time educators	5.C.10.a.	14
.....As a percentage of full-time – CHART	5.C.10.b.	14
PAYCHECKS		
.....Itemized	4.D.	9
PAYROLL CHECKS	9.D	26
PAYROLL DEDUCTIONS	4	8-9
.....Dues	4.B.	8
.....Fair Share Fee deductions	4.A.	8
.....Other Payroll Deductions	4.C.	9
.....Professional Association insurance programs	10.C	30
PERSONAL LIFE	19.M.	60
PERSONNEL FILE	22	64
PERSONAL PROPERTY LOSS/DAMAGE	6.C.2,3,4	9
PHONE		
.....Access to phone in private area, District's good faith requirement	5.D.7.	15
PLANNING DAYS	5.B.4.	11
.....At end of each quarterly grading period	5.B.4.b.	11
.....Other planning days	5.B.4.c.	11

SUBJECT	ARTICLE	PAGE
.....Prior to the first student day in fall	5.B.4.a.	11
.....Use for meetings with specialists	5.B.4.d.	11
PLANNING TIME	5.B.4.d.	11
POSITION		
.....Temporary or experimental, filling of	1.B.11.c	3
PREAMBLE		1
PROFESSIONAL GROWTH	17	55-57
.....Continuing education obligations	17.C.1.	56
.....Fingerprinting for licensure/certification renewal	17.E.	57
.....Guidelines for Professional Growth/In-service	17.C.	56
.....National Board Teacher Examination	17.C.3.	57
.....Professional Exams, state-approved	17.C.4.	57
.....Salary increments	17.B.	56
.....Speech & Language Pathologists licensure costs/fees	17.F.	57
.....Student teachers/interns	17.G.	57
.....Tuition reimbursement	17.C.2.	56
PROFESSIONAL IMPROVEMENT /DEVELOPMENT	18	58
.....Conferences, attendance at	18.C.	58
.....Exams (e.g., Praxis, ORELA)	18.D.	58
.....Guidelines for use of Professional Improvement Fund	18.F.	58
.....Professional improvement fund	18.B.	58
.....HOUSSE assessments	18.D.	58
PROGRESS/GRADE REPORTS		
.....Midterm grade report if student in danger of failing/ significant decline	5.D.3.	15
.....No more than four per year (except midterm if necessary)	5.D.3.	15
REDUCTION IN FORCE (“RIF”)	16	52
REDUCTION IN STAFFING LEVELS		
.....Extended year days cut prior to	5.B.2.a.	10
RELEASE TIME		
.....To work on activities jointly sponsored by Association & District	2.J.	6
RELIGIOUS OBSERVANCES	14.C.2.d.	38
See, “ <i>Leaves of Absence, Paid Leaves, Personal Leave</i> ”		
REMODELING/PAINTING IN CLASSROOM		
.....Compensation or substitute for disassembling and reassembling materials	5.D.9.	15
RESPECTFUL WORK ENVIRONMENT	19.O.	61
RESTROOM BREAKS	5.C.7.	13
RETIREMENT	12	32-33
.....Early notice incentives	12.C. 15.B.	33 45
.....Early retirement incentive - insurance	12.B.1	32
.....Early retirement incentive - stipend	12.B.2.	32
.....Notice required – 60 days prior to effective date of retirement	12.B.3	32
.....Unused sick leave	12.A.	32
RIGHTS AND JUST CAUSE	19	59-61
.....Administrative leave with pay	19.J.	60
.....Bodily fluids, testing of directed by District	19.I.	60
.....Complaint procedure		
..... See, “ <i>Complaint Procedure</i> ”		
.....Dismissal from employment, appeal	19.E.	59
.....Due process	19.C.	59
.....Examination by physician required by District	19.H	60
.....Extended Responsibility, removal from assignment	19.D.	59
.....Just cause for discipline	19.A.	59

SUBJECT	ARTICLE	PAGE
.....Keys, lost	19.L.	60
.....Meeting with administrator which could result in discipline	19.F.	59
.....Notice – prior, written of the reasons & right to have representation	19.F.	59
.....Meeting with parent		
.....Notice – a workday’s advance notice	19.G.	59
.....Right to administrative support in a meeting	19.G.	59
.....Right to representation if complaints made that could result in discipline	19.G.	59
.....Tape recorders not allowed without consent	19.G.	60
.....Personal life, educator’s	19.M.	60
.....Privacy, in making reprimands	19.A.	59
.....Polygraph examinations	19.B.	59
.....Respectful working environment	19.O.	61
.....Social media accounts	19.B.	59
.....Students’ exceptional health care needs	19.K.	60
.....Student performance on tests not a basis for employment action	19.N.	60
.....Suspension with pay	19.J.	60
SAFETY		
.....Emergency protocols	6.E.3.	20
.....Immediate danger created by unsafe working condition	6.E.1	20
.....Notice of use of non-routine chemicals	6.E.1.	20
.....Safe, healthful employment/places of employment	6.E.2.	20
.....Security of buildings and grounds	6.E.1.	20
..... <i>Also see, “Student Discipline/Safety”</i>		
SALARY		
SALARY SCHEDULES	Appendix A-1 – A-4	77-81
SCHOOL CALENDAR	5.B.6.	12
SCHOOL IMPROVEMENT COUNCILS		
..... Budget (site budget), other public documents to be provided upon request	8.D.	23
.....Consensus	8.D.	23
.....District Site Committee	8.B.	23
.....Implementation of Council decisions	8.E.	23
.....vote of the professional educators	8.E.	23
.....Participation by professional educators	8.C.	23
.....Training of Councils – jointly by PPS and PAT	8.G.	23
SENIORITY		
.....Calculation of	16.B.1.	52
SICK LEAVE	14.B.1	36-37
SICK LEAVE BANK	14.B.1.B.(6)	36
SPECIAL EDUCATION		
.....Case Management Time to conference and write IEPs	5.B.4.e.	11
SPECIALISTS		
.....Duty-free lunch	5.C.2.	12
.....Requirement to attend staff meetings/trainings only if within workday/workweek	5.C.8.	13
.....Rest periods	5.C.2.	12
.....Use of ½ of planning day time for meetings with	5.B.4.d.	11
.....Work day	5.C.2.	12
STATUS AND EFFECT OF AGREEMENT	1	2-4
STUDY LEAVE	14.D.5	40-42
STUDY LEAVE COMMITTEE	14.D.5.c	41
STUDENT DISCIPLINE/SAFETY	6	18-21
.....Allegation of assault or battery on educator – removal of student	6.B.1.g.	19

SUBJECT	ARTICLE	PAGE
.....Assault upon a professional educator – minimum five (5) day suspension	6.B.1.j.	19
.....Emergency protocols to support educator required	6.E.3.	20
.....Reimbursement of personal property lost as result of	6.C.2.	19
.....Required reporting procedure	6.C.1.	18
.....Battery upon a professional educator – mandatory expulsion	6.B.1.j.	19
.....Emergency protocols to support educator required	6.E.3	20
.....Reimbursement of personal property lost as result of		
.....Required reporting procedure	6.C.1.	19
.....Student not returned to educator’s responsibility	6.B.1.g.	19
.....Building discipline procedure		
.....Distributed to parents and staff members	6.B.2.	19
.....Procedures, minimum to be included in each building/program plan	6.B.	18
.....Reviewed annually by staff by June 1st	6.B.2.	19
.....Educator authority and protection, resources to be provided in building	6.a.	18
.....Educator’s authority to use reasonable, professional judgment for matters not provided for by specific Board policies or state/federal law or regulation	6.B.3.	19
.....Reports from law enforcement re student information to be shared	6.E.4.	21
STUDENT GRADES	7.B.	22
STUDENT PLANS		
.....IEPs, release time or compensation for conferencing regarding	5.D.5.a.	15
.....Student behavior correction plan	6.B.1.e.	18
.....Student plans (e.g., TAG, 504,) release time or compensation for writing	5.D.5.b.	15
STUDENT TEACHERS / INTERNS	5.D.4	15
SUBSTITUTE TEACHERS		
.....Cover classes of absent teachers	5.D.4.	15
.....District shall maintain system allowing educators to select preferred subs	5.D.4.	15
.....Professional Educators not required to substitute for others	5.D.4.	15
TABLE OF CONTENTS	Preface	
TEMPORARY EMPLOYEE		
.....Replace incumbent during leave of absence	1.B.11.a	3
TESTING		
.....Not a basis for transfer, layoff, recall, salary placement, disciplinary action	19.N.	60
.....Use to modify instruction	23.D.	65
TORT CLAIMS	6.D.	20
TRANSFERS	15	45-51
.....Administration-initiated transfers	15.F.	47
.....Closed, school or program	15.F.9.	50
.....Consideration of educator’s preference	15.F.1.	47
.....Discussion with the educator	15.F.1.	47
.....Fair and objective re-assignment	15.F.1.	47
.....”Follow the student” concept	15.F.8.	49
.....Irresolvable differences between educator and supervisor, transfer for	15.F.10.	50-51
.....Job share, transfer to	15.I.	51
.....Merger or classes or programs from 2 or more schools	5.F.8	49
.....Notice – at least seven (7) days	15.F.1.	47
.....Preparation for new assignment, planning days	15.F.1.	47
.....Each instance of transfer or relocation	15.F.1.e.	48
.....Educators other than teachers	15.F.1.f.	48
.....Pay at per diem rate in lieu of planning time	15.F.1.g.	48
.....Room, reassigned within building after work year begun (all levels)	15.F.1.d.	48
.....Subject area, reassigned during summer break (MS and HS level)	15.F.1.c.	48
.....Substitute coverage in lieu of planning time	15.F.1.g.	48
.....Transfer during summer break (elementary level)	15.F.1.a.	47

SUBJECT	ARTICLE	PAGE
.....Transfer after work year has begun (elementary level)	15.F.1.b.	48
.....Reduction of staff in building or program area	15.F.2.	48
.....Classification of employees for purpose of Article 15	15.F.2. 15.F.3.	48 49
....."Protected position", exception to seniority	15.F.2.e,f	49
.....Return to original site if vacancy arises	15.F.7.	49
.....Seniority, one with least district wide seniority generally transferred	15.F.2.	48
.....Exceptions to seniority	15.F.2.a-f	48-49
.....Volunteers within grade level or subject matter areas	15.F.2.	48
.....Unassignment, shall not result in (except in annual staffing process)	15.F.1.	47
.....Assignment		
.....Mutual agreement required for assignments out of licensure, competence	15.A.4.	45
.....Notice of assignment for subsequent school year	15.A.5	45
.....Notice of assignment change during summer recess	15.A.5.	45
.....Definitions	15.A.	45
.....Assignment	15.A.1.	45
.....Competence	15.A.3.	45
.....Subject	15.A.3. Appendix D	45 88-89
.....Transfer	15.A.2.	45
.....Educator-initiated transfers	15.E.	46-47
.....One (1) voluntary transfer per year	15.E.3.	47
.....Notification that educator is no longer under consideration	15.E.5.	47
.....Part-time assignment increasing to full-time - may be filled by incumbent	15.E.6.	47
.....Program of Assistance for Improvement, effect upon transfer	15.E.7.	47
.....Trading assignments	15.E.8.	47
.....Voluntary unassignment with rights	15.E.4	47
.....External process		
.....Eligibility to apply	15.F.6.	49
.....Outside applicants, considered only after all unassigned are assigned	15.F.5.	49
.....Post vacancies externally after internal and if no unassigned educator	15.F.6.	49
.....Internal process	15.E.6.	47
.....Eligibility to apply	15.F.4.	49
.....Part-time increased to full-time - after internal process		
.....Posting of vacancies	15.F.4.	49
.....Temporary educator in position for 60 days may apply only for that position	15.C.6.	46
.....Considered external candidate when compared to internal candidates	15.C.6.	46
.....Transfer of remaining unassigned educators	15.F.5.	49
.....Interviews		
.....Educators with five (5) or more years of service shall be interviewed	15.E.5.	47
.....Notice that educator is no longer interested in position – 2 day deadline	15.E.2.	47
.....Posting Procedures	15.C.	45-46
.....Content of posting	15.C.3.	45
.....Posting not required, under what circumstances	15.C.2 15.E.6.	45 47
.....Posting period	15.C.2.	45
.....Postings after July 1	15.C.5.	45
.....Posting required, under what circumstances	15.C.6.	46
.....Prior to the consideration of outside applicants	15.C.2	45
.....Temporary positions	15.C.2.	45
.....Resignation		
.....Incentive for giving early notice of retirement/resignation	15.B.1.	45

SUBJECT	ARTICLE	PAGE
.....Temporary position		
.....Transfer request		
.....Time within which to submit	15.C.4	45
.....Voluntary unassignment with rights	15.E.4.	47
VACANCY / VACANCIES		
.....Existing position that continues for subsequent year	15.B.2.	45
.....Filling vacancies	15.D.	46
.....Non-extended administrator, filling position with	16.B.7.	53
.....Priority to unit members over outside applicants if qualifications equal	15.D.3	46
.....Vacancies due to long-term absence of the incumbent educator	15.D.2.	46
.....Vacancies occurring near beginning of school year	15.D.1. 1.B.11.b	46 3
.....New position created by District	15.B.2.	45
WELL-ROUNDED PUBLIC EDUCATION	Preamble	1
WHOLE CHILD CURRICULUM	Preamble	1
WORK YEAR/ WORK DAY/ WORKLOAD	5	10
WORK DAY	5.C.	12-14
.....Fifteen minutes immediately before and immediately after student day	5.C.3.	12
.....Duty for not more than 7.5 minutes of each	5.C.3.	12
.....Itinerants' work day	5.C.9.a.	13
.....Lunch, duty-free	5.C.5.a.	12
.....Passing time not part of thirty minutes duty-free lunch	5.C.5.b.	13
.....Per diem hourly rate for instruction outside of work day – must be voluntary	5.C.3.	12
.....Required educator report and end times	5.C.3.	12
.....Specialists' work day	5.C.2.	12
.....Standard work day	5.C.1.	12
WORK ENVIRONMENT, RESPECTFUL	19.O.	61
WORKLOAD		
.....Computer	5.D.8.	15
.....Copy machine + adequate amount of paper	5.D.8.	15
.....Duties	5.D.2.	14
.....Educator's concern about inequitable workload, process for review	5.D.10.c.,d.	16-17
.....Generally comparable to 2010-2011 school year	5.D.1.	14
.....IEPs, TAG plans, 504 plans	5.D.5.	15
.....Memorandum of Understanding	Appendix F	91
.....Part-time educators' workload	5.C.10.	14
.....Progress/Grade Reports	5.D.3.	15
.....Substitute – professional educators not required to substitute for others	5.D.4.	15
WORKLOAD COMMITTEE		
.....Establishment of, function, authority	5.D.10.	15-16
.....Review of educator's concern about inequitable workload	5.D.10.c.	16
WORK YEAR	5.B.	10-12
.....Athletic Directors' work year	5.B.2.g.	10
.....Counselors' work year	5.B.2.f.	10
.....Extended/Reduced work year	5.B.2.	10
.....Determined by District prior to staffing process in preceding year	5.2.B.c.	10
.....In all schools, up to two (2) days	5.B.2.a.	10
.....In priority and focus schools, up to three (3) additional PD days	5.B.2.b.	10
.....Mutual agreement required to assign work beyond standard work year	5.B.2.d.	10
.....Rate of pay for extended year	5.B.2.d.	10
.....Evening Events	5.B.5.a.	11
.....Holidays	5.B.3.	11
..... Must work/be on paid leave on day immediately preceding or following	5.B.3.b.	11

SUBJECT	ARTICLE	PAGE
.....Librarians' work year	5.B.2.e.	10
.....Monday preceding beginning of work year – no scheduled PPS activities	5.B.1.c.	10
.....Parent-Teacher Conferences	5.B.5,b,c.	11-12
.....Planning days	5.B.4.	11
.....School Calendar	5.B.6.	12
.....Special Education Case Management Time	5.B.4.e.	11
.....Standard work year	5.B.1.	10
WORKER'S COMPENSATION	14.B.3.	37
ZIPPER CLAUSE	1.D.	3

