

**OAKRIDGE SCHOOL DISTRICT # 76
&
OAKRIDGE CHAPTER**

**LANE UNIFIED
BARGAINING COUNCIL**



**CONTRACT AGREEMENT
JULY 1, 2017-JUNE 30, 2020**

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Preamble

- A. This Agreement is entered into between the Board of Directors on behalf of Oakridge School District No. 76, Lane County, Oregon, herein referred to as the "Board" or "District," and the Lane Unified Bargaining Council, Oakridge Chapter, herein referred to as the "Association."
- B. The intent of this agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours and conditions of employment for all personnel included in the bargaining unit.
- C. It is expressly understood that the benefits of the Agreement shall only apply to members of the bargaining unit as defined in Article 1, Section "A".

Article 1- Recognition

- A. The Board recognizes the Association as the exclusive bargaining representative on wages, hours and conditions of employment for all regular full-time, temporary (employed sixty (60) or more consecutive days) and part-time personnel employed by the District as licensed employees. Supervisors, confidential employees, tutors and substitutes shall be excluded from the bargaining unit.
- B. Definitions:
1. Substitute employees shall mean any one who is employed to take the place of a contract or probationary employee who is temporarily absent. A substitute may not work for any individual employee more than sixty (60) teaching days in the same school year.
 2. Temporary employee shall mean anyone employed to fill a position designed as temporary or experimental or to fill a vacancy which occurs after the opening of school because of unanticipated enrollment or because of death, disability, retirement, resignation, or dismissal of a contract or probationary employee.
 3. A "contract" employee is one who has successfully completed a three (3) year probationary period, except where an employee has satisfied a probationary period in another Oregon school district and successfully completed three (3) or more additional years, then the employee shall serve a two-year probationary period in this District.
- C. There shall be three (3) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the District, one (1) by the Association, and one (1) by the Lane Unified Bargaining Council. The three (3) copies shall be prepared by the District. The Association shall supply a copy of this Agreement to each member of the bargaining unit.
- D. Contracting of bargaining unit work.
1. Should the District propose to contract or subcontract bargaining unit work, the District agrees to bargain with the Association regarding the impact of such contracting or subcontracting. The Association agrees there will be no obligation on the part of the District to bargain over the decision to contract or subcontract unit work.
 2. The District and Association agree to conduct impact bargaining according to the following schedule:
 - a. The District agrees to give written notice of its intent to subcontract bargaining unit work. The Association will give written notice of its intent to bargain the impact of the contracting or subcontracting of bargaining unit work within ten (10) working days of receipt of written notice from the District. Failure to give notice within the above stated time line will result in a waiver by the Association of its right to bargain the impact of the contracting or subcontracting decision;
 - b. The parties shall meet and negotiate during a period of forty-five (45) calendar days. The forty-five (45) day period will begin as soon as the Association notifies the District of the Association's intent to bargain the impact of contracting or subcontracting bargaining unit work. Mediation may be prescheduled to occur during this time period;

- c. Should no agreement be reached at the end of the forty-five (45) day period, either party may request that fact finding be initiated;
- d. The parties shall select a fact finder and participate in a fact-finding hearing. The parties shall mutually attempt to select a fact finder within three (3) calendar days of a party's request to initiate fact-finding. If there is no mutual agreement, the parties shall select a fact-finder within five (5) calendar days of receipt of a list from the State Mediation and Conciliation service. Each party shall alternately strike a name from the list. The one name remaining shall be the fact finder selected. The fact finding hearing will occur within thirty (30) calendar days of the date the fact finder is notified of his/her selection;
- e. The fact finding hearing may also be pre-scheduled without prejudice to the parties at any time from receipt of notice of intent to bargain if the parties mutually agree, a bench decision may be requested from the fact finder.
- f. The District agrees to delay implementation until the bargaining process set forth in 2., a.-e. is completed. The Association waives its right to strike during the term of the agreement.
- g. The parties mutually agree that the process described above shall be used instead of the process found in ORS 243.698. Further, the parties agree that ORS 243.722 has no bearing on the fact-finding process described herein.

Article 2 - District Rights

The parties agree that the District retains all the customary, usual and exclusive rights, decision making prerogatives function, and authority connected with or any incident to, its responsibility to manage the affairs of the District, or in any part of it, consistent with statutory provisions except as modified by this agreement.

Article 3 - Grievance Procedure

A. Purpose:

The purpose of this procedure is to resolve grievances at the lowest possible level using a problem solving process. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

B. Definitions:

1. A grievance is defined as a difference of opinion regarding the meaning, interpretation or implementation of this Agreement.
2. For the purposes of this Agreement, Grievance is defined as an employee, group of employees or the Association who initiate(s) a grievance. It is expressly understood that the Association, for purposes of this Article, shall mean only the Oakridge Teachers Association and that grievances may not be initiated by the Council (LUBC) nor its consultant acting on behalf of the Council.
3. "Days" are defined as days the district office is open. "Work days" are defined as normal contractual days for members of the bargaining unit.
4. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and to have the grievance adjusted without intervention by the Association, provided that the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure:

1. Time Limits: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. Pursuant to ORS 342.895 (5), a moratorium shall be placed on grievances time lines while an employee is on a program of assistance for grievances related to evaluation procedures or the program of assistance.
 - a. When an event occurs (as prescribed by statute) that causes the moratorium to be lifted, the District will notify the employee and the Association.
 - b. The employee/Association will, then, have thirty (30) workdays from the time of said notice to file grievances, which were subject to the moratorium.
3. Written grievances shall:
 - a. Be signed by the Grievant or an Officer of the Association (OTA) and shall identify any and all known Grievants or members of the group, if a group grievance.

- b. Contain a written synopsis of the specific facts giving rise to the grievance;
- c. Cite the Article, section or subsections of the Agreement alleged to have been misinterpreted, misapplied or violated;
- d. Contain the date of the alleged misinterpretation, misapplication or violation;
- e. Specify the relief sought.
- f. Be contained in a file separate from employee's permanent file.

4. Level One: Principal or Immediate Supervisor:

The Grievant shall first discuss the grievance with his/her principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

If the Grievant is not satisfied with the results of the informal discussion, the grievance may be reduced to writing and submitted formally to the immediate supervisor. If the formal written grievance is not submitted within forty (40) work days of the informal grievance discussion, the grievance shall be considered resolved. Such resolution will not set precedence for denial of future grievances.

The supervisor will reply in writing to the employee, with a copy to the Association, within five days after receipt of the written grievance.

5. Level Two (Superintendent):

a. If the Grievant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) work days after the decision at Level One, or ten (10) work days after the grievance was presented, whichever is sooner, the Grievant may request in writing, that the Association appeal to the superintendent. Within five (5) work days after receiving the written grievance, as defined in item 3 of this article, the Association may refer the grievance to the superintendent of schools.

b. Within ten (10) work days after receipt of the written grievance by the superintendent, the superintendent will meet with the Grievant and/or a representative of the Association in an effort to resolve the grievance. The superintendent will give a written response to the employee, with a copy to the Association, no later than five (5) work days after the aforementioned meeting.

6. Level Three (Contract Grievances – Arbitration)

Grievances not settled in Level Two of the grievance procedures may be appealed by either party to this Agreement to arbitration, provided that written notice of a request for arbitration is made within ten (10) school days of receipt of the report of the superintendent in Step 5 (Level Two).

- a. When a timely request has been made for arbitration, the parties within ten (10) work days of the appeal, shall jointly request the Employment Relations Board (ERB) to submit a list of arbitrators. As soon as the list has been received, the parties or their designated representatives shall select an arbitrator by mutual agreement using the strike out method as specified under the rules of the American Arbitration Association (AAA).
- b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold a hearing promptly and shall issue his/her decision not less than thirty (30) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date of final statements and proof on the issues have been submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of the fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make a decision which requires the commission of an act prohibited by law or which is violative of the terms of this collective bargaining agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
- c. The Board and the Association will share equally any joint costs of the arbitrator and the cost of the hearing room. If the making of a transcript by a competent reporter is requested, the cost shall be borne by the party making the request unless such request is mutual. Each party shall pay for their costs incurred in presenting its case.
- d. Non-Reprisal: No reprisal of any kind shall be taken by the District or any member of the Administration against any participant in any grievance by reason of such participation.

Article 4 - Association Rights

A. Association Communications/Facility Use:

1. The Association may use schoolrooms and other meeting rooms for Association meetings after regular building hours on the same conditions as civic groups.
2. The Association may post Association materials on bulletin boards located in faculty rooms.
3. The Association may use employee mailboxes for communications and may use District equipment and copiers, etc., on the same basis as employees, except that the Association will pay the cost of production.

B. Association Leave:

1. The Association shall be authorized up to five (5) days of paid leave per year for use by the Association for bargaining, grievance processes and/or the general duties of the Association in its role as exclusive representative and the Association will reimburse the District for the cost of the substitute, if one is used.
2. OEA Delegate Leave: The Board grants release time without pay for one (1) representative to attend the OEA Representative Assembly for one (1) day and will give time without pay for attendance to other activities suggested by the Association which are approved by the superintendent.
3. OEA Officer Leave: An unpaid leave of absence of up to two (2) years may be granted to any employee, upon application, for the purpose of serving as an officer of the Oregon Education Association or on its staff. Upon return from such leave, the employee shall be placed at the same position on the salary schedule, as he/she was when the leave was granted.

- C. The Association shall have the right, upon request, to any and all information necessary to perform its duties as the exclusive representative as designated in PECBA. The Association President shall receive the monthly information packets presented to the members of the District Board of Directors (except certain information which may be exempted under ORS 192) at the same time as such information is made available to the Board.

Article 5 - Employee Rights

A. Personal and Academic Freedom:

1. Personal Life - The personal life of an employee is not an appropriate concern for attention of the Board unless there are laws being broken or substantiated allegations of gross neglect or misconduct that interferes with his/her performance or duties of their teaching job.
2. Citizenship - Employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or lack thereof shall be grounds for discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any local, state or federal laws.
3. Academic - The Board and the Association agree that academic freedom is essential to the fulfillment or the purpose of the District and acknowledge the fundamental need to protect employees from censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.
4. The District will not discriminate against employees on basis of race, creed, color, religion, national origin, union activity, gender, age, domicile, marital status, political beliefs, disability, weight, sexual orientation, or ethnic background. This commitment shall apply to all members of the bargaining unit.
5. Personal Opinion - In performing their teaching function, unit members shall be guaranteed freedom in expressing their personal opinions on all matters relevant to the course content. However, when they do so, they shall indicate they are speaking personally and not on behalf of the school, its administration or the District.

B. Employee Discipline (Just Cause):

1. Definition - Discipline shall be defined as an act of the employer, against an employee, which may have an adverse effect on the continuation of employment of an employee. Administrative actions intended as disciplinary shall be clearly identified as "written reprimand," "suspension," "demotion," "non-extension," or "dismissal."
2. An employee shall not be disciplined without just cause. The specific reasons forming the basis for the discipline shall be made available to the employee, on request.
3. Specifically excluded from the just cause provision are extended duty co-curricular duties, the substance of evaluations and supporting documentation, and probationary non-renewal.
4. No contract employee shall be dismissed; non-extended; or non-renewed, except for grounds enumerated in ORS 342.865.

No employee may be dismissed, laid off, non-contract extended or non-renewed based upon the employee's salary placement or other compensation.

5. A contract employee who is dismissed or non-extended shall have the option of challenging the District's actions under ORS 342.805 to 342.930 or through a just cause grievance, using the process of Article 3 of this agreement. If the employee chooses the grievance option, the parties agree to waive the rights, limitations, and procedures under ORS 342.805 to 342.930. If the employee chooses the statutory option, the selection of a hearing officer or arbitrator will be as follows: A hearing officer will be selected from the OSBA/OEA list, using an alternate striking process.
6. When processing a dismissal; non-extension; or non-renewal, the following time lines will apply:
 - a. If the District decides not to renew a probationary contract for the subsequent school year, written notice must be given to the employee no later than March 15.
 - b. In the case of a contract non-extension, initial notice of potential non-extension must be given to the employee no later than March 15 of the first year of his/her two (2) year contract. Final notice of non-extension must be given to the employee no later than March 15 of the second year of his/her two (2) year contract, to be effective at the end (June 30) of the two (2) year contract.
 - c. An employee's appeal of a non-extension or non-renewal must be sent by certified mail, within fifteen (15) work days after receipt of notice of the School Board's decision. Ten (10) work days shall be allowed for appeal of a dismissal.
 - d. Within five (5) work days after receipt of the notice of appeal of dismissal; contract non-extension; or non-renewal, the District will provide the statutory grounds for the employment termination, a statement of facts in support, and a list of witnesses and documents to be relied upon at the hearing.

C. Representation Rights:

1. An employee shall be entitled to have present a representative of the Association during any meeting. Further, in the event of such a meeting, the employee shall be advised of the meeting and the right to representation, under this provision of the agreement, prior to the meeting taking place. When an employee determines there is a need to request association representation during a meeting with an administrator the employee may stop a meeting in order to request representation.
 - (a) When a request for such representation is made, no action shall be taken with respect to the employee, until such representative of the Association is present, except that this request for a representative shall not unduly delay the meeting more than one (1) work day.
 - (b) In an emergency situation, when the District believes it to be in the best interest of the District, the students, and/or the employee to remove the employee from the District premises immediately, the District may place the employee on administrative leave during the course of any investigation with pay.

D. Facilities, Equipment, and Safety:

1. The District acknowledges that employees are entitled to a safe working environment. The District shall establish and administer a safety committee in accordance with rules adopted pursuant to ORS 654.182.

2. Employees should notify the employer of any violation of law, regulation or standard pertaining to safety and health in the workplace when the violation becomes known to the employee.
 3. Upon notification of an alleged violation, the District shall conduct an inspection or investigation of the unsafe or unhealthy condition.
 4. If the District discovers an unsafe working condition it shall take action to correct the condition in a reasonable period of time. The District shall notify, in writing, the employee who filed the complaint of the action taken.
 5. Employees have an obligation to comply with requests that the District makes to help maintain a safe working environment.
 6. Employees have an obligation to conduct themselves in a safe manner.
- E. Organizing: Employees shall have the right to organize, join and assist the Association to participate in professional negotiations with the Board through representatives of their own choosing.
- F. Conformance with Law: Nothing contained herein shall be construed to deny any employee his/her rights under the constitutions and laws of the United States and the state of Oregon, or under other applicable laws and regulations.

Article 6 – Personnel Files

- A. The District shall maintain personnel files for each certified employee. This file shall contain materials relevant to the employee's employment and shall be the sole repository of such material use, except that an employee's immediate supervisor may maintain a building or working file. The contents of this working file shall be available to the immediate supervisor, the employee, or the employee's designee.
- B. All employee personnel records shall be considered confidential and access to those records shall be permitted only to:
1. Administrators and Confidential employees who have a legitimate work-related need for information in the personnel file in order to perform administrative functions.
 2. The employee who is the subject of the personnel file; and
 3. Those individuals or organizations to whom the employee specifically authorizes in writing the release of such records.
- C. Administrative working files and investigatory files regarding allegations of misconduct are considered personnel files for purposes of the confidentiality provisions of this agreement.

- D. Employees will have the right, upon written request, to review the contents of their personnel files and to receive a copy of any documents contained therein.
- E. An employee may have a representative of the Association present with him/her to review his/her personnel files.
- F. No material related to an employee's evaluation, or which is derogatory to an employee, will be placed in his/her file, unless he/she has had the opportunity to review the materials and has had the opportunity to affix his/her signature to the copy to be filed, with such an understanding that his/her signature to the copy does not indicate agreement. An employee then, shall have the opportunity to submit a written response to said material and the right to have that written response to said material included in his/her personnel file.
- G. Evidence not previously recorded in an employee's file prior to the notification of demotion, discipline, or other involuntary change in the employment status shall not be used by the Board as a basis for its action.
- H. All incidents resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. A teacher shall have the right to attach the teacher's response, or other relevant documents, to any document included. Employees shall retain the right to have items removed that were inappropriately placed in the personnel file.

Article 7 - Complaint Procedures

- A. Definition: A complaint is a negative remark or criticism made against an employee. It is the intent of this Agreement to provide a Complaint Procedure, which will handle such complaints.
- B. Complaint:
 - 1. The supervisor will make every reasonable attempt to resolve the complaint to the satisfaction of all parties at the lowest possible level.
 - 2. A complainant who is not willing to meet with the employee in the presence of the supervisor shall be required to place the complaint in writing. The District shall then investigate the matter.
 - 3. With all written complaints, the supervisor will make every reasonable attempt to bring all parties together and encourage a collaborative problem solving approach to resolving the complaint prior to discipline being imposed.

4. The employee has the right to Association representation at all levels.
5. It is not the intent of this section to restrict the right of the District to investigate serious complaints, whether written or verbal by an identified source. The District shall notify staff members as soon as possible of any and all credible complaints about them including the name of the complainant.
6. The employee will be given an opportunity to respond to and/or rebut such complaint. Any complaint which, if true, might result in a criminal action against the employee shall not be subject to the above provision.
7. The supervisor will attempt to resolve the complaint to the satisfaction of all parties. If the bargaining unit member is dissatisfied with the resolution, he/she may appeal to the superintendent or, if still dissatisfied, to the Board level.
8. Only complaints which are signed by complainant and which are determined to be valid and are used to document the necessity for discipline of a bargaining unit member shall be placed in his/her personnel file. An employee shall have the right to attach the employee's response, or any other relevant documents, to any document included under this subsection. The Board shall adopt a discipline policy for students submitting false complaints.
9. Any complaint which the administrator chooses not to discuss with the employee or which is not discussed within ten work (10) days shall not be considered in the employee's evaluation and shall not be used against the employee in any subsequent action by the District.

Article 8 - Assignments/Vacancies/Transfers

- A. Grade, subject and activity assignments shall be made by the District, taking into consideration, so far as practical, the employee's professional training, experience, specific achievements and service to the District. Employees shall be given advance notice, in writing, of any change in such assignments except in cases of emergency.
- B. When making transfers, the District, where practical, shall take the training, experience, specific achievements, service to the District, wishes and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interests of the school system and the students are of primary importance. Employees desiring a transfer will be considered before positions are posted for outside applicants. Decisions to deny transfers shall not be arbitrary or capricious.

- C. An employee desiring a transfer to another grade, subject and/or activity assignment shall make a written request to his or her immediate supervisor. Applications for transfer must be renewed annually in order to remain valid.
- D. All vacancies will be posted in each school building and emailed to all employees four (4) work days prior to any outside advertising of positions. Additionally, during the summer, vacancy notices will be sent to the Association President. If no employee of the Association is certified to fill the vacancy, or the District has contacted those with the correct certification and they have no interest then the Association President may waive the four day period so the District may post outside the District right away.
- E. Involuntary Transfer:
 - 1. When an involuntary transfer is being considered, the immediate supervisor shall schedule a meeting with the employee to discuss the transfer and the reasons for the transfer. The employee shall have an opportunity to share his/her viewpoint on the transfer and wishes regarding a new assignment. The immediate supervisor will give reasonable consideration to the employee's viewpoint prior to making a recommendation to the superintendent concerning the involuntary transfer. The employee may include a written statement to the superintendent. The superintendent will give reasonable consideration to both the supervisor's recommendation and the employee's statement prior to making a final decision.
 - 2. Final written notice of an involuntary transfer will be given to the affected employees as soon as a decision is made.
 - 3. Employees being involuntarily transferred will be informed of any vacancies known at the time the transfer decision is being made. The employee will be able to indicate a preference of assignment, although the final decision rests with the district.
 - 4. Employees being involuntarily transferred from their currently assigned building, grade or area of assignment will be given two (2) day's pay to make the transfer, with the second day's pay being equal to the daily substitute salary rate. Transfer activities may occur on a limited basis during student contact time. The employee may elect to use inservice time, if available due to scheduling of the transfer, at no additional compensation. Inservice time for transfer activities shall be scheduled mutually with the building administrator. The District shall provide the appropriate assistance to employees being transferred.

Article 9 – Employee Evaluation

- A. The purpose of evaluation is improvement of instruction; encouraging professional growth; improving communication between employees and their immediate supervisor; and, when necessary, identifying and assisting employee to improve/correct areas of unsatisfactory performance.
1. The District will comply with ORS 342.850 and school policy as described in the Teacher Evaluation Handbook.
 2. All probationary teachers will be evaluated at least once annually. All contracted teachers will be evaluated at least once every other year as described in the Teacher Evaluation Handbook timelines. Additional evaluations may be conducted if deemed necessary by the administration. Teachers in the odd numbered grades will normally be evaluated on odd numbered years and even numbered grades will be evaluated on even years. When a teacher does both odd and even grade levels, they will be notified by the administration as to which year they will be evaluated.
 3. All formal observations of work performance of an employee will be conducted openly and with the knowledge of the employee. Formal observations require at least one (1) day's advance notice. Informal observations or drop in visitations are appropriate for data collection and may be used in the evaluation process.
 4. Each evaluation cycle and timelines will be followed as described in the Teacher Evaluation Handbook;
- B. Program of Assistance for Improvement:
1. Where significant deficiencies are identified and documented, an employee may be placed on a Program of Assistance for Improvement, except that:
 - a. An employee will not be placed on a Program of Assistance for Improvement based on alleged failure to meet a standard of performance or comply with a rule, unless the District gives the employee prior written notice of the standard or rule and the opportunity to comply prior to being placed on a Program of Assistance for Improvement.
 - b. An employee will not be placed on a Program of Assistance for Improvement for any alleged deficiency stated in ORS 342.865 (1)(a), (d), (g), or (h), without prior observation; evaluation; and written notice of alleged deficiency.
 - c. An employee shall be entitled to a Program of Assistance for Improvement, if the District does not extend an employee's contract by March 15 of the first year of his/her contract.
 2. An employee who is to be placed on a Program of Assistance for Improvement will be notified, in writing, in advance, with a copy to the Association. The employee will meet with the administrator(s) responsible for administrating the program, for the purpose of jointly developing and discussing the program; asking questions; and seeking clarification of its requirements. The employee is entitled to Association representation in this meeting, or any other meeting with administrators regarding the program.

3. "Program of Assistance for Improvement" means a written plan for an employee with reasonable specificity:
 - a. helps employees adapt and improve to meet the changing demands of the Oregon Educational Act for the 21st Century on ORS Chapter 3 29, if applicable;
 - b. identifies specific deficiencies in the contract employee's conduct or performance, including the incidents upon which the alleged deficiencies are based;
 - c. sets forth specific expectations and corrective steps the contract employee may pursue to overcome or correct the deficiencies;
 - d. sets forth specific assistance to be provided by the District, including adequate additional preparation time necessary to comply with the plan;
 - e. sets forth a time line for improvement which shall not be less than conferences, with written progress reports; and
 - f. establishes the assessment techniques by which the District will measure and determine whether the employee has substantially corrected the deficiencies to meet District standards.
4. Programs of Assistance for Improvement shall not be placed in the official personnel file unless the improvement of the program of assistance is evaluated by the administrator to be unsatisfactory by the identified completion date. If the program of assistance is extended and completed satisfactorily, then the program of assistance is removed from the official personnel file.
5. The District may place an employee on a Program of Assistance for Improvement if instruction and/or improving/correcting areas of unsatisfactory performance are observed, documented, and discussed with the employee.

C. Peer Assistance:

1. The District may offer assistance to any employee it determines to have a performance deficiency. The District may, also, offer peer assistance under any other circumstances it deems appropriate.
2. The employee who will receive the peer assistance, the Association, and the administration shall jointly select the person(s) who will provide the assistance.
3. Participation in peer assistance is voluntary. Both the employee offered assistance and the person asked to provide assistance may refuse to participate, with no adverse consequences or penalty.
4. Participation in peer assistance will not increase the workload of the participating employees unless mutually approved by the participants in the Peer Assistance. The District will provide release time for both employees and other resources to be used for purposes related to peer assistance.
5. An employee shall not be made to testify or provide documents that could be used against another employee regarding the substance of evaluation.

Article 10 - Layoff/Recall

A. Layoff:

1. Reduction in staff may result from the District's inability to provide funds to continue its educational programs at its anticipated levels, or as a result of the elimination of classes due to decreased student enrollment, or as a result of a reduction of courses due to administrative decision.
2. When bargaining unit positions must be eliminated (pursuant to Section A.1, above), the Association and any employee involved shall be given written notice ninety (90) days prior to the effective date of layoff.
3. When conducting a layoff, the District shall utilize the following in determining employees to be retained.
 - a. Licensure.
 - b. Seniority - Defined as the employee's total length of continuous service in the District in a licensed, bargaining unit position. Seniority will be computed and will accrue based on the first day of actual service with the School District. Ties shall be broken by drawing lots. Seniority shall continue to accrue during leaves and authorized leaves of absence shall not be considered to "break" continuity of employment.
 - c. Competence - Defined as demonstrated ability to teach at the elementary or secondary level. Successful evaluations shall be evidence of demonstrated ability. A successful evaluation is one which does not result in a failed program of assistance or termination.
4. An employee with more seniority, whose position is being eliminated, shall have the right to displace another employee with less seniority whose assignment he/she is licensed and competent to perform.
5. If the District desires to retain an employee with less seniority than an employee to be laid off, the District must prove that the employee to be retained has more competence than the more senior employee.
6. No teaching 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 employee to be laid off, or if there is a licensed and qualified employee on the recall list who would otherwise be entitled to be recalled to that position.

B. Recall.

The District will recall employees in inverse order of their release, with consideration being given to the same criteria as set forth in the foregoing reduction provisions.

1. The right to be recalled shall continue for twenty-seven (27) months following the employee's last District duty day, unless the employee has resigned in writing.

2. Notice of recall may be done in person, by phone, or email during the first week of recall. If no contact is made or the District has not received a response in person, on the phone, or by email within the first week, then a notice of recall shall be sent via certified mail to the last address given to the District Office by the employee. An employee shall have thirty (30) calendar days from the date the notice of recall was sent by certified mail to notify the District of intent to return. Failure to notify the District of intent to return to work within these time limits shall be considered the resignation of the said employee. He or she must thereafter report on the starting date specified by the District or lose all recall rights providing that this shall not be less than twenty-five (25) calendar days from the date the notice of recall was received. In the event a laid off employee is recalled when he/she is employed by another District, he/she shall have eighty (80) days to return to work.
3. All benefits to which an employee was entitled at the time of reduction, including unused, accumulated sick leave will be restored to the employee upon the employee's return to active employment. Sick leave used and accrued while in the employment of another school district will be adjusted accordingly. The employee will be placed on the next step of the Salary Schedule from their last year of employment with the District, and any additional steps earned for being employed in another school district.
4. Employees covered by this Article will be given consideration for substitution; such will not effect the employee recall rights.

C. Appeal Procedure:

Any "appeal" of the Board's decision on layoff or recall, pursuant to this Article, shall be by means of expedited arbitration, as follows:

1. The Association shall have ten (10) work days from the time the employee received written notice of layoff to request expedited arbitration. This request shall be in writing and given to the superintendent.
2. The Association and the District shall then have ten (10) work days to select an arbitrator. Failing to do so, the Association and the District shall request that ERB appoint an arbitrator who can hear the case within one (1) calendar month.
3. The decision of the Arbitrator shall be final and binding upon all interested parties, as long as the Arbitrator's decision is within his/her jurisdiction. The Arbitrator is authorized to reverse the layoff or recall decision made by the District, if the District:
 - a. exceeded its jurisdiction;
 - b. failed to follow the procedure applicable to the matter before it;
 - c. made a finding or order not supported by substantial evidence in the whole record; or
 - d. improperly construed the applicable law.

Article 11 – Calendar/Workday

- A. It is recognized that the Board has the responsibility to set the annual school calendar. Prior to adoption of the calendar, a proposed calendar will be referred to the Association for review and recommendation. The Board will seek input from the Association prior to implementing a year-round school calendar.
- B. The school calendar to be approved by the Board shall be for 174 contract days. The calendar shall not exceed a total of one hundred fifty (150) instructional days: four (4) of which will be a curriculum days; three (3) days, which will be teacher work days; three (3) inservice days, plus one-half day inservice the first student contact day of the school year and one-half day inservice the last student contact day of the school year; four (4) grading days and six (6) paid holidays, one (1) flex day.
1. The paid holidays will be Labor Day, Veterans' Day, Thanksgiving Day, New Year's Day, Presidents' Day and Memorial Day.
 2. Unpaid days during the school year shall include the October statewide inservice day, the day after Thanksgiving, the vacation days during the December holiday period, Martin Luther King JR's Birthday and the week of spring vacation.
 3. End-of-term Workdays: Employees shall be allowed one (1) full day for grading and conference preparation the last day of each term during the school year. The grading days will be equivalent to a total of four (4) employee grading days.
 4. The first and last student contact days shall be one-half (1/2) day student instruction and one-half (1/2) day teacher in-service.
- C. Definitions
1. In-service Days: These are to be used by the teachers and the administration to prepare for the beginning and ending of the school year. Teachers will have the first 1.5 hours of the three In-service days to work in their class rooms. On the Work Day the District will have 1.5 hours of time which they choose for District led activities or meetings.
 2. Work Days: These are to be used for the teachers to do paper work in their classrooms. These are teacher directed days unless other arrangements are agreed upon between the administration and a majority of the teachers at a school site.
 3. Grading Days: These are to be used for the purpose of doing grade reports at the end of each term.
 4. Flex Day: This day is a workday to be done in addition to the 173 work-days in the school calendar (not excluding holidays) within the contract year no earlier than two (2) weeks before teachers are expected to report to the district for the start of the school year and no later than June 30. Each teacher must submit to the District Office a Flex Day Work Form at least one day before they are to work Flex Day hours.

If for some reason a teacher is unable to work on the day they have submitted they are required to contact the District Office no later than the morning they had selected to work, leaving a message if necessary. They then will be required to submit a new form for a new day.

If a teacher fails to submit their form and work their Flex Day they will be required to pay the district back the cost of the day in full that the district has incurred.

The Flex Day hours may be done one of three ways:

- a. During regular work hours as per the contract;
- b. In an eight hour block within the hours of the employee's choosing;
- c. In two four hour blocks within the hours of the employee's choosing (this may be done on two separate days. A Flex Day form will be required for each four hour block of time).

Article 12 – Working Conditions

- A. The instructional day for employees shall be eight (8) hours a day (usually 7:30 am to 4:00 p.m.) per day. The Board shall determine the starting and dismissal times, which may vary from school to school.
- B. In addition to regular building hours, the following shall apply:
 1. It is agreed that adequate preparation for instruction, student and parent consultations, co-curricular functions and other activities related to instruction are an integral part of an employee's contractual duties.
 2. Administrators will limit meetings outside the normal work day to once a month for no longer than 30 minutes beyond the normal work-day. Meetings will be set no closer than four (4) work days before the meeting is to take place so all staff can adjust plans allowing them to attend.
- C. Prep Time:
 1. Preparation time shall be free from regularly scheduled duties. Generally, preparation time is employee-directed time to prepare for instruction except in an emergency when the principal determines overriding considerations require the employee to use this time for other school-related activities.
 2. Preparation time during student contact hours shall be:
 - a. Oakridge Elementary School employees shall have a minimum of thirty- five (35) minutes during student contact hours and twenty (20) continuous minutes immediately following the departure of students, unless otherwise mutually agreed by the administrator and the teacher.
 - b. Oakridge Junior High School and High School employees shall have a minimum of fifty-five (55) minutes per day during student contact hours.
 3. Preparation time shall generally be used for professional business or classroom planning and preparation. Principal approval is required before leaving the building during a preparation period.

4. If the District implements a rotating seven instructional period class schedule for Oakridge High School and Oakridge Junior High it will require six class period per school day, and will also include a rotating preparation period for each certified teacher. Once every seven school days each certified staff member will operate without a preparation period. The rotating schedule at both schools will also include extended preparation periods ranging from 57 minutes to 74 minutes.

D. When substitutes are unavailable, employees may be requested to change schedules and/or substitute for an absent employee. An employee using his/her preparation period to substitute will be reimbursed at the rate of twenty dollars (\$20) per hour (rounded up to the nearest quarter hour) or comp time will be available within twenty (20) working days. This time cannot be accrued.

E. Job Sharing

1. General Provisions.

In situations where it is mutually advantageous to the District and teachers and it is beneficial for students, a job sharing arrangement may be implemented which provides that two teachers may accept responsibilities for one full-time teaching assignment.

2. Requirements

- a. Only two licensed employees may share one full-time position. No teacher in a job share arrangement shall be assigned duties comprising less than one-half of a full-time equivalent position unless approved by the superintendent.
- b. At least one of the licensed employees must have had at least three or more years of successful full-time teaching in the Oakridge School District. An applicant for a job sharing position who is not a current licensed employee of the District will be considered only if the applicant has earned the approval of the supervising principal and the superintendent.
- c. A written plan must be submitted to the principal by the certificated employee(s) desiring to job share. The plan must meet the needs of students within the school's educational program and must be approved by both the principal and the superintendent. If two licensed employees from two different schools propose a plan to job share at one of the schools, approval must be obtained from the school where the job will take place and from the other principal.
- d. Time scheduling may vary as determined by the principal, with approval of the superintendent.

3. Responsibilities

Job sharing employees shall be subject to the same district policies, procedures, and assignments as any other licensed employee. They shall attend faculty meetings, parent/teacher conferences and other meetings required by the principal without additional compensation.

4. Absences

- a. Whenever a job sharing teacher is absent from work, the school may assign a substitute teacher or may allow the other job sharing teacher to substitute for the absent teacher.
- b. In the event that one job-sharing employee terminates during the school year, the other job-sharing employee shall assume the full job responsibility until a replacement can be hired. The District will make every reasonable effort to fill the vacant position in a timely manner. When this occurs, the "covering" employee shall receive the appropriate full-time contract pay rate during the interim.

5. Contract

- a. A full-time equivalent position shared by two employees shall not obligate the District for greater salary and District fringe benefit costs than would be the case if the position were filled by one full-time employee
- b. Job sharing employees will be eligible for one standard salary step increase for every two-contract years of service.
- c. All job sharing is approved for a single contract year. Each employee wishing to continue a job sharing arrangement from one school year to the next must submit a letter of application for re-employment as a half-time licensed employee in a job sharing assignment. The letter of application must be submitted to the approval of the principal before March 1 of the preceding school year. No job-sharing participant shall have an expectation of continued employment in a job sharing assignment in a succeeding contract year.
- d. Licensed employees who have participated in job sharing may, at the District's discretion, be offered a full-time position in a subsequent school year. If a licensed employee was employed full-time by the Oakridge School District prior to entering into a job sharing assignment, and if that employee notifies the District in writing by March 1, that person shall have the right to continued employment as a full-time employee should openings become available for which he or she qualifies.
- e. When involuntary transfers or reductions in force are deemed necessary by the district administration, job-sharing employees shall not be exempt. However, job sharing employees identified for involuntary transfer who were not employed full-time by the Oakridge School District prior to their job sharing assignment shall only have the right to transfer to another regular, half-time teaching position, pending the availability of such position.
- f. Leaves, holidays and sick leave days will be divided proportionately.

F. Teacher Supply Budget

1. Each teacher will be given a classroom budget of \$150 to use for supplies for projects/art and other types of activities. This supply budget will not be subject to District freezes.

G. Weather/Power/Heat Related School Delayed Starts and Closures

1. Any day that the District is closed due to weather related circumstances that will not allow for the students to attend for the day or that creates a late start to the school day the Oakridge Teachers Association members will also be released for the day or the delay, knowing that it is the District's right to have the teachers make up the time lost due to the closure. It is understood that each teacher will be accountable to make up any lost time for a delayed start either before or after school within ten work days.
2. On any day in which the Oakridge School District is closed due to a lack of power which will not allow the buildings to be heated, or that creates a delayed start, the members of the Oakridge Teachers Association would also be released from work for the day knowing that it is the District's right to have the teachers make up the time due to closures. It is understood that each teacher is accountable to make up any lost time either before or after school within the ten work days.
 - a. First school full-day closure: no teacher makeup.
 - b. Second full-day closure: Half day teacher directed work day and half day Inservice/Curriculum District directed make-up day. Teachers who have previously scheduled and documented other personal activities for the day chosen by the District as the make-up day may use Flex Day protocol for makeup.
 - c. Third full-day closure (and any additional full-day closures): Students and teachers makeup.
3. If a personal or sick day has been requested it will not be charged as such if a closure due to inclement weather is called.

Article 13 – Committees/Professional Development/Curriculum

A. Review Committee:

1. The parties agree to establish and maintain a committee to review problems identified by an employee relating to class size, class makeup or workload.
2. The Review Committee shall be composed of the superintendent or his/her designee, the building principal, the employee involved and another employee or Association representative selected by the employee requesting the review.
3. The committee shall be convened within ten (10) days from its receipt of such request.
4. A report concerning the findings of the committee shall be filed within thirty (30) work days with the Board.
5. The Board shall consider the report at its next meeting following receipt of the report.
6. The Board shall notify the employee, in writing, concerning any action on the recommendation within five (5) work days of such action.
7. The decision of the Board will be final and binding on the parties. Only the procedural aspects of this Article may be subject to the grievance procedure.

B. Site Committees:

1. Site committees may not take any action which would violate any portion of the collective bargaining Agreement or District policies, procedures or regulations except where a specific written waiver has been agreed upon between the District and the Association. The duties of the school site committee shall be those prescribed by ORS 329.704.
2. Composition of this committee shall be as follows:
 - a. Not more than half of the members shall be teachers;
 - b. Not more than half of the members shall be parents of students attending that school;
 - c. At least one member shall be a classified employee; and
 - d. One member shall be the principal of the building or the principal's designee
 - e. Other members may be as the school district shall designate, including but not limited to local school committee members, business leaders, students, and members of the community at large.
 - f. Selection process shall be by the peers of the parents, employees, and classified employees.
 - g. The committee may select other representatives.
3. The chair of the school site committee may be asked to serve on the district site committee to assist in the coordination of district-wide programs and the administration of grants.
4. Participation shall be voluntary.
5. Site committee work will generally be scheduled within the regular workday unless members agree to other arrangements.
6. The participation or non-participation of members on a site committee shall not be considered for an unfavorable evaluation of member performance. No member shall be subjected to discipline or dismissal as a result of participation or non-participation on a site committee.

C. Professional Development:

1. Site committee will serve to recommend programs for curriculum and professional development days.
2. Curriculum committee shall provide input concerning curriculum and professional development activities.
3. The District agrees to provide a minimum of 3 curriculum days each school year.

Article 14 – Compensation

- A. 2017-2018 : The 2017-2018 salary schedule is for a 174 day contract work period and is increased by two percent (2%) cost of living increase over the ending schedule from the previous year.
- B. 2018-2019: The 2018-2019 salary schedule is for a 174 day contract work period and is increased by two percent (2%) cost of living increase over the ending schedule from the previous year.
- C. 2019-2020: The 2019-2020 salary schedule is for a 174 day contract work period and is increased by two percent (3%) cost of living increase over the ending schedule from the previous year.
- D. During the term of this contract a longevity stipend shall be paid each year to qualified employees. In order to qualify for the longevity step an employee must have completed 15 years service to the District. The number of years shall be cumulative and ½ time or more experience during regular duty hours for ½ year or more during the employee contract year shall be considered a full year of experience. An employee may take up to two (2) years unpaid leave of absence without being considered a break in service. The years of service during unpaid leave would not accrue towards longevity.

The amount of the stipend is as follows, and will remain the same for the duration of this current contract:

BA	\$ 1500
BA + 15	\$ 1500
BA + 30	\$ 1500
BA + 45	\$ 1500
BA+60 / MA	\$ 1500
MA+15/BA+75	\$ 1500
MA+30/BA+90	\$ 1500
MA+45/BA+105	\$ 1500

- E. An adjustment in placement on the salary schedule shall be effective for the current school year so long as the employee notifies the Superintendent in writing prior to September 15, with proper verification of having successfully completed the additional course work. All credits for advancement to a higher educational level submitted after September 15, shall be effective the next school year.
- F. Compensation for long-term, extra-duty assignments is established in Appendix II and is by this reference incorporated herein. Compensation for remaining years of this agreement will be increased by an amount equal to the percentage applied to the base of the salary schedule.
- G. Compensation schedules for short-term, extra duty assignments are attached as Appendix III and are by this reference incorporated herein. Compensation for short-term, extra-duty assignments for the remaining years of this agreement will be increased by an amount equal to the percentage applied to the base salary schedule.
- H. In the event of a situation beyond the control of the Board which requires the closing of one or more or all of the schools, the school year may be extended to compensate for the number of instructional days lost in such school or schools, at the discretion of District, with no additional pay in excess of the employee yearly contracted salary. Based on a 174 day work year.

- I. Extra-duty assignments shall be considered supplementary to an employee's basic contract and compensation. The rates of pay set forth in Appendixes II and III shall be the only terms and conditions of this Agreement which are applicable to extra-duty, which is otherwise expressly excluded from this agreement.
- J. Extra-duty contracts are one (1) year contracts that are separate from regular teaching contract issued by the District prior to the start of the activity each year. In order to terminate an extra-duty contract (short or long term) the District must notify the employee on or before June 15, of the year before the contract is terminated. Extra-duty positions will be evaluated annually. If the employee is unable to perform his/her duties due to illness, accident, etc., they shall not receive extra-duty compensation.
- K. Committee work outside the regular contract day approved by the District shall be compensated through time made available as "trade release time" and used within 20 working days. This time cannot be accrued.
- L. Employees required in the course of their work to drive personal automobiles from one school building to another will receive a car allowance at the same rate as allowed by federal guidelines. The same allowance shall be given for use of personal cars for field trips or other District business, if approved by the superintendent.
- M. October Statewide In-service:
 - 1. Employees submitting vouchers will be reimbursed the actual cost of registration and mileage according to Section K of this Article.
 - 2. Limit: Only one (1) mileage reimbursement shall be paid to groups of four (4) or fewer employees attending the same session.

N. PERS OPSRP

Employer Pick-Up of Employee Contributions to the Public Employees Retirement System (PERS):

For the term of this Agreement, the District shall "pick up", assume and pay a six percent (6%) average employee contribution to the Public Employees Retirement Fund for the employee members then participating in the Public Employees Retirement System. Such pick-up or payment of employee member monthly contributions to the system shall continue for the life of this Agreement.

O. Placement of Employees on Salary Schedule:

To determine placement of an employee on a salary schedule column, the following policy shall apply:

- 1. "Quarter hours" shall be used to determine salary scale placements. Transcripts consisting of semester hours shall be converted to quarter hours using Appendix 4.
- 2. Audit courses do not count toward placement on the salary schedule.

3. Teachers will not be moved to a lower salary as the result of acquiring an additional degree.
4. Bachelor's Degree is the initial column on the salary schedule.
5. Master's Degree is the second educational degree recognized in the salary schedule.
6. Master's Degree, plus: Courses must be taken subsequent to the granting of the master's degree. (Exceptions may be made in special cases if approved by the superintendent prior to enrollment in the courses. This would involve cases such as a person needing only three (3) hours for a master's degree, but who wishes to take six (6), nine (9) or more hours.)
7. Initial placement on the salary schedule shall be based on:
 - a. The number of years of experience as a licensed school employee (the number of years shall be cumulative and ½ time or more experience during regular duty hours for ½ year or more during the employee contract year shall be considered a full year of experience for initial salary placement.)
 - b. Additional hours, including any degrees, earned subsequent to the employee's receipt of a bachelor degree, provided such hours or degree(s) are in the applicant's discipline or are of direct benefit to the District.
 - c. For the duration of this contract, new employees with less than three (3) year's experience as determined by the process above shall be placed on step 3 of the salary schedule. These employees will not move to step 4 until such time as their years of experience qualify them for advancement.
 - d. Newly hired employees who have not previously been Oakridge School District licensed employees shall be placed on the salary schedule as per their previous years of teaching experience in a school district, but no lower than step three (3) and not more than step ten (10). The superintendent shall make the final decision regarding salary schedule placement. A statement regarding hours, degrees and experience shall be signed off by the employee and the superintendent. This statement shall be placed in the employee's personnel file.
8. Teachers achieving National Board Certification will receive a yearly stipend of \$1,000.
9. Oakridge Junior High School and High School teachers who have five (5) or more different subjects to prepare for shall receive a stipend of \$500 per semester as assigned.

P. Summer School Teaching:

1. The District may elect to provide a summer school program for the purpose of providing assistance to students during the summer months. The services provided would include assisting students with remediation, enrichment and skill development with the ultimate goal of helping students meet the

state benchmark standards at their appropriate level. Teachers will work with small groups of students.

2. Only licensed teachers will be hired to teach summer school.
3. As in the case for all licensed employees during the regular school year, the performance of an employee in the role of summer school teacher shall be subject to evaluation and/or discipline. Summer school performance cannot negatively affect the regular school year evaluation and shall not be included in the teacher's personnel file without the teacher's written permission.
4. Work Schedule: The summer program will generally be a four-week program of Monday through Thursday with three hours of instruction and one half hour of preparation. The intent of the program is to maintain a low teacher-to-student ratio. Hours and dates will be determined by the district administration
5. Compensation: District teachers will be compensated at their regular hourly rate. All others will receive \$20 per hour.

Q. After School Tutoring

1. The District may elect to provide an After School Tutor Program for the purpose of providing assistance to students during non-contracted hours during the normal school year. The services provided would include assisting students with their course work and skill development. The tutor will work with students one-on-one or in small groups.
2. All provisions of this Agreement apply to collective bargaining unit licensed employees employed as tutors.
3. Work Schedule: The work schedule will be determined by the Administration based on the needs of students and must be done during a teacher's non-contracted hours to receive additional pay.
4. Compensation: Teachers from the OTA will be compensated at their per diem rate for 1:1 or 1:2 instruction. Licensed teachers who are hired as tutors but not OTA members shall be paid at \$20 per hour. OTA members will have priority in hiring.

R. Mentor Teacher Program

1. The District may elect to provide a Mentor Program for the purpose of providing support and assistance to inexperienced or new district staff.
2. Participation in the Mentor Program is voluntary on the part of both the mentor and the protégé. Refusal to participate in a Mentor Program shall not be used against an employee in evaluations and/or disciplinary actions and shall not be recorded in the employee's personnel file.
3. Selection of a mentor shall be by mutual agreement between the mentor and protégé with the approval of the supervisor.

4. Both the mentor and the protégé will be granted a minimum of four days per year for the purposes of class observations (mentor observing protégé or protégé observing the mentor or other colleague) and mutual meeting time and/or workshops during contracted hours. No other employee will have his/her workload increased in order to provide such release time.
5. Whenever required to attend meetings, trainings or work sessions beyond the normal calendar or work day, the mentor and protégé will be paid at their normal per diem rate. In such cases, the mentor and the protégé will be given a minimum of one week's advanced notice. In no case shall the total number of required hours beyond the normal calendar and workday exceed five days.
6. Whenever required to attend meetings, trainings or work sessions outside of the district, necessary expenses will be paid by the district for both the mentor and the protégé.
7. The mentor shall be paid a stipend of \$1,000 for the year of service to the protégé.
8. The mentor shall not participate in the evaluation of the protégé and shall not testify in any hearing or procedure regarding the performance or actions of the protégé without the written permission of the protégé.
9. The performance of an employee in the role of a mentor shall not be subject to evaluation and/or discipline and shall not be included in the mentor's personnel file without written permission.

S. Continuing Professional Development

1. The intent of this Teachers Standards and Practices Commission's program is to promote continuing professional development for teachers that includes, but is not limited to, activities that assist teachers to achieve District and/or Individual Goals, to help teachers keep current with the development and use of best practices and to develop ways to enhance learning for a diverse student body.
2. Employees shall decide whether or not to participate in a District Plan or an Individual Plan (the Individual Plan may include parts of the District Plan).
3. Employees shall develop goals that meet his/her individual needs as related to the District's overall curriculum and instruction.
4. Positive learning outcomes shall be given consideration in the development of an employee's CDP Plan, but not used as the sole criteria for determining the successful completion of the plan.
5. The District will provide Certificates of Completion that may be applied toward Professional Development Units for District in-service activities that lead to increased knowledge and skills related to the educator's assignment.
6. Upon verification that an employee has completed the Plan activities, the District shall not unreasonably withhold signature on the employee's TSPC Professional Development Plan.

7. An employee has the right to appoint a continuing Professional Development Advisor with the approval of his/her supervisor. The function of the Plan Advisor (regardless as to whether the employee is on an Individual or District Plan) will be:
 - a. Initial review, but not approval, of the plan design and any proposed modifications,
 - b. Verification that the employee has completed the plan activities.
8. When the District requires an employee to attend training, the district will pay the fees for that program and travel expenses.
9. Employees shall be expected to participate in District sponsored in-services which are offered during the normal workday/calendar which may be offered routinely or as part of the District CPD.
10. All CPD units that are college/university credits may be used for advancement across the salary schedule. Courses may be undergraduate level or graduate level as long as they are germane to the educator's current or anticipated assignment.

T. Payroll Deductions:

1. The District agrees to deduct from the salaries of its regular employees as requested by the employee:
 - a. Uniform and regularly recurring Association dues when authorized to do so by written voluntary check-off authority approved by the District that is subject to revocation by the employee at any time;
 - b. Contributions to a carrier or carriers to provide group life, medical, dental, and/or hospitalization coverage for employees;
 - i. The District shall process all out-of-pocket expenses on insurance premiums experienced by members of the bargaining unit through the Section 125 plan currently utilized by the District.
 - ii. This action will be taken with regard to all employees, except those who provide a written objection to the District office prior to October 15th.
 - iii. The District will distribute to bargaining unit members written notice that, regardless of whether they have affirmatively enrolled in the Section 125 plan, members will begin having their out-of-pocket expenses for insurance premiums processed through such a plan unless written notice is given.
 - iv. The parties agree that this action does not constitute a violation of the current collective bargaining agreement, an unfair labor practice, or violation of Board policy or administrative rule. The Association agrees that it shall not file or process any grievance filed alleging such violation.
 - v. The Association shall hold the District harmless against any claim or action brought by one of its members protesting the District's action of processing out-of-pocket insurance premium expenses through the Section 125 plan without express written authorization. This indemnification shall not apply if an employee has issued a

written objection to such action to the District office within the time period described above.

- c. Payments to SELCO, providing acceptable authorization is received in the administration office prior to the fifteenth (15) day of the month;
 - d. Payments to a tax-sheltered annuity and/or to a tax-sheltered savings program arranged through SELCO, OEA/PBT and others currently in place.
2. No new annuity contracts will be accepted without ten Association members requesting a carrier. The OEA/PBT companies are excluded from this provision.
 3. No more than one (1) change in annuity payroll deduction accounts will be allowed in any calendar year.
 4. Employees have the right to join the Association but membership in the Association shall not be required as a condition of employment. The District will advise all newly employed personnel at the time of their employment that the Association is their exclusive bargaining representative.
 5. The District shall deduct an amount equal to one-eleventh (1/11th) of the dues of the Association, including OEA and NEA dues, each month for eleven consecutive months from the pay of each employee who is not a member of the Association, beginning with the paycheck for the month of October, as a fair-share fee commensurate with the cost of the Association for collective bargaining and contract administration.
 6. Any employee who has not requested a payroll deduction of Association dues by one (1) week prior to the first pay period or who has not certified to the District that he/she has paid his/her dues directly to the Association shall be subject to the provisions of this Article. Such request for payroll deduction or certification of direct payment of dues shall be made by October 15.
 7. The District, by the fifth (5th) of the month immediately following the month of the deduction, will transmit the amounts deducted to the current organization in "S.1.a." "S.1.c." and "S.1.d." listed above and to the insurance companies implied by "S.1.b." above, to be named in writing by the Association.
 8. As protected in ORS 243.666, any employee objecting "based on bona fide religious tenets or teachings of a church or religious body which such employee is a member," may pay the above stipend amounts to a non-religious charity mutually agreed upon in writing, by the employee and the Association. The employee will pay the dues to the Association and at the end of the fiscal year the Association will make the appropriate payment to the mutually agreed upon charity.
 9. The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article unless it is established that the fault or error lies with the District.

U. Payroll Information:

1. Paydays and Pay Periods: Compensation shall be paid in twelve (12) monthly installments due on the 25th of each month, beginning with September. If the 25th falls within a holiday or non-paid period, payday shall be the last working day prior to the holiday or non-paid period.
2. Direct Deposit Option: Employees shall have the option of same-day direct deposit to any financial institution that accepts direct deposit. Any employee choosing this option must have authorization on file with the District and the financial institution at all times this option is in effect.
3. Payroll Deductions: The District agrees to credit any payroll deductions as authorized by the employee within three (3) working days following payday.
4. Employees receive their June, July, and August paychecks in three (3) separate payments on the last teacher working day of the Board approved school calendar.

V. Weight Room as Job Benefit.

1. The weight room at Oakridge High School may be utilized by employees during non-instructional and non-work hours for the fee of \$10.00 per year.
2. The \$10.00 use fee will be paid to the District office before the employee will use the facilities in any given year.
3. Each staff member desiring use of the weight room facility at the high school will be required to read and sign a Weight Room Facility Guidelines and Agreements which includes a Facility Use Hold Harmless Agreement.
4. Each employee will be required to read and sign the Beginning Weight Training Instruction form.
5. Each staff member using the weight room will be responsible for the security of the entrance and exit of the facility.
6. This job benefit is only extended to employees, and does not extend to family members, or other community members.

W. Written Retirement Notification Stipend

1. The Oakridge School District will provide an incentive of a \$600 stipend (gross) for each certified teacher that notifies the District in writing of their retirement at the conclusion of the current school year.
2. In order to be eligible for the Retirement Notification Stipend the certified teacher must notify the Superintendent in writing by February 1st of the intended retirement year.
3. The payment of the stipend will occur at the employee's final payroll.

X. College Tuition Reimbursement Pool for OTA Members

1. The District will contribute to the College Reimbursement Pool the following amounts:

- a. 2017-2018 school year: \$ 5,500
 - b. 2018-2019 school year: \$ 5,500
 - c. 2019-2020 school year: \$ 5,500
2. Teachers can submit receipts for non-credit college courses for professional development, graduate credit courses and/or professional testing in which a passing grade was earned or courses leading to the addition of teaching endorsements, to the reimbursement pool. Reimbursement of college classes are paid first before any workshops.
 3. All teachers making qualified submissions will split evenly the reimbursement pool up to the amount of an individual's personal educational expenditures for tuition. Any amount of a share above a teacher's personal cost will be split among the remaining teachers.
 4. Any unused funds from college classes will be used for teachers who submit receipts for workshops that work toward their PDU goals. Any unused funds after college classes and workshops will be held and added to the next year's pool.

Article 15 – Insurance

- A. The District agrees to continue on-the-job industrial accident and industrial disease coverage of employees under the Workers' Compensation law of the State of Oregon and will continue to deduct the required contributions by employees.
- B. Days of payment to an employee by the workman compensation carrier shall be deducted from his/her allowable sick leave and the amounts of such payments shall be deducted from his/her pay from the District, with checks for such payments to be presented at the District office as evidence of the days and amounts to be deducted.
- C. The District agrees to provide Bodily Injury Liability Insurance up to \$100,000 per person or up to \$300,000 per occurrence. Such liability insurance will extend to protection for employees while acting within the scope of their duties.
- D. 2017-18: The District will contribute into an insurance pool one thousand dollars (\$1000) per month per 1.0 FTE employee prorated to his / her FTE as described under section I of this article, towards the cost of a full family/medical/vision/dental plan. Carriers and plans may only be changed by mutual consent, and will comply with state law.
- E. 2018-19: The District will contribute into an insurance pool one thousand twenty five dollars (\$1025) per month per 1.0 FTE employee prorated to his / her FTE as described under section I of this article, towards the cost of a full family/medical/vision/dental plan. Carriers and plans may only be changed by mutual consent, and will comply with state law.
- F. 2019-20: The District will contribute into an insurance pool one thousand fifty dollars (\$1050) per month per 1.0 FTE employee prorated to his / her FTE as described under section I of this article, towards the cost of a full family/medical/vision/dental plan. Carriers and plans may only be changed by mutual consent, and will comply with state law.

- G. Employees may elect to receive one hundred seventy-five dollars (\$175) per month in lieu of insurance. Teachers who are double-covered under health insurance and can show proof of such double-coverage will be eligible to receive \$175 per month to be placed directly into a District-approved tax-sheltered annuity plan(s). Only teachers whose assignment is 0.75 FTE or more are eligible for this option.
- H. The Insurance Committee will select and monitor the insurance programs and shall be comprised of three (3) representatives selected by the Association and three (3) representatives selected by the District. This committee shall review medical, dental, vision care plans and make a recommendation to the Board and the Association. Any change in carrier(s) or coverage will be by mutual agreement of the Board and the Association.
- I. The District's obligation to pay premiums for the benefit shall terminate on September 30th of the year for each employee whose contract is not renewed for the following school year, who is on an unpaid leave of absence for the following school year or who has retired.
- J. Part-time employees:
 - 1. Part-time employees whose assignment is .75 FTE or more shall receive full benefits.
 - 2. Part-time employees whose assignment is between .30 and .74 FTE will be eligible for the district contribution for insurance at the same percentage rate as their employment. They are not eligible for the cash option.
 - 3. Part-time employees whose assignment is less than .30 FTE will not be eligible for District paid insurance.
 - 4. Full-time employees involuntarily reduced to part-time by the District will be paid full insurance benefits.
- K. Each employee electing to purchase long-term disability insurance shall pay the full premium price.
- L. The District will provide Section 125 (plans A and B) for use by employees.

Article 16 - Paid Leaves

- A. Sick Leave:
 - 1. Sick leave shall accrue as provided by ORS 332.507. Unused sick leave shall accumulate without limit. This provision shall be applicable to absences due to pregnancy-related complications and for required prenatal medical care as called for by a licensed physician.
 - 2. When an employee will be absent from work because of personal illness or injury or the illness or injury of an immediate family member he/she shall give notice to the principal or the superintendent's designee. If the absence is for five (5) consecutive days, the principal should be notified of the probable date of return. The superintendent may require substantiation of said illness.

Immediate family includes mother, father, spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, mother- or father-in-law, grandchild, aunt, uncle, nephew, niece, first cousin, and any other person living in the employees' household.

3. An employee returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the District or furnish a licensed physician's certificate of health prior to returning to work in order to safeguard the health of students and fellow employees.
4. If, at the beginning of a school year, an employee previously employed for at least one (1) school year is ill and unable to resume his/her teaching duties and such employee had unused accumulated sick leave days at the end of the prior school year, he/she will be allowed to use previously accumulated sick leave days while he/she remains ill and unable to work.
5. Any employee obtaining sick leave benefits by fraud, deceit or falsified statement shall be subject to disciplinary action. The District shall require the employee to reimburse the District for the actual salary, PERS contribution and all other District-paid payroll expenses incurred as the result of such fraud, deceit or falsified statements in the usage of sick leave benefits.
6. Any absence incurred by an employee in accordance with the sick leave provisions in excess of the sick leave allowed by this Agreement would be charged for and deducted from the employee's salary at the rate of 1/174 (number of workdays).
7. Medical, dental and optometry appointments should be scheduled at the end of the day. If a staff member is absent more than two (2) periods but less than four (4), then one-half (1/2) day of sick leave will be charged. If more than four (4) periods are needed, then a full day of sick leave will be charged.
8. Pursuant to ORS 332.507, sick leave accumulated in another District shall be credited to newly employed employees' accounts.
9. Employees who have exhausted their sick leave may apply for additional days from the sick leave bank.
10. Sick Leave Bank. The purpose of the sick leave bank of Oakridge Teachers Association shall be to extend additional sick leave days and hours to eligible and participating Oakridge School District employees beyond their accrued personal sick leave days and hours. Sick Leave Bank benefits apply should an illness or injury cause a participating employee to become 'medically disabled' causing her/him to exhaust her/his accumulated personal sick leave days and hours prior to recovering sufficiently to return to employment. An employee may also apply for sick leave bank days to care for the employee's child with a critical illness or whose medical condition requires the employee's assistance or presence. Sick Leave Bank eligibility extends until such time as the participating Oakridge School District employee becomes eligible for other disability benefits such as PERS Disability and/or long term disability insurance under the terms and conditions of those programs.

A licensed employee wishing to donate sick leave hours to another employee may do so, up to a maximum of 40 hours per school year.

11. Employees who do not use any sick leave during a school year will receive the equivalent of two (2) days of the daily substitute teacher rate of pay. These funds will be paid to the teacher at the end of the school year as taxable salary.

12. Employees who use any portion of sick leave up to a 1.0 day of sick leave during a school year will receive the equivalent of one (1) day of the daily substitute teacher rate of pay. These funds will be paid to the teacher at the end of the school year as taxable salary.

B. Military Leave: Shall be allowed in accordance with federal and state law relating to such leaves.

C. Childcare / Family Illness Leave: An employee may use his/her accumulated personal sick leave for family and childcare. Leave taken pursuant to this section that qualifies under the FMLA/OFLA shall count towards the employee's leave allocation and will meet the Districts statutory obligation.

D. Personal Leave.

1. Three (3) days of non-cumulative personal leave shall be granted per full-time (1.0 FTE) employee per contract year. Less than full-time employees (less than .99 FTE) shall receive two (2) days of personal leave per contract year prorated according to the equivalent percentage of their FTE. District may limit the number of people on personal leave on any day to two (2) each for elementary, middle and high school, but no more than three (3) per school building. Personal leave will be granted on a first come first serve basis unless more than one request is received on the same day in which case a lottery will be used. Personal leave does not accrue from year to year. Dates must be pre-approved by the building principal, and is contingent upon securing a licensed substitute teacher.

2. Teachers will receive an amount equivalent to the daily substitute teacher rate of pay for each unused personal leave day.

- The substitute teacher rate is established by the Oregon Department of Education pursuant to ORS 342.610, and is adjusted each year.

These funds may be paid to the teacher at the end of the school year as taxable salary. The teacher also shall have the option to have these funds applied to an account and distributed as pre-tax dollars toward the teacher's out-of-pocket insurance expenses for the following school year, providing this is determined to be allowable under law.

E. Jury Duty Leave:

An employee shall be granted leave with pay for services upon a jury; provided, however, that the compensation paid to such an employee for the period of leave shall be reduced by the amount of compensation received by the employee for such jury service and, upon being excused from jury service during any day, an employee shall immediately return to complete his/her assignment for the remainder of his/her regular workday.

F. Witness/Appearance Leave:

Leave with pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority; provided, however, that the compensation paid to such employee shall be reduced by an amount equal to any compensation the employee receives as witness fees. The District does not provide paid leave for such appearances when the employee is a complainant to the action. In such cases, the employee may use personal leave or unpaid leave of absence.

G. Bereavement and Funeral Leave:

Bereavement Leave. Up to five (5) days leave with pay per occurrence may be authorized by the District in the event of the death of any member of the immediate family or the immediate family of a domestic partner. Immediate family includes mother, father, spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, mother- or father-in-laws, grandchild, aunt, uncle, nephew, niece, first cousin, and any other person living in the same household. Authorization in the granting or denying of this leave may not be arbitrary.

Funeral Leave: An employee shall be allowed up to three (3) days of paid absence to attend the funeral of a person other than immediate family members. The decision to allow one (1), two (2), or three (3) days shall be based upon the required travel (distance) and time needed to attend the funeral. The maximum days permitted for funeral leave is three (3 days) per fiscal year and is non-accumulative. Authorization in the granting or denying of this leave may not be arbitrary.

Bereavement and Funeral Leave can not be combined for the same occurrence.

Article 17 - Unpaid Leaves of Absence

A. Professional Study:

Any employee who has taught in the District for seven (7) years may be granted up to two (2) years leave of absence for the purpose of engaging, in study at an accredited college or university related to his/her professional responsibilities or up to two (2) years leave of absence for teaching abroad within their licensed area. Upon return from such leave, the employee shall be placed at the next appropriate step on the salary schedule.

B. Political Leave.

A leave of absence, not to exceed two (2) years, may be granted to any employee, upon application, for the purpose of campaigning for or serving in a public office. Upon return from such leave, the employee shall be placed at the next appropriate step on the salary schedule.

C. Personal Unpaid Leave.

1. (1 day – less than 1 year): An employee may be granted an unpaid leave time for personal reasons with prior superintendent approval. Personal unpaid leave time is granted with the understanding that the employee will make the request three (3) days in advance to the superintendent, will provide lesson plans for his/her classes, not to exceed ten (10) student contact days. Approval will also depend upon availability of a satisfactory substitute. Request for unpaid leaves that exceed ten (10)

contract work days may be granted at the superintendent's discretion; however, the insurance premium paid on behalf of the employee during this absence shall be the financial responsibility of the employee, payable to the District in advance to the leave and upon written approval of the personal unpaid leave. For each day over ten days' absence is one-thirtieth (1/30) of the monthly premium.

2. (1 year – 2 years): An employee who has taught in the district for at least seven (7) years may be granted up to two (2) years leave of absence for personal reasons with the School Board approval. Upon return from such leave, the employee shall be placed at the same position on the salary schedule, as he/she was when such leave was granted. The employee will be guaranteed a teaching position, but not necessarily the same assignment.

D. Extended Illness Leave.

An employee who has exhausted his/her sick leave and long term disability benefits shall, upon request, be granted an unpaid extended illness leave not to exceed two (2) years.

E. Extended Childcare/Family Illness Leave.

An employee who chooses not to use sick leave or has exhausted his/her personal sick leave shall be granted, upon request, an unpaid leave of absence not to exceed one (1) year. Leave taken pursuant to this section that qualifies under the FMLA/OFLA shall count towards the employee's leave allocation and will meet the District's statutory obligation.

Article 18 – General Provisions

A. Savings Clause:

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

B. Strikes and Lockouts:

1. The Association and its members, as individuals or as a group, will not initiate, cause, permit, participate in, or join in any strike, work-stoppage or slowdown, picketing or any other restriction of work during the assigned workday for the period of this Agreement Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by the Association or by any other labor organization when called upon to cross such picket line in the line of duty, except as provided by law. Disciplinary action, including discharge, may be taken by the District against any employee or employees engaged in a violation of this Article. Such disciplinary action may be undertaken selectively at the option of the District and shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the District.

2. There will be no lockout of employees in the unit by the District as a consequence of any dispute arising during the period of this Agreement.

C. Compliance Clause:

Any individual contract between the board and an individual employee, heretofore or hereafter executed, shall be subject to, and consistent with, the terms and conditions of this agreement.

D. Contract modification:

Any modifications to this contract must be in writing and duly authorized by the parties.

Article 19 – ESEA Implementation

The parties acknowledge that the reauthorized federal Elementary and Secondary Education Act (ESEA) (Every Student Succeeds Act) legislation that took effect as of July of 2016 will have an important and increasing impact on the District, its students and the members of the bargaining unit. The parties, therefore, agree that decisions and/or disputes regarding implementation of ESEA requirements will be processed as follows:

1. A Joint ESEA Implementation Committee shall be established consisting of equal numbers of bargaining unit representatives (minimum of one per work site) selected by the Association and representatives selected by the District. The parties may also mutually agree to include representatives of other employee groups as well as community representatives on this committee.
2. The charges of the Committee shall include:
 - a. Educating employees and the community about the terms, requirements and timelines of the ESEA;
 - b. Recommending ESEA implementation procedures to the School Board; and,
 - c. Monitoring and evaluation of implementation plans.
3. No decision and/or action related to the ESEA or its implementation shall violate any District policy, Oregon Administrative Rule, Oregon Department of Education Numbered Memorandum violate any provision of the Collective Bargaining Agreement, or establish past practice without the approval of the District and the Association.

Article 20 - Term of Agreement

- A. This Agreement shall be effective on the date of execution except on insurance, salaries and extra duties, which shall be effective as of July 1, 2017 and shall be binding upon the Board, the Association and its members and shall remain in full force and effect through June 30, 2020.

- B. This Agreement shall automatically be renewed and shall be binding for an additional period of one (1) year unless either the Board or the Association gives written notice to the other not later than December 15, of the year prior to the aforesaid expiration date of the Agreement of its desire to revise, amend or terminate the Agreement. If revision or amendments are desired, proposed revisions, amendments or detailed information concerning them shall be presented with such notice.

- C. Negotiations shall commence after December 15, upon the request of either party. If agreement is not reached by June 30, this Agreement shall terminate on that date unless extended in writing by the parties.

Article 21 -Execution/Signatures and Extensions

This Agreement shall be effective as of July 1, 2017 and shall be binding upon the Board of Directors of Oakridge School District No. 76, the Oakridge Teachers Association and its members and shall remain in full force and effect through June 30, 2020.

Chairman, Board of Directors
Oakridge School District No. 76

President, Lane Unified Bargaining
Council (LUBC)

Superintendent, Clerk
Oakridge School District No. 76

President, Oakridge Teachers Association

**Oakridge School District
2018-2019 Teacher Salary Schedule
Appendix I**

Cost of Living = 2% applied to 17-18 base salary

Step and column index = 3%

Step	BA	BA+15	BA+30	BA+45	* BA+60	*BA+75	*BA+90	*BA+105
	MA	MA+15	MA+30	MA+45				
Index Column	→							
	1	2	3	4	5	6	7	8
1	\$ 35,868	\$ 36,942	\$ 38,050	\$ 39,192	\$ 40,368	\$ 41,578	\$ 42,824	\$ 44,112
2	\$ 36,942	\$ 38,050	\$ 39,192	\$ 40,368	\$ 41,578	\$ 42,824	\$ 44,112	\$ 45,436
3	\$ 38,050	\$ 39,192	\$ 40,368	\$ 41,578	\$ 42,824	\$ 44,112	\$ 45,436	\$ 46,799
4	\$ 39,192	\$ 40,368	\$ 41,578	\$ 42,824	\$ 44,112	\$ 45,436	\$ 46,799	\$ 48,201
5	\$ 40,368	\$ 41,578	\$ 42,824	\$ 44,112	\$ 45,436	\$ 46,799	\$ 48,201	\$ 49,649
6	\$ 41,578	\$ 42,824	\$ 44,112	\$ 45,436	\$ 46,799	\$ 48,201	\$ 49,649	\$ 51,138
7	\$ 42,824	\$ 44,112	\$ 45,436	\$ 46,799	\$ 48,201	\$ 49,649	\$ 51,138	\$ 52,674
8	\$ 44,112	\$ 45,436	\$ 46,799	\$ 48,201	\$ 49,649	\$ 51,138	\$ 52,674	\$ 54,252
9	\$ 45,436	\$ 46,799	\$ 48,201	\$ 49,649	\$ 51,138	\$ 52,674	\$ 54,252	\$ 55,878
10	\$ 46,799	\$ 48,201	\$ 49,649	\$ 51,138	\$ 52,674	\$ 54,252	\$ 55,878	\$ 57,555
11	\$ 48,201	\$ 49,649	\$ 51,138	\$ 52,674	\$ 54,252	\$ 55,878	\$ 57,555	\$ 59,283
12	\$ 49,649	\$ 51,138	\$ 52,674	\$ 54,252	\$ 55,878	\$ 57,555	\$ 59,283	\$ 61,061
13			\$ 54,252	\$ 55,878	\$ 57,555	\$ 59,283	\$ 61,061	\$ 62,893
14				\$ 57,555	\$ 59,283	\$ 61,061	\$ 62,893	\$ 64,781
15					\$ 61,061	\$ 62,893	\$ 64,781	\$ 66,724

The Teacher Salary Schedule is based on a 174-day contract.

*B.A.+ lateral movement in lieu of M.A credit is limited to one lateral movement per year and "+ courses" must be approved by the Board as being relevant to the individuals teaching area(s).

**"Quarter hours" shall be used to determine salary scale placements. Transcripts consisting of semester hours shall be converted to quarter hours using appendix 4.

Lane Unified Bargaining Council
Oakridge Chapter

Oakridge School District
Board of Directors

Date

Date

President, Oakridge Teacher Association

Chairman

Superintendent

Date

**Oakridge School District
2019-2020 Teacher Salary Schedule
Appendix I**

Cost of Living = 2% applied to 18-19 base salary

Step and column index = 3%

Step	Index Column →							
	BA	BA+15	BA+30	BA+45	* BA+60 MA	*BA+75 MA+15	*BA+90 MA+30	*BA+105 MA+45
1	\$ 36,944	\$ 38,050	\$ 39,192	\$ 40,368	\$ 41,579	\$ 42,825	\$ 44,109	\$ 45,435
2	\$ 38,050	\$ 39,192	\$ 40,368	\$ 41,579	\$ 42,825	\$ 44,109	\$ 45,435	\$ 46,799
3	\$ 39,192	\$ 40,368	\$ 41,579	\$ 42,825	\$ 44,109	\$ 45,435	\$ 46,799	\$ 48,203
4	\$ 40,368	\$ 41,579	\$ 42,825	\$ 44,109	\$ 45,435	\$ 46,799	\$ 48,203	\$ 49,647
5	\$ 41,579	\$ 42,825	\$ 44,109	\$ 45,435	\$ 46,799	\$ 48,203	\$ 49,647	\$ 51,138
6	\$ 42,825	\$ 44,109	\$ 45,435	\$ 46,799	\$ 48,203	\$ 49,647	\$ 51,138	\$ 52,672
7	\$ 44,109	\$ 44,435	\$ 46,799	\$ 48,203	\$ 49,647	\$ 51,138	\$ 52,672	\$ 54,254
8	\$ 45,435	\$ 46,799	\$ 48,203	\$ 49,647	\$ 51,138	\$ 52,672	\$ 54,254	\$ 55,880
9	\$ 46,799	\$ 48,203	\$ 49,647	\$ 51,138	\$ 52,672	\$ 54,254	\$ 55,880	\$ 57,554
10	\$ 48,203	\$ 49,647	\$ 51,138	\$ 52,672	\$ 54,254	\$ 55,880	\$ 57,554	\$ 59,282
11	\$ 49,647	\$ 51,138	\$ 52,672	\$ 54,254	\$ 55,880	\$ 57,554	\$ 59,282	\$ 61,618
12	\$ 51,138	\$ 52,672	\$ 54,254	\$ 55,880	\$ 57,554	\$ 59,282	\$ 61,618	\$ 62,893
13			\$ 55,880	\$ 57,554	\$ 59,282	\$ 61,618	\$ 62,893	\$ 64,780
14				\$ 59,282	\$ 61,618	\$ 62,893	\$ 64,780	\$ 66,724
15					\$ 62,893	\$ 64,780	\$ 66,724	\$ 68,726

The Teacher Salary Schedule is based on a 174-day contract.

*B.A.+ lateral movement in lieu of M.A credit is limited to one lateral movement per year and "+ courses" must be approved by the Board as being relevant to the individuals teaching area(s).

**"Quarter hours" shall be used to determine salary scale placements. Transcripts consisting of semester hours shall be converted to quarter hours using appendix 4.

Lane Unified Bargaining Council
Oakridge Chapter

Oakridge School District
Board of Directors

Date

President, Oakridge Teacher Association Date

Chairman Date

Superintendent Date

Oakridge School District No. 76
2017-18 Long-Term Extra Curricular Schedule
Appendix II (2% COLA increase)

Assignment	Compensation
1. Yearbook	\$2,099
2. Drama	\$2,836
3. Music (high school only)	\$3,842
4. Activities Director	\$4,937
5. TAG Coordinator	A - \$ 675 0-6 students B - \$1,347 7-12 students C - \$2,031 13+ students
6. Student Council	
1 at OHS	\$2,031
1 Snack Bar Mgr. OHS	\$1,074
1 at OJHS	\$2,031
1 at OES	\$2,031
7. Curriculum Director Positions	\$2,031
2 at OES	
1 at OJHS	
2 at OHS	
8. ELL Coordinator	\$ 1,172
9. Technology Assistant	\$ 1,757
1 at OHS/OJHS	
1 at OES	
10. Rally Squad	\$1,623

OAKRIDGE SCHOOL DISTRICT NO. 76

2017-2018 Short-Term Extra Curricular Schedule Appendix III

Assignment	Position	High School	Junior High
Football	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	B - \$ 3,131	
	Asst. Coach	C - \$ 2,751	
Volleyball	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	B - \$ 3,131	
Cross Country	Head Coach	B - \$ 3,131	
Basketball	<u>Boy's Team</u>		
	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	B - \$ 3,131	
	<u>Girl's Team</u>		
	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	B - \$ 3,131	
Wrestling	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	B - \$ 3,131	
Track	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	C - \$ 2,751	
	Asst. Coach	C - \$ 2,751	
Baseball	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	C - \$ 2,751	
Softball	Head Coach	A - \$ 4,639	D - \$ 2,453
	Asst. Coach	C - \$ 2,751	
Golf	Head Coach	C - \$ 2,751	D - \$ 2,453

Compensation Code

A = \$ 4,693

B = \$ 3,131

C = \$ 2,751

D = \$ 2,453

Oakridge School District No. 76
2018-19 Long-Term Extra Curricular Schedule
Appendix II (2% COLA increase)

Assignment	Compensation
1. Yearbook	\$2,141
2. Drama	\$2,893
3. Music (high school only)	\$3,919
4. Activities Director	\$5,036
5. TAG Coordinator	A - \$ 689 0-6 students B - \$1,374 7-12 students C - \$2,072 13+ students
6. Student Council	
1 at OHS	\$2,072
1 Snack Bar Mgr. OHS	\$ 1,095
1 at OJHS	\$2,072
1 at OES	\$2,072
7. Curriculum Director Positions	\$2,072
2 at OES	
1 at OJHS	
2 at OHS	
8. ELL Coordinator	\$ 1,195
9. Technology Assistant	\$ 1,792
1 at OHS/OJHS	
1 at OES	
10. Rally Squad	\$1,655

OAKRIDGE SCHOOL DISTRICT NO. 76

2018-2019 Short-Term Extra Curricular Schedule Appendix III

Assignment	Position	High School	Junior High
Football	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	B - \$ 3,194	
	Asst. Coach	C - \$ 2,806	
Volleyball	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	B - \$ 3,194	
Cross Country	Head Coach	B - \$ 3,194	
Basketball	<u>Boy's Team</u>		
	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	B - \$ 3,194	
	<u>Girl's Team</u>		
	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	B - \$ 3,194	
Wrestling	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	B - \$ 3,194	
Track	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	C - \$ 2,806	
	Asst. Coach	C - \$ 2,806	
Baseball	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	C - \$ 2,806	
Softball	Head Coach	A - \$ 4,732	D - \$ 2,502
	Asst. Coach	C - \$ 2,806	
Golf	Head Coach	C - \$ 2,806	D - \$ 2,502

Compensation Code

A = \$ 4,732

B = \$ 3,194

C = \$ 2,806

D = \$ 2,502

Oakridge School District No. 76
2019-2020 Long-Term Extra Curricular Schedule
Appendix II (3% COLA increase)

Assignment	Compensation
1. Yearbook	\$2,205
2. Drama	\$2,980
3. Music (high school only)	\$4,037
4. Activities Director	\$5,187
5. TAG Coordinator	A - \$ 710 0-6 students B - \$1,415 7-12 students C - \$2,134 13+ students
6. Student Council	
1 at OHS	\$2,134
1 Snack Bar Mgr. OHS	\$1,128
1 at OJHS	\$2,134
1 at OES	\$2,134
7. Curriculum Director Positions	\$2,134
2 at OES	
1 at OJHS	
2 at OHS	
8. ELL Coordinator	\$ 1,231
9. Technology Assistant	\$ 1,846
1 at OHS/OJHS	
1 at OES	
10. Rally Squad	\$1,705

OAKRIDGE SCHOOL DISTRICT NO. 76

2019-2020 Short-Term Extra Curricular Schedule Appendix III

Assignment	Position	High School	Junior High
Football	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	B - \$ 3,290	
	Asst. Coach	C - \$ 2,890	
Volleyball	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	B - \$ 3,290	
Cross Country	Head Coach	B - \$ 3,290	
Basketball	<u>Boy's Team</u>		
	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	B - \$ 3,290	
	<u>Girl's Team</u>		
	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	B - \$ 3,290	
Wrestling	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	B - \$ 3,290	
Track	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	C - \$ 2,890	
	Asst. Coach	C - \$ 2,890	
Baseball	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	C - \$ 2,890	
Softball	Head Coach	A - \$ 4,874	D - \$ 2,577
	Asst. Coach	C - \$ 2,890	
Golf	Head Coach	C - \$ 2,890	D - \$ 2,577

Compensation Code

A = \$ 4,874

B = \$ 3,290

C = \$ 2,890

D = \$ 2,577

OAKRIDGE SCHOOL DISTRICT
CONVERSION CHART

Appendix IV

BASIC CONVERSION: 1 quarter hour equals 2/3 semester hour

<u>SEMESTER HOURS</u>	<u>QUARTER HOURS</u>
0.333	0.5
0.667	1
1.000	1.5
1.333	2
1.667	2.5
2.000	3
2.333	3.5
2.667	4
3.000	4.5
3.333	5
3.667	5.5
4.000	6
4.667	7
5.333	8
6.000	9
6.667	10
7.333	11
8.000	12
8.667	13
9.333	14
10.000	15
10.667	16
11.333	17
12.000	18
12.667	19
13.333	20
14.000	21
14.667	22
15.333	23
16.000	24
16.667	25
17.333	26
18.000	27
18.667	28
19.130	29
20.000	30
20.667	31
21.333	32
22.000	33
22.667	34
23.333	35
24.000	36
24.667	37
25.333	38
26.000	39
26.667	40
27.333	41
28.000	42
28.667	43
29.333	44
30.000	45