

COLLECTIVE BARGAINING AGREEMENT



between

La Grande School District No. 1
Union County, Oregon

and

Oregon School
Employees Association (OSEA)
Chapter 24

2016-2019

Ratified by OSEA August 16, 2016

Ratified by District September 14, 2016

Table of Contents

	Page
Article 1: Recognition	1
Article 2: Management Rights	1
Article 3: Association Rights	2
Article 4: Fair Share Agreement	3
Article 5: Grievance Procedure	4
Article 6: Work Week	6
Article 7: Personnel Records	7
Article 8: Demotion/Dismissal	8
Article 9: Layoff/Recall	9
Article 10: Vacancies	11
Article 11: Classification Committee	12
Article 12: Staff Development	13
Article 13: Salary Assignment Continued Employment.....	13
Article 14: Insurance Benefits	16
Article 15: Holidays/Vacations	17
Article 16: Paid/Unpaid Leaves	18
Article 17: Strikes and Lockouts	21
Article 18: Duration of Agreement	21
Appendix "A" Salary Schedule	22

~ Preamble ~

This Agreement is made and entered into this _____ day of _____ by and between Union County School District #1, La Grande, Oregon, hereinafter referred to as the District, and the Oregon School Employees Association Chapter 24, hereinafter referred to as the Association, and is intended to set forth the full agreement between the parties with respect to employment relations between the parties, and is the agreement reached pursuant to the collective bargaining process.

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

~ Article 1: Recognition ~

1. The District recognizes the Association as exclusive representative on wages, hours, and conditions of employment for all full-time and regular part-time classified personnel excluding all confidential and supervisory employees, substitute employees and temporary employees employed by the District.
2. A regular full-time employee is one who works at least 40 hours weekly. A regular part-time employee is one who works less than 40 hours weekly.
3. A temporary employee is one who is hired to fill a temporary position for a specific period and a specific purpose not to exceed sixty (60) days per year. A temporary position will be posted as such and go through the hiring process. The job posting will state "temporary". If a temporary position extends beyond the 60-day time period, the District will determine whether to extend the temporary position or re-post it as a regular position. If current part-time employees are capable and qualified to do the required tasks posted in the temporary job announcement, without incurring overtime, they will be given preference for the job for the 60-day time period. Hours acquired through temporary positions will NOT count towards qualifying for benefits.
4. A substitute employee is one who replaces another employee who is on leave.
5. Days is defined as days in which the District Office is open.

~ Article 2: Management Rights ~

1. The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights and authority, duties and responsibilities conferred upon and invested in it by the laws and constitution of the State of Oregon. Such powers, rights, authority, duties and responsibilities shall include but are not limited to the right to:
 - A. The executive management and administrative control of the school system and its properties and facilities;
 - B. Hire all employees and the right to determine their qualifications and the conditions of their continued employment or their discipline, suspension, dismissal, demotion, promotion or transfer;
 - C. The unqualified right of assignment and direction of work of all of its personnel, and to determine the number of shifts and hours of work and starting time and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days;
 - D. The unqualified right to establish the school calendar;
 - E. Determine the services, supplies, and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and process of carrying on the work including automation

thereof or changes therein, the institution of new and/or improved methods or changes therein;

- F. Adopt reasonable rules and regulations;
 - G. Determine the qualifications of employees, including physical requirements and working conditions;
 - H. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
 - I. Determine the placement of operations, production, services, maintenance, or distribution of work and the source of materials and supplies;
 - J. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations;
 - K. Determine the size of the management organization, its functions, authority, amount of supervision, and table of organization; and,
 - L. Determine the policy affecting the selection, testing or training of employees providing such selection shall be based upon lawful criteria.
2. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District shall be limited only by the specific, written terms of this Agreement and then only to the extent that such terms are in conformance with the Constitution and the laws of the State of Oregon.

~ Article 3: Association Rights ~

- 1. The Association or committees of the Association shall be allowed the use of the facilities of the District for meetings at no cost to the Association upon approval of the Administration as not to disrupt District business.
- 2. The Association shall be allowed use of office equipment, including District owned technology and supplies at cost, as needed, to provide duplicating and information to employees in accordance with District policies and/or laws. Use of all District equipment and supplies for Association business shall occur during non-contract hours.
- 3. Intra-district mail may be used for distributing non-political information to employees in the bargaining unit, subject to any applicable postal service regulations.
- 4. The Association shall provide copies of this Agreement to all employees in the bargaining unit via e-mail.
- 5. Not more than five (5) Association representatives, elected or appointed and chosen by the Association, shall be simultaneously granted time off without loss of pay from their regular school duties to attend meetings of interest to the Association. The OSEA President will sign all requests for Association leave and leave will be at the discretion of the Association. Association representatives identified for mandatory training may not be eligible for Association leave on the day(s) of the training. The District must approve any leave no later than two weeks prior to the training. Association leave shall

not exceed a total of ten (10) workdays per fiscal year, but may be taken in hourly increments.

6. The District will provide the President of the Association with a copy of the Board agenda at the same time it is sent to the Board members.
7. No claim subject to the provisions of this Agreement shall be used to justify any strike, slowdown, walkout, refusal to work, or similar activities of the employees while proceedings under this Agreement are or could be pursued.
8. Management will notify the OSEA president when a regular employee is replaced by a long-term substitute.

~ Article 4: Fair Share Agreement ~

1. The parties agree to a fair share agreement. Each employee who is a member of the bargaining unit herein above defined, but who is not a member of the Association, shall be liable to contribute such dues paid by Association members. The District agrees to deduct an amount equal to the required monthly dues paid by members of the Association from the compensation of each member of the bargaining unit covered by this Agreement, and transmit to the central office of the Oregon School Employees Association. Authorization shall be on the form provided by the Association.
2. Any individual employee who objects to the provisions hereof may inform the District and the Association of the objection. Thereupon, the employee will meet with the representative of the Association and establish a mutually satisfactory arrangement for distribution of an amount of money equivalent to regular Association membership dues to a non-religious charitable organization as a means of satisfying the provisions hereof.
3. In absence of an Agreement, the District agrees to continue to honor the present dues deduction authorization executed by the employee in favor of the Association.
4. The Association agrees to hold the District harmless and indemnify it against any and all claims, suits, and judgments brought against the District, including attorney fees and court costs, as a result of the provisions of this fair share section.
5. The District, when so authorized and directed in writing by a member or the Association on an authorization provided by the Association will deduct Association dues. The deduction shall be transmitted monthly to the state office of the Oregon School Employees Association.

FAIR SHARE – It is mutually agreed and recognized that each bargaining unit member shall proportionately share in the cost of the collective bargaining process. The cost for a bargaining unit member, who has not certified a dues check-off authorization, shall be determined by the Association. The Association shall have the responsibility of notifying the District of the amount to be deducted. Fair share deductions will begin when the District has been notified by the Association of the amount to be deducted. The amount to be deducted shall remain the same until further notification by the Association.

Per ORS 243.666, any employee objection to membership must be based on the individual's bona fide religious beliefs or teachings of a church or religious body of

which the individual is a member. The OSEA and La Grande District shall deduct dues from all bargaining unit employees per the law unless law proves religious objections.

~ Article 5: Grievance Procedure ~

1. **Definitions**

- A. ***Grievance*** - A grievance is an allegation by a classified employee that there has been a violation involving the interpretation and/or application of the specific terms of this Agreement. The grievance must be initiated within ten (10) days after the grievant knew, or could reasonably have been expected to know, of the action or inaction that constituted the basis of the grievance.
- B. ***Class Grievance*** - Subject to the requirement specified in Definition #1 above, the Association may file class grievances and will all commence at Level 1. A class grievance shall identify all affected bargaining unit members.
- C. ***Days*** – Days in which the District Office is open.
- D. ***Grievant*** - Any classified employee or the Association who files a grievance.
- E. ***Grievance Representative*** - A person(s) selected by the Association to process and investigate grievances.
- F. ***Written Grievances*** - The written grievance shall give a clear and concise statement of the alleged grievance including the facts upon which the grievance is based, the issues involved, the Agreement provisions involved, and the relief sought.

2. **Informal Level**

- A. An employee who has a grievance shall notify his/her immediate administrative supervisor. The administrator and the aggrieved shall identify the problem, clarify the conditions related to it, and attempt to solve the problem in an informal manner at this stage. The informal meeting must occur within five (5) days of a request to meet.

3. **Level I**

- A. If the problem cannot be resolved to the satisfaction of the employee at the Informal Level, the employee may request mediation by a joint Association/District Labor Management Team to resolve the problem. The employee must request mediation within five (5) days after the Informal Level meeting. The mediation session will occur within ten (10) days after receipt of the employee's request.

4. **Level II**

- A. If the problem is not resolved to the satisfaction of the employee, within ten (10) days after the mediation session, the employee shall submit a grievance in writing to the Superintendent or his/her designee. Within ten (10) days after receipt of the written grievance, the Superintendent or his/her designee shall have a meeting with the grievant and/or the appointed grievance representative, and a person(s) necessary to affect a resolution of the grievance.

No later than ten (10) days after the Level II meeting, the Superintendent or his/her designee shall provide the Association and the grievant with his/her written response to the grievance.

5. **Level III**

A. If the grievance is not resolved at Level II and the grievant wishes to appeal the grievance, the grievant must file the appeal in writing to the School Board within ten (10) days after receipt of the Superintendent's written answer. The Board or its representative shall review the grievance, arrange for such discussions as the Board deems necessary and give a written answer to the grievant with a copy to the Association no later than thirty (30) days after receipt of the written grievance. The Board, if it so chooses, need not meet with the grievant or his/her representative at this level.

6. **Level IV**

A. If the grievance is not resolved to the satisfaction of the grievant or to the Association at Level III or if no disposition has been rendered, then the Association may submit the grievance to arbitration or pursue a claim through the court system, the Employment Relations Board, or other outside agency. A request for arbitration must be submitted within ten (10) days after the receipt of the Level III response. If the grievant chooses to pursue his/her claim through the court system, the Employment Relations Board, or other outside agency rather than arbitration, the grievance procedure cannot be used and any decision rendered under said procedure will become null and void.

B. Nature and Scope of Binding Arbitration Process

1. The arbitrator shall be selected from a list provided by the Oregon Employment Relations Board and the arbitration shall be conducted in accordance with American Arbitration Association (AAA) rules. From such list, the District and the Association shall alternately strike one name until one name remains on the list. Lot shall determine the order of strike off, unless otherwise agreed to by the parties.
2. The arbitrator shall be empowered to render an award that provides compensation or any other remedy he/she deems appropriate.
3. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning and conclusions on issues submitted. The arbitrator shall be without power or authority to make any decision that requires the commission of an act prohibited by law or which violates the terms of this Agreement. The arbitrator shall have no power to substitute his or her judgment for that of the Board on any matter not specifically contracted away by the Board in this Agreement. The decision of the arbitrator within the scope of his or her authority shall be binding upon the parties.
4. Mutually incurred costs, such as fees of the arbitrator, shall be shared equally by the District and the Association. Individually incurred costs, such as fees of legal

counsel, cost of witnesses, or the purchase of transcripts, shall be paid by the party incurring such costs.

7. Miscellaneous

- A. The grievance shall be kept confidential to the extent provided under Oregon law. No reprisal of any kind shall be taken against any person because he/she participated in the grievance procedure.
- B. The District shall provide the Association with all available and necessary information, as required by law.
- C. Both parties agree that the grievance proceedings may be held as informally as may be appropriate at any level of the procedure.
- D. The number of days indicated at each level shall be considered a maximum.
- E. Extensions of the time limits may be requested in writing by either party. Said requests shall state the extension period requested and the reasons therefore. Said extensions must be mutually agreed upon; otherwise, the time limitations set forth herein are applicable. If a grievant fails to meet the time limits prescribed, all rights to further relief are forfeited. If the District fails to meet the time limits, the grievant has the right to move to the next level of the grievance procedure.
- F. No employee shall be required to discuss a grievance except in the meetings above at which an Association representative may be present. However, nothing contained herein shall preclude an employee from discussing the grievance informally with his/her supervisor before the grievance is filed at Level I.
- G. All documents, communication and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

~ Article 6: Work Week ~

1. The normal workweek shall be a forty-hour (40) week beginning at 12:00 a.m. on Sunday through 11:59 pm Saturday. The District retains the right to assign overtime work. The worker has the unqualified right to refuse overtime except in case of an emergency. Advance notification of at least four (4) hours is required except in case of an emergency. An employee shall not be required to work in addition to their regularly scheduled forty (40) hour week without compensation of time and one-half at the employee's regular rate of pay.

With the agreement of the District, employees may choose to be reimbursed, or may take compensatory time, at time and one-half for earned overtime. At any one point in time, employees may not have accrued more than thirty-two (32) hours of compensatory time. Any compensatory time over 32 hours shall be paid as overtime or the Supervising Administrator shall work with the employee to schedule compensatory time in order to reduce the accumulated overtime hours.

With prior approval from the employee's supervisor, employees who work a 40-hour workweek may elect to work 4 days per week, 10 hours per day during the summer months. Employees making this election will not be eligible for overtime pay unless they work over forty (40) hours in a week.

2. For purposes of this Agreement, the following shall be used as base data:
 - 1 workday 8.0 hours
 - 1 work month 21.67 workdays
 - 1 work year 2080 work hours
3. Each employee shall receive a fifteen (15) minute break during each four (4) hour period of consecutive service. Such a break shall be as close as possible to the halfway point of the work period.
4. Each employee who works five (5) or more consecutive hours shall receive an uninterrupted lunch period of at least one-half (1/2) hour. The lunch period is not part of the workday. Such time shall be scheduled by the employee's immediate supervisor and be as near as possible to the halfway point of the workday.
5. Callback or controlled standby time is exactly the same as regular hours worked and the regular or agreed wage for this period, as well as applicable overtime, must be paid. If an employee is called to work beyond their regularly scheduled hours, the employee shall be paid two (2) hours pay or the actual time worked, whichever is greater, for each instance of callback.
6. No benefit-eligible position will be divided between multiple employees for the purpose of preventing an employee to be eligible for benefits without written consent by the association president.

~ Article 7: Personnel Records ~

1. All personnel records will be in accordance with ORS 652.750.
2. The personnel records of any employee in the bargaining unit shall not contain any letters of reprimand or other disciplinary documents that do not bear the employee's signature or initials indicating that the employee has been shown the material or a statement by a supervisor that the employee has been shown the material. An employee shall have the right to attach a written statement of explanation to any material that the employee believes to be incorrect or derogatory.
3. An employee may review his/her personnel file at any time during the year by making an appointment with the District Office during District Office hours. A District Office employee will be present during the file review and may, annually, make a written request of the Superintendent to have letters of caution, warning, admonishment, and/or reprimand removed provided that the material(s) has been in the file for at least eighteen (18) months.
4. If the Superintendent denies a request for removal of materials that have been in a personnel file for at least eighteen (18) months, an employee may appeal the

Superintendent's decision to the School Board. The School Board's decision is final and not subject to the grievance procedure.

~ Article 8: Demotion/Dismissal ~

1. Oregon Law shall cover demotion or dismissal.
2. If, in the opinion of the immediate supervisor, the employee's performance is unsatisfactory, the following procedure will be followed:
 - A. Following an evaluation that identifies job-related deficiencies, a Plan of Assistance will be developed by an administrator for the employee indicating the job deficiencies. The Plan will describe each deficiency and the action(s) that the employee needs to take to improve his/her performance to a satisfactory level.
 - B. The plan of assistance will identify a reasonable length of time [not less than ten (10) days and not more than sixty (60) days] for the employee to improve his/her performance. By mutual agreement, the length of time may be extended. During this time, periodic evaluations will be conducted and the employee will receive feedback.
 - C. At the end of the plan of assistance period, the employee's performance will again be evaluated and determination made as to whether or not performance has improved to a satisfactory level.
 - D. If the employee's performance has not improved to a satisfactory level, the employee's immediate supervisor may recommend dismissal. The Superintendent will review the recommendation and notify the employee in writing of his/her decision. In the event the decision of the Superintendent is for dismissal, the employee will be terminated. The Board will be advised of procedures and action of the dismissal. A summary of information used to form the basis for the dismissal action will be made available to the employee upon the employee's request.
3. In the event of misconduct, the employee may be suspended immediately from employment until such charges are investigated and a decision is made to continue or terminate employment. If the employee is cleared of the charges, the affected employee will be immediately reinstated without loss of pay or other benefits. If the charges are upheld, the termination date will be the date of suspension. Investigation and decision concerning charges for suspended employee will not exceed fifteen (15) working days from time of suspension. Parties may mutually agree to extend the investigation time period.
4. If an employee is charged with a felony, which would warrant his/her removal from the educational environment, the employee shall be suspended immediately from employment until such charges are tried by the courts. If in the opinion of the District, the employee is satisfactorily cleared of the charges, the District will reinstate without loss of pay. If the charges are upheld, the termination date will be the date of suspension.

5. The employee shall have the right to have a representative of his/her choice at any meeting with a supervisor or the Board, which the employee believes might result in discipline or dismissal. The employee will be given advance notice to obtain representation.
6. A regular employee who has been demoted or dismissed shall be entitled to a hearing before the School Board if a written request is filed within fifteen (15) days of the dismissal or demotion.
7. Verbal reprimands will be made in confidence whenever possible.

~ Article 9: Layoff/Recall ~

1. NOTICE

- A. Prior to a reduction, the District will notify the Association no less than three (3) working days prior to the employee being notified of layoff. No less than a ten (10) working day notice of layoff shall be given to affected employees by the District.

The notice to the Association will specify the reasons, categories, job titles, and names of employees to be laid off.

Association/Management Discussions

The Association may, upon notification of the layoffs, request to meet with a designated District representative to discuss the pending layoff. As part of the discussions relative to displacement procedures, the Association may provide the District with suggestions or recommendations for reductions. However, such suggestions or recommendations shall not be construed as a right to bargain such issues, nor shall it cause timelines to be extended, unless the District so desires; nor shall it deter the District from placing its determined course of action into effect.

2. ORDER OF LAYOFF

- A. In the event of a reduction in force, a reduction in employees shall be determined by the order of inverse seniority within the job categories. A job category is a job title or group of job titles listed in Section 3 of this article. A job title is defined by a job description.
- B. Where more than one (1) staff member is in a job title to be reduced, layoff of employees shall occur on the basis of seniority. Layoff will be defined as a reduction of a position or a one (1) hour a day or more reduction of time from a position. When a position has been identified for reduction, job title seniority will prevail in layoff. If two (2) or more employees have equal seniority in job title, category seniority will prevail. In the event category seniority is equal, District seniority will prevail. Ties in seniority will be broken by drawing lots.

3. SENIORITY

- A. **Job Title** seniority shall be defined as the total length of service (contract days) within a job title.

- B. **Category** seniority shall be defined as the total length of service (contract days) within a job category.
- C. **District** seniority shall be defined as the total length of service (contract days) as a classified employee within the District.
- D. For the purpose of computing seniority, all authorized, paid leaves, and unpaid leaves of 30 days or less shall be considered as time worked. Unpaid leaves of absence for over 30 days shall not be considered as time worked and shall not add to the accumulation of the employee's seniority. These authorized, long-term leaves of absence shall "break" seniority. Employees utilizing any protected state or federal leave will not lose seniority. Employees who are released as a result of reduction in force and who are subsequently reinstated shall retain their full seniority except for the period of reduction.

4. POSITION CATEGORIES

CATEGORY A

- Career Center Assistant
- Clerical Assistant
- Operations Specialist
- Registrar
- School Fiscal Officer
- Secretary III, Student Attendance
- Secretary III, Curriculum
- Secretary III Special Education
- Secretary III
- Secretary II
- Secretary I

CATEGORY B

- Computer Lab Assistant
- Library/Media Assistant III
- Library/Media Assistant II
- Library/Media Assistant I
- Help Desk Assistant

CATEGORY C

- Paraeducator I
- Paraeducator II
- Behavior Intervention Assistant
- Youth in Transition Liaison

CATEGORY D

- Courier
- Custodian III
- Custodian II
- Custodian I
- Custodian

CATEGORY E

- Head Cook III
- Head Cook II
- Head Cook I
- Cook Helper
- Nutrition Specialist

CATEGORY F

- Facility Maintenance III
- Facility Maintenance II
- Facility Maintenance I
- Facility Maintenance

**Category changes as defined by the Classification Committee and approved by the Superintendent shall be included, when approved.

5. **DISPLACEMENT/BUMPING**

- A. In the event it becomes necessary to reduce the work force, reduction shall occur in the inverse order of seniority within that job title. An employee who has been laid

off may displace another employee within a job category if he/she has more seniority. In no case shall an employee be allowed to bump to a higher job title.

- B. Employees with Administrator approval may bump less senior employees in another job category if they have all of the following: 1) Worked in the other category within the previous five (5) years from the date of layoff, including summer employment; 2) have more seniority in the category, 3) meet the minimum qualifications listed in the job description and 4) have training and/or special skills necessary for the position. Full time employees may only bump full-time employees and part-time employees may only bump part-time employees. For the purposes of this language, part-time employees shall be defined as employees working less than four(4) hours per day.
- C. Only one (1) “bump” outside of a category is permitted. A six (6) month probationary period will be established if an employee bumps into another category. If, during the probationary period, the employee’s work performance is not satisfactory, the employee will be laid off and placed on the recall list. Employees must make decisions regarding bumping within five (5) working days of notice of layoff. The District has the right of job assignment for employees; however, employees have a right to expect to work only in current job title duties. Employees shall be entitled to a rate of pay, after bumping, at a salary step that is closest to but not higher than their previous salary step.

6. **RECALL**

- A. When there is a vacancy, employees shall be recalled in the order of seniority to the job title held at the time of layoff. The District shall fill vacancies from employees on the recall list if they are qualified, meet the essential skills listed in the job description and have any special skills and/or training required for the position before hiring outside candidates. Employees will remain on the recall list until they are offered a position that is at least 80% of the annual salary of their former position.
- B. An employee shall be assured that for a period of eighteen (18) months the District will maintain a recall list that will list employees in order of layoff. Refusal of recall to a position not equal (equal to be defined as equal number of hours/days and the closest hourly rate) to the position held prior to layoff shall not constitute voluntary termination and the employee shall remain on the recall list.
- C. An employee on a Plan of Assistance at the time of layoff shall, when recalled, continue the Plan of Assistance to completion.

~ Article 10: Vacancies ~

- 1. Copies of all job openings will be e-mailed to District employees prior to being posted to the general public.
- 2. A transfer request form will be available for any employee who wishes to indicate their desire to change to another position within the same category. The request form does not indicate any promise of a transfer.

3. A current employee must request a voluntary transfer to a different, posted position within four (4) working days after the posting date. The request shall be made on the Transfer Request Form and forwarded to the Personnel Office prior to the closing date.
4. Any in-district interviews will proceed prior to public interviews. However, in-district interviews may proceed at the same time as public interviews with the approval of the Association. Interviews by the Principal of the school will be conducted when one (1) or more qualified staff members apply for the position. The Principal of the school is not obligated to interview more than five (5) applicants for the position nor select any one of those interviewed to fill the vacancy.
5. The District retains the ultimate discretion in making the hiring decision.

~ Article 11: Classification Committee ~

1. **DUTIES OF THE CLASSIFICATION COMMITTEE:**

The District and Association will maintain a Classification Committee. The Committee's purpose will be:

- A. To review all job descriptions within the bargaining unit that have been brought to the Committee's attention.
- B. To recommend salary placement on the salary schedule for a new position in the bargaining unit, or for those positions within the bargaining unit that have been reviewed and acted upon by the Committee.
- C. To determine a set of procedures to be followed and requirements to be met for the review process.
- D. To review all categories and positions as well as recommend adjustments to existing job titles. The committee will complete this review and forward recommendations to both the District and Association for ratification as positions are reviewed. Changes ratified by both parties will be reflected in a memorandum of agreement from date of ratification.

2. **STRUCTURE OF THE COMMITTEE**

The Committee shall be comprised of six (6) voting members, three (3) selected by the District and three (3) selected by the Association. Terms will be three (3) years and made in such a way that one (1) District and one (1) Association member shall expire each year. People knowledgeable about the job being reviewed may be called by the Committee to provide information as needed. A management employee (excludes superintendent to avoid bias in the appeal process) and the OSEA Field Representative will serve as non-voting advisors.

3. **CONSIDERATION PROCESS**

- A. Existing Positions: In order for an existing position to be reconsidered, an employee and his/her administrative supervisor must mutually agree to make the request.

In the event an employee and the administrative supervisor cannot agree on a request for reconsideration, the employee may appeal to the Superintendent. The Superintendent's decision is final.

- B. New Positions: An Administrator will be responsible for initiating a request to the Administrative Council to create a new position. If the Administrative Council agrees a new position is warranted, they will create the job title and identify the key responsibilities of the new position. This information will be referred to the Classification Committee to complete their assigned duties.

4. **FINAL DECISION**

The District retains personnel management right of final decision.

~ Article 12: Staff Development ~

- 1. The District shall budget dollars each year to provide for funds to allow employees to attend conferences, workshops, and classes that are job related, in accordance with District goals and will be beneficial to the employee and the District. These funds will be expended in accordance with the following provisions:
 - A. There will be an annual District-wide Staff Development Bank for the purpose of reimbursing classified staff for reasonable expenses incurred at attendance of approved development activities. This bank will be funded with a minimum of \$4,000 per year.
 - B. There shall be established a Classified Staff Development Committee of four (4) representatives. The Committee shall have the authority to approve development leave requests by a majority vote. The Committee shall establish its own procedures. All requests shall meet the District's long-range goals and be job related.

*~ Article 13: Salary—Assignment—Continued
Employment ~*

1. **SALARY SCHEDULE**

- A. The salary schedule for classified employees shall be as indicated in Appendix A.
- B. Classified staff who, in the course of their job assignment, are required by the District to acquire a specialized skill which eliminates the need for the District to hire an outside contractor or possess and use a current state license or certification in the following areas will be paid a yearly stipend in the amount indicated, in addition to their regular wage.

	<u>Stipend</u>
Locksmith	\$1,563
Asbestos Planner	\$ 688
Pesticide Applicator	\$1,563

Asbestos Worker	\$1,687
Electrician (limited)	\$2,000
Electrician (journeyman)	\$4,000
Electrician (supervisory)	\$6,000

C. Longevity: Beginning one (1) year after reaching the end of the salary schedule, and annually thereafter, employees shall receive a 2% stipend. The 2% stipend will be based on the employee's projected annual salary.

2. PROBATIONARY AND REGULAR PERSONNEL: DEFINITIONS

A. Regular Employee

Employees having completed nine (9) months continuous employment with the District.

B. Probationary Employee

Employees not meeting the criteria specified in Section 2.A.

Employment of all regular full-time and regular part-time employees will be probationary for the first nine (9) months of employment. The District shall have the right to discharge any employee at any time during his/her probationary period. Such discharge shall not be subject to the dismissal procedure in the contract. Employees will be evaluated by their immediate supervisor within five (5) months from date of hire and at the conclusion of their probationary period. Employees who work a 9- or 10- month schedule who are hired in the first 60 days of the school year shall have a second evaluation at the end of the school year.

Probationary employees shall be afforded all other rights under the collective bargaining agreement. Management cannot extend beyond the nine (9) month probationary period without approval by the Association. If management fails to evaluate at the five (5) month time period, four (4) weeks at either side, the probationary worker is automatically covered by the union contract including dismissal.

3. SALARY STEP MOVEMENT

A. Regular Employee Step Movement

Regular employees who have completed a minimum of one (1) school year of employment since their last salary step placement, and who have met this requirement prior to the July 1 step advancement date, shall be advanced one (1) horizontal step on the salary schedule until the maximum step on the salary schedule is reached.

B. Step Advancement for New Employees

Each new employee shall receive his/her first step increase according to the following schedule: Employees working their first day of their assigned work schedule prior to February 15 of any given year will receive their first step increase on July 1. For employees working their first day of a regular work schedule on or after February 15 will receive their first step increase on July 1 of the subsequent

year. All moves on the salary schedule from that point forward shall be on July 1 of each year.

- C. New hires may be granted one (1) year credit on the salary schedule for every year of experience in a similar position as determined by the District up to a maximum of five (5) years (Step 5). New hires must show demonstrable skills in the position commensurate with the years of experience being granted on the salary schedule at the time of hire. Advanced placement on the salary schedule shall be recommended by the employing supervisor with approval of the Superintendent at the completion of the probationary period. (Beginning employees will be placed on Step 1 when hired.)

4. CHANGES IN POSITION

Changes in position involving a higher range shall be accomplished by moving the employee affected to the comparable salary step in the new range which provides a salary one (1) step higher than the salary he/she was receiving prior to the change, or to the first step on the new salary range, whichever is greater.

5. TEMPORARY ASSIGNMENTS

Employees temporarily assigned by the District to replace an absent employee in a higher range shall assume all the duties and responsibilities of the assigned position and be considered acting out of classification. An employee shall be entitled to the rate of pay that is the comparable step in the new range which provides a salary one (1) step higher than the salary he/she was receiving prior to the assignment, or the rate of the first step of the new range whichever is greater. Upon beginning the eleventh (11th) consecutive day of assignment, the higher range of pay shall become effective and shall be retroactive to the first day of assignment.

6. VOLUNTARY TRANSFERS

When an employee applies and is selected to transfer into a position in the same category but a different range, the pay will be reflective of the new position held. The employee will maintain his or her steps on the salary schedule.

7. INVOLUNTARY TRANSFERS

An employee who is involuntarily transferred to a range lower than the one in which he/she is working shall be placed on the lower salary range at the same salary, or the nearest comparable salary, as he/she was receiving at the higher range.

8. TIME CARDS

For payroll purposes, pay for employees working less than four (4) hours per day shall not be averaged over twelve (12) months. All hourly employees shall be required to use employer-provided time cards.

9. PROMOTIONS (CATEGORY CHANGE)

Employees receiving a promotion (category change) shall serve a six (6) month probationary period. In the first four (4) months of work in the new category, the employee will have an evaluation of job performance, and if found unsatisfactory, will be placed on a Plan of Assistance as detailed in Article 8.2. If, after the six (6) month probationary period is completed and performance is not satisfactory, the employee

shall be returned to a position and pay rate similar to the one they had prior to the promotion as soon as one is available.

**10. PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) /
OREGON PUBLIC SERVICE RETIREMENT PLAN (OPSRP)**

- A. The District shall pick up and assume and pay the employee's 6% contribution to PERS/OPSRP.
- B. Per Board Policy GCPC/GDPC, employees may request to utilize the PERS/OPSRP rule allowing them to work after retirement. Granting of such requests will be at management's discretion, in compliance with current collective bargaining agreements, and PERS/OPSRP regulations. The period shall not exceed 1039 hours in a calendar year. Employees eligible for PERS/OPSRP retirement may retire prior to the end of the school year and continue to work for the remainder of that school year. (See policy for details)

~ Article 14: Insurance Benefits ~

1. BENEFITS

- A. Classified employees eligible to participate in the District-selected fringe benefit program are those who work 20 hours or more per week.
- B. The District's contribution toward premium payments for Association-selected health insurance for full-time employees will be capped as follows:

2016 – 2017	\$1,154.16 per month
2017 – 2018	\$1,204.16 per month
2018 – 2019	\$1,254.16 per month

- The contribution is payable from September through August. Less than full-time employees hired after June 30, 2011, who are eligible to participate in the District-selected health insurance program as identified above, shall receive a pro-rated portion of the District contribution listed above. Full time and less than full time employees employed on June 30, 2011 shall continue to receive full insurance benefits. For the purpose of determining FTE for insurance benefits a 6-hour day shall be considered full-time. The percentage of prorated insurance benefits will be calculated by dividing the number of hours a member works by 6 hours and then multiplying the result by the insurance cap. Any additional cost for coverage at the unit rate will be borne by the employee. Employees who choose plans with premiums lower than the District cap will not be entitled to the difference between their premium costs and the cap amount. Only employees who select high deductible plans with a required H.S.A. provision insurance will have the difference between the lower premium and the District cap placed into the H.S.A.
- C. All employees in the bargaining unit working 20 hours or more each week shall be eligible to participate in the Section 125 program.
 - D. The District will provide a 12-month membership to Life Flight Network for employees not eligible for District insurance. It is understood by both parties that

new employees will be added to the membership on the first of the month after their hire date. Employees terminating employment with the District will retain their membership until the renewal date, which shall be set by the District.

- E. The benefit programs identified herein shall be provided only in accordance with the underwriting rules and regulations as set forth by the carriers in the policies retained by the La Grande School District.
- F. Substitute and temporary hours that are performed by bargaining unit members shall not be used for the qualification of fringe benefits.

2. MEDICAL INSURANCE WAIVER

- A. An employee who has insurance coverage through the District and who has a spouse eligible through the District, or has coverage through another employer-sponsored group medical benefit plan, may decline, or “opt out” of medical coverage in accordance with the requirements of OEBC. The employee will not receive any part of the designated insurance benefits package. Such a waiver expires on September 30th of each year. The employee must submit to the payroll department an enrollment form indicating their intent to opt out each year during the open enrollment period. Proof of other insurance is required.
- B. For an employee who declines medical coverage, the District will contribute a monthly payment equal to 25% of the cap, per month waived, to the District’s cafeteria plan on the employee’s behalf. The employee may then utilize the funds as outlined in the cafeteria plan document.

~ Article 15: Holidays/Vacations ~

1. HOLIDAYS

A. Paid Holidays/Twelve-Month Employees

Twelve-month regular employees shall be entitled to the following paid holidays:

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

B. Paid Holidays/ Nine-, Ten-, Eleven-Month Employees

Nine-, ten-, and eleven-month regular employees shall be entitled to the following paid holidays:

Labor Day	Christmas Day
Veterans' Day	New Year's Day
Thanksgiving Day	Memorial Day

- C. In order for an employee to be eligible for holiday pay, the employee must work their last scheduled workday before the holiday and their first scheduled workday after the holiday, or be off on a paid leave as approved by the supervisor.

- D. Employees in the bargaining unit shall be compensated for a holiday as though they worked a regular schedule for the day. If an employee is required by the District to work on a holiday, he/she shall receive two and one half (2 1/2) times his/her regular hourly salary pay.
- E. Holidays shall be computed as time worked in computing overtime for the week in which the holiday falls.

2. VACATIONS

- A. Twelve-month employees shall be entitled to vacation pay as follows:
 - i. One to five (1 to 5) years worked with the District -- ten (10) days of paid vacation annually.
 - ii. Six to ten (6 to 10) years worked with the District -- fifteen (15) days of paid vacation annually.
 - iii. Eleven or more (11 or more) years worked with the District -- twenty (20) days of paid vacation annually.
- B. The first vacation time shall be prorated from the initial working month of the employee to June 30, with vacation time to be taken for eligible personnel within the next twelve calendar months.
- C. Less than twelve-month employees hired after June 30, 1989, shall not be entitled to paid vacation days.
- D. All less than twelve-month employees as of June 30, 1989, shall have their accrued number of vacation days frozen as of that date.
- E. Vacation time shall be compensated at the employee's regular rate of pay. The employee's building principal and/or supervisor must approve all vacations.
- F. Employees requesting two (2) or more consecutive vacation days shall give their supervisor a written request one (1) week prior to start of said vacation. In the event of an emergency, a 24-hour notice will be permitted.

Employees requesting personal leave, comp time or one (1) vacation day shall give their supervisor at least 24-hours notice.

Any dispute may be appealed to the Superintendent within 30 days of notification that the request was denied.

~ Article 16: Paid/Unpaid Leaves ~

1. SICK LEAVE

- A. Classified employees shall accrue and use sick leave pursuant to ORS 653.601-653.661 (Oregon's Sick Time Law) and ORS 332.507 (Oregon Sick Leave for School Employees), whichever provides the greatest benefit to the employee. The parties may agree to provide sick leave accrual and benefits that are greater than what is required by law, as specifically set forth in this agreement. Accrued leave under both laws shall run concurrently.

- B. Sick leave may be used for doctor appointments due to illness or injury and dental appointments that cannot be scheduled outside working hours.
- C. An emergency sick leave bank funded with a maximum of twenty (20) unused personal days donated the previous year by staff from the bargaining unit, and an additional maximum of 30 days donated by classified staff of unused personal days in the current year to be used by any classified personnel who exhausts his/her sick leave. Payroll shall provide a beginning of the year balance of sick leave days to the Sick Leave Bank Committee. A committee of three (3) or more members will make allocations of hours from the Sick Leave Bank based on the following criteria:
 - i. The bank is intended for a catastrophic condition and/or injury of employees only.
 - ii. The recipient must have exhausted all earned sick leave, personal leave, and vacation leave, plus have taken a minimum of three (3) consecutive workdays of unpaid leave before attempting to draw on the Sick Leave Bank.
 - iii. The recipient must send a written application to the Committee via the payroll specialist. A doctor's note or certificate may be requested.
 - iv. The Committee will respond to the payroll specialist at least five (5) business days before the pay date in which leave from the Sick Leave Bank will be paid.
 - v. Allowances may be made on a case-by-case basis.
 - vi. The Committee needs to keep a record of recipients from year-to-year.
- D. Crediting: All employees shall be credited with their full annual sick leave benefits on the first day of their work year. Employees terminating before the end of their work year who have used more days of sick leave than their service days entitle them to shall have the excess days deducted from their final paycheck. If insufficient, the employee shall reimburse the District for the excess days paid to them.
- E. Employees shall be able to use any or all accumulated sick leave days for an illness within the employee's immediate family. Immediate family shall be interpreted to mean an employee's spouse, domestic partner, children, parents, grandparents, grandchildren and parents-in-law.

2. FAMILY MEDICAL LEAVE

- A. Family medical leave shall be administered according to state and federal statutes.

3. PERSONAL LEAVE

- A. A total of three (3) days for personal leave, which are non-cumulative, shall be available to classified employees for personal, legal, business, or family matters.
 - i. Personal Leave: Three (3) days leave of absence shall be granted for personal, legal, business, household, or family matters which require absence during work hours. Notice to the employee's immediate supervisor for personal leave shall be made at least one (1) day before taking such leave (except in the case of emergencies). Said notice shall not state the reason for taking such leave other than that it is being taken under this section.

- ii. No personal leave will be granted during the last five (5) days of student contact time other than in cases of emergency verified by the principal or supervisor.

4. **JURY DUTY LEAVE**

- A. An employee shall be granted leave with pay for service on a jury provided, however, that the compensation paid to the 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 the regular workday.

5. **COURT CASES – WITNESS – LITIGANT**

- A. Whenever a classified employee is subpoenaed as a witness or litigant, he/she shall be excused for such appearance, and upon being excused from such appearance, the employee shall immediately return to complete his/her assignment for the remainder of the regular workday. Compensation paid to the employee shall be reduced by an amount equal to any compensation the employee received as witness fees.
- B. Leave identified above does not apply when an employee is involved as a litigant in any action wherein the District, its employees, or agents are defendants. This provision also applies to unfair labor practice and arbitration hearings. Such cases shall constitute leave without pay.

6. **BEREAVEMENT**

When death occurs in the immediate family of an employee, the Superintendent or the Superintendent's designee, shall grant the employee necessary time off for the purpose of bereavement, upon recommendation and approval of his/her supervisor. A regular classified employee may receive up to five (5) days leave per occurrence or a total of ten (10) days per school year with pay when said leave occurs within the regular work schedule of the employee. Immediate family includes mother, father, step-parents, grandmother, grandfather, grandchildren, spouse, domestic partner, son, daughter, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, aunt, uncle, step-children, and any other person living in the same household. If unforeseen circumstances should arise, the employee may request special consideration for additional days off without pay. (In accordance with Section 8, below.)

7. **MILITARY LEAVE**

Leave for both active and National Guard duty shall be in accordance with state and federal statutes.

8. **OTHER PAID LEAVE**

Any additional paid leave must be approved by and is granted at the total discretion of the District.

9. **UNPAID LEAVES OF ABSENCE**

Unpaid leaves of absence must be approved and are granted at the total discretion of the District.

~ Article 17: Strikes and Lockouts ~

Pursuant to Oregon Revised Statutes regarding strikes and lockouts, the parties agree as follows:

1. During the term of this Agreement, the Association and its members, as individuals or as a group, will not initiate, cause, permit, participate, or join in any strike, to include the observance of the picket line of another labor organization, work stoppage, slowdown, picketing during scheduled work time, or any other restriction of work against the District.
2. Under no circumstance shall any member of the bargaining unit engage in a strike upon any issue or controversy to which the grievance arbitration or complaint procedures herein would apply.
3. During the term of this Agreement the District shall not, as a result of a dispute with the Association, deny employment to any member of the Association or to any employee covered by the terms of this Agreement.

~ Article 18: Duration of Agreement ~

Except as specified below, the duration of this Agreement shall be from July 1, 2016 through June 30, 2019. There will be no reopeners for financials or language. Nominal items that arise in this time shall be addressed with MOU's as needed. The parties will agree to the process to be used for negotiating a successor agreement for the entire agreement by March 15, 2019 and initial proposals will be exchanged by April 15, 2019.

Upon expiration of this contract and until a new contract is developed and agreed to, the salaries and insurance benefits identified in this document shall continue at current contract levels until a subsequent contract is achieved.

In witness whereof, the parties hereby affix their signatures as of the date written below.

Ratified by Resolution of the
Board of Directors of
La Grande School District #1

Ratified by affirmative vote of the
members of the Oregon School
Employees Association Chapter 24

Board Chairperson

OSEA President

Clerk

Secretary

Date

Date

ORIGINALS ON FILE IN LA GRANDE SCHOOL DISTRICT PERSONNEL AND OSEA OFFICES

Appendix A		La Grande School District									
2016/2017 Classified Salary Schedule (Reflects 5.0% increase from 2015-16)											
Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Clerical Asst	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.69	\$ 9.98	\$ 10.23	\$ 10.49
2	Cook Helper	\$ -	\$ -	\$ -	\$ 9.69	\$ 9.98	\$ 10.24	\$ 10.50	\$ 10.75	\$ 11.01	\$ 11.30
3	Secretary I; Courier	\$ -	\$ 9.69	\$ 9.98	\$ 10.20	\$ 10.46	\$ 10.71	\$ 10.96	\$ 11.26	\$ 11.54	\$ 11.81
4	Cook I	\$ 9.98	\$ 10.21	\$ 10.47	\$ 10.72	\$ 10.98	\$ 11.27	\$ 11.55	\$ 11.83	\$ 12.12	\$ 12.43
5	Custodian; Fac Maint	\$ 10.47	\$ 10.72	\$ 10.98	\$ 11.27	\$ 11.55	\$ 11.83	\$ 12.12	\$ 12.43	\$ 12.75	\$ 13.06
6	Library Asst I	\$ 10.98	\$ 11.27	\$ 11.55	\$ 11.83	\$ 12.12	\$ 12.45	\$ 12.75	\$ 13.06	\$ 13.40	\$ 13.73
7	Custodian I	\$ 11.52	\$ 11.80	\$ 12.09	\$ 12.40	\$ 12.71	\$ 13.02	\$ 13.35	\$ 13.69	\$ 14.02	\$ 14.37
8	Sec'y II; Lib Asst II; Comp Lab Asst.; Behavior Intervention Asst; Fiscal Clerk; Paraeducator I; Youth in Transition Liaison	\$ 12.05	\$ 12.37	\$ 12.67	\$ 12.99	\$ 13.31	\$ 13.66	\$ 13.99	\$ 14.33	\$ 14.71	\$ 15.06
9	Fac Maint I; Paraeducator II	\$ 12.71	\$ 13.01	\$ 13.34	\$ 13.68	\$ 14.02	\$ 14.36	\$ 14.73	\$ 15.10	\$ 15.47	\$ 15.87
10	Custodian II, Head Cook II	\$ 13.34	\$ 13.68	\$ 14.01	\$ 14.36	\$ 14.73	\$ 15.09	\$ 15.47	\$ 15.87	\$ 16.24	\$ 16.66
11	Cust III; Sec'y III; Head Cook III; Fac Maint II; Attendance; Registrar; Library Asst III, Nutrition Specialist	\$ 14.02	\$ 14.36	\$ 14.74	\$ 15.10	\$ 15.48	\$ 15.87	\$ 16.25	\$ 16.67	\$ 17.08	\$ 17.51
12	Fac Maint III; School/Fiscal Officer; Operations Specialist	\$ 14.72	\$ 15.08	\$ 15.46	\$ 15.86	\$ 16.23	\$ 16.65	\$ 17.06	\$ 17.48	\$ 17.93	\$ 18.36

Appendix A		La Grande School District									
2017/2018 Classified Salary Schedule (Reflects 2.75% increase from 2016-17)											
Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Clerical Asst								\$ 10.25	\$ 10.51	\$ 10.78
2	Cook Helper					\$ 10.25	\$ 10.52	\$ 10.79	\$ 11.05	\$ 11.31	\$ 11.61
3	Secretary I; Courier			\$ 10.25	\$ 10.48	\$ 10.75	\$ 11.00	\$ 11.26	\$ 11.57	\$ 11.86	\$ 12.13
4	Cook I	\$ 10.25	\$ 10.49	\$ 10.76	\$ 11.01	\$ 11.28	\$ 11.58	\$ 11.87	\$ 12.16	\$ 12.45	\$ 12.77
5	Custodian; Fac Maint	\$ 10.76	\$ 11.01	\$ 11.28	\$ 11.58	\$ 11.87	\$ 12.16	\$ 12.45	\$ 12.77	\$ 13.10	\$ 13.42
6	Library Asst I	\$ 11.28	\$ 11.58	\$ 11.87	\$ 12.16	\$ 12.45	\$ 12.79	\$ 13.10	\$ 13.42	\$ 13.77	\$ 14.11
7	Custodian I	\$ 11.84	\$ 12.12	\$ 12.42	\$ 12.74	\$ 13.06	\$ 13.38	\$ 13.72	\$ 14.07	\$ 14.41	\$ 14.77
8	Sec'y II; Lib Asst II; Comp Lab Asst.; Behavior Intervention Asst; Fiscal Clerk; Paraeducator I; Youth in Transition Liaison	\$ 12.38	\$ 12.71	\$ 13.02	\$ 13.35	\$ 13.68	\$ 14.04	\$ 14.37	\$ 14.72	\$ 15.11	\$ 15.47
9	Fac Maint I; Paraeducator II	\$ 13.06	\$ 13.37	\$ 13.71	\$ 14.06	\$ 14.41	\$ 14.75	\$ 15.14	\$ 15.52	\$ 15.90	\$ 16.31
10	Custodian II, Head Cook II	\$ 13.71	\$ 14.06	\$ 14.40	\$ 14.75	\$ 15.14	\$ 15.50	\$ 15.90	\$ 16.31	\$ 16.69	\$ 17.12
11	Cust III; Sec'y III; Head Cook III; Fac Maint II; Attendance; Registrar; Library Asst III, Nutrition Specialist	\$ 14.41	\$ 14.75	\$ 15.15	\$ 15.52	\$ 15.91	\$ 16.31	\$ 16.70	\$ 17.13	\$ 17.55	\$ 17.99
12	Fac Maint III; School/Fiscal Officer; Operations Specialist	\$ 15.12	\$ 15.49	\$ 15.89	\$ 16.30	\$ 16.68	\$ 17.11	\$ 17.53	\$ 17.96	\$ 18.42	\$ 18.86

Appendix A		La Grande School District									
2018/2019 Classified Salary Schedule (Reflects 2.75% increase from 2017-18)											
Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Clerical Asst								\$ 10.53	\$ 10.80	\$ 11.08
2	Cook Helper					\$ 10.53	\$ 10.81	\$ 11.09	\$ 11.35	\$ 11.62	\$ 11.93
3	Secretary I; Courier			\$ 10.53	\$ 10.77	\$ 11.05	\$ 11.30	\$ 11.57	\$ 11.89	\$ 12.19	\$ 12.46
4	Cook I	\$ 10.53	\$ 10.78	\$ 11.06	\$ 11.31	\$ 11.59	\$ 11.90	\$ 12.20	\$ 12.49	\$ 12.79	\$ 13.12
5	Custodian; Fac Maint	\$ 11.06	\$ 11.31	\$ 11.59	\$ 11.90	\$ 12.20	\$ 12.49	\$ 12.79	\$ 13.12	\$ 13.46	\$ 13.79
6	Library Asst I	\$ 11.59	\$ 11.90	\$ 12.20	\$ 12.49	\$ 12.79	\$ 13.14	\$ 13.46	\$ 13.79	\$ 14.15	\$ 14.50
7	Custodian I	\$ 12.17	\$ 12.45	\$ 12.76	\$ 13.09	\$ 13.42	\$ 13.75	\$ 14.10	\$ 14.46	\$ 14.81	\$ 15.18
8	Sec'y II; Lib Asst II; Comp Lab Asst.; Behavior Intervention Asst; Fiscal Clerk; Paraeducator I; Youth in Transition Liaison	\$ 12.72	\$ 13.06	\$ 13.38	\$ 13.72	\$ 14.06	\$ 14.43	\$ 14.77	\$ 15.12	\$ 15.53	\$ 15.90
9	Fac Maint I; Paraeducator II	\$ 13.42	\$ 13.74	\$ 14.09	\$ 14.45	\$ 14.81	\$ 15.16	\$ 15.56	\$ 15.95	\$ 16.34	\$ 16.76
10	Custodian II, Head Cook II	\$ 14.09	\$ 14.45	\$ 14.80	\$ 15.16	\$ 15.56	\$ 15.93	\$ 16.34	\$ 16.76	\$ 17.15	\$ 17.59
11	Cust III; Sec'y III; Head Cook III; Fac Maint II; Attendance; Registrar; Library Asst III, Nutrition Specialist	\$ 14.81	\$ 15.16	\$ 15.57	\$ 15.95	\$ 16.35	\$ 16.76	\$ 17.16	\$ 17.60	\$ 18.03	\$ 18.48
12	Fac Maint III; School/Fiscal Officer; Operations Specialist	\$ 15.54	\$ 15.92	\$ 16.33	\$ 16.75	\$ 17.14	\$ 17.58	\$ 18.01	\$ 18.45	\$ 18.93	\$ 19.38