

Collective Bargaining Agreement

Between

South Coast Education Service District

and

South Coast ESD Education Association

For the Period

July 1, 2018 through June 30, 2020

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Article 1 — Preamble

- A. This Agreement is entered into between the Board of Education on behalf of South Coast Education Service District (ESD), Oregon, herein referred to as "Board" or "District," and the South Coast ESD Education Association, 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 licensed personnel included in the bargaining unit.

Article 2 — Recognition

- A. The Board recognizes the Association as the exclusive bargaining representative for all licensed personnel and all other positions which require a bachelor's degree or higher, including temporary employees. For purposes of this Article, a temporary employee is defined as a licensed employee who is replacing another licensed employee and who works or is scheduled to work forty (40) or more consecutive school days in the same licensed position. The bargaining unit will also include individuals as defined above serving as coordinators. Administrators, confidential, classified employees and licensed substitutes are specifically excluded from the bargaining unit.
- B. The purpose of this Article is to recognize the right of the Association to represent licensed employees in the bargaining unit in negotiations with the Board. Granting of recognition is not to be construed to be obligating the Board in any way to continue any functions or policies. The provisions of the Agreement shall be adopted by the Board and shall supersede any existing rules, regulations or policies in conflict therewith.
- C. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement, except as provided by statute.

Article 3 — Term of Agreement

This Agreement, which supersedes any previous Agreement, will be effective on July 1, 2018, and shall remain in effect until June 30, 2020. This Agreement, together with all terms, conditions and effects thereof shall expire on the date indicated. Bargaining of a new Agreement shall be by written request of either party by December 15, 2020.

Article 4 — Association Rights

- A. Upon request, the Board shall allow the Association's designated representatives access to all readily available, non-confidential public information necessary for its functioning as exclusive bargaining representative. Access shall include the right to copy such necessary information.
- B. The Association and its representatives shall have the right of access to the District office for regular and ordinary Association business, providing there is no interference with previously

scheduled activities. The Association shall also have the right to use ESD facilities, equipment, and email in accordance with state and federal law. The Association shall pay for the reasonable cost of all equipment use and set up, materials and supplies incidental to such use and shall pay repair costs for any damage resulting from misuse of such equipment. All Association use of District facilities and equipment provided for in this Article will be subject to applicable laws and Board policies.

- C. The Association President shall be emailed with regular Board meeting minutes and meeting agendas when they are sent to the board. The District will provide the Association with the name, address, phone number, assignment and salary placement of the new hire within five (5) days of hire.

Article 5 — Management Rights and Responsibilities

The Board and the Association agree that the management and the direction of the work force is vested exclusively in the Board, subject to the terms of this Agreement. All matters not specifically and expressly covered or treated by the language of this Agreement may be administered for its duration by the Board.

Article 6 — Personal and Academic Freedom

- A. Personal

No personal, religious or political activities of any employee or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any local, state or federal law.

- B. Academic Freedom

Employees shall have reasonable freedom in the implementation of the curriculum including the responsibility to assist in the selection of materials and to determine the class needs as they relate to the curriculum. The Board and District administrators have final approval of all curriculum.

Article 7 — Strikes and Lockouts

- A. The Association and its members, as individuals or as a group, will not initiate, cause, permit, or participate or join in any strike or work stoppage. Employees shall not engage in any picketing while on duty. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by any other labor organization when called upon to cross such picket line in the line of duty, unless such action would endanger the employee. Disciplinary action, including discharge, may be taken by the District against any employee or employees engaged in a violation of this Article.

- B. 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.

Article 8 — Grievance Procedure

A. Definitions

1. Grievance — A grievance is a claim by a licensed employee or a group of licensed employees or the Association of a misinterpretation, inequitable application or violation of this Agreement.
2. Grievant — A grievant is the employee, employees or the Association making the claim, in which case one of the members of the bargaining unit must sign as a grieving party.
3. Party in Interest — A party in interest is the employee or employees making the claim and any Association Representative who might be required to take action or against whom action might be taken in order to resolve the claim.
4. Days — The term "days" in this Article means contracted days for the grievant unless the grievant has advanced to at least the Step One formal (written) grievance level prior to the end of the year in which case it shall proceed during the summer regardless of whether the grievant(s) are working. If a grievance has not advanced to the formal Step One level prior to the end of year, the grievant may request to have the grievance process continue through the summer, otherwise the grievance period will toll until the first day of the new year.

For grievances filed by employees who work during the summer months, there will be no tolling period.

B. Non-Reprisal Clause

Neither the Board nor any member of the Association shall take reprisals affecting the employment status of any licensed employee, any party in interest, any Association representative or any other participant in the grievance procedure by reason of such participation.

C. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the alleged violation(s) relating to the administration of this Agreement which may from time to time arise. The parties agree that these proceedings will be kept informal and confidential, consistent with the ultimate goal of resolving the grievance at each step of the grievance procedure.

D. Time Limit

The grievance procedure must be initiated within thirty (30) school days following the occurrence of the alleged violation of the agreement or thirty (30) days from when the

employee knew or should have known of the occurrence, but in no case to exceed the fiscal year. 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. The failure of the District to respond within time limits set forth herein will constitute a rejection of the grievance at that level and thereby allow the Association to take the grievance to the next step within the time limit specified herein. Failure of the Association to comply with a time limit set forth herein shall constitute a withdrawal of the grievance. The time limits set forth in this Article may be amended by mutual agreement.

E. Procedure

1. Step One — Informal and Formal Grievance Level — Administrator

- a. The grievant will first discuss the grievance with the employee's Administrator responsible for making the alleged violation, either individually or accompanied by an Association representative, with the objective of resolving the matter informally.
- b. If the grievant is not satisfied with the disposition of the grievance, the employee may request the Association, under the employee's signature, file a written grievance (stating what the grievance is, which Article has been violated, and the remedy sought), with the employee's immediate administrator within thirty (30) days following the occurrence of the grievance. The administrator shall have fifteen (15) days in which to hear the grievance and give a written response.

2. Step Two — Superintendent

If the grievant is not satisfied with the disposition of the grievance at Step One, the employee may request the Association file a written appeal which will include all correspondence presented as received at prior steps to the Superintendent within (10) ten days after the decision at Step One has been given. The written appeal shall specify the alleged violation being grieved, the contract Article or Articles and section or paragraphs thereof alleged to have been violated, and the specific remedy sought and why the remedy at Step One was unacceptable. The Superintendent shall have ten (10) days from receipt of the Step Two grievance to hold a hearing and respond in writing to the grievant. If this step is reached at the end of the school year, the timelines will proceed from there. Days shall mean any day when bargaining unit members are working.

3. Step Three — School Board

If the grievant is not satisfied with the decision of the Superintendent, the grievant may request the Association forward the grievance to the Board by filing all correspondence presented or received at prior steps and why the remedy at Step Two was unacceptable with the clerk of the Board within ten (10) days after the decision at Step Two was received. The Board shall hold a hearing within thirty (30) days of receipt of the grievance and issue a written decision within ten (10) days of the hearing.

4. Step Four — Arbitration

- a. If the grievant and/or the Association is not satisfied with the disposition of the grievance at Step Three, within fifteen (15) days from the receipt of the Board's decision, the Association may request arbitration. Such notice must be in writing and directed to the Superintendent and Board chairman.
- b. Within ten (10) days after such written notice of submission to arbitration, the District and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten- (10) day period, a request for a list of arbitrators will be made by the District or the Association to the Employment Relations Board. Within ten (10) days from receipt of the list of arbitrators, the parties will select the arbitrator. If the parties cannot mutually agree on an arbitrator from the list submitted, they shall alternately strike the name of an arbitrator from the list until one (1) name remains. That person shall be the arbitrator.
- c. The arbitrator so selected will confer with the representatives of the District and the Association and hold hearings promptly. In the conduct of the hearings the parties shall be bound by the rules of the American Arbitration Association (AAA). The arbitrator will issue the decision not later than thirty (30) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs are submitted to the arbitrator. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning and conclusions upon the issues submitted. The arbitrator will be without power or authority to make any decisions which require the commission of an act prohibited by law or which alters, amends or modifies any of the terms of this Agreement. The arbitrator shall have no power to decide any question which, under this Agreement, is within the specifically reserved discretion of the District to decide. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, including travel and subsistence expenses, and the cost of any hearing room will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

F. Right of Employees to Representation

Any grievant may be self-represented at the informal step of the grievance procedure or by an Association representative of the employee's choice. If the grievant plans to be represented at the Step One level, the employee shall give no less than forty-eight (48) hours' notice to the Step One supervisor. By mutual agreement, the forty-eight (48) hour notice can be waived. At the formal Step One and at Step Two, any grievant will be represented by an Association representative of the employee's choice. At Steps Three and Four the grievant's representative will be selected by the Association.

G. Miscellaneous

1. Group Grievance — if, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step Two, except that a member of the bargaining unit must be a signing party to the grievance.
2. Separate Grievance File — All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants, except that a disposition of the grievance shall be a normal part of the personnel file.
3. Meetings and Hearings — Unless an open meeting is requested by the grievant, all meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives, as referenced earlier in this Article.
4. The Association and/or the grievant may elect to file for an alternative remedy while processing the grievance. Should the grievant elect to file for an alternate remedy, neither the employee or the Association may proceed to arbitration unless the alternative case is withdrawn with prejudice within the grievance timelines.

Article 9 — Personnel Files

A. Confidentiality/Location

The official file of each employee is confidential and shall be kept in the District office. Should the District move to electronic files, they will be accorded the same confidentiality as hard copies. Employees will receive a dated, printed copy of anything added to their electronic file.

B. Open for Inspection

The personnel file shall be open for inspection by the employee during regular office hours, but shall be open only to such other persons as are officially designated by the District or by the employee. One time each school year on a non-student contact time, an employee from the south branch may use work time to review the employee's personnel file.

C. Critical Entries and Timelines

Adverse material critical of an employee shall not be placed in an employee's personnel file until timelines for filing a grievance have expired or until the grievance or ULP has been resolved. Adverse material must bear the signature of the employee indicating that the employee has been shown the material. An employee shall not refuse to sign material to be placed in the employee's file. However, it shall state the signature indicates receipt only, not agreement with the content. A copy of such material shall be furnished to the employee. Any disciplinary material processed in accordance with this Section may not be removed from the employee's personnel file.

D. Written Statements by Employee and Timelines of Submission

The employee shall have the right to make a written statement relating to any evaluation, reprimand, charge, action or any matter placed in the personnel file. Said written statement, if any, must be submitted by the employee within sixty (60) calendar days of the employee's knowledge of any such matter placed in the personnel file.

E. Preventing Misuse of Improperly Filed Material

Material placed in the personnel file of an employee without conformity with the provisions of this Article will not be used by the District in a subsequent evaluation or disciplinary proceeding involving the employee and upon request will be removed from the file.

Article 10 — Vacancies and Transfers

A. Vacancies

1. Definition: Any newly created position or open existing bargaining unit position the District intends to fill.
2. Vacancy notices will be sent out as an email attachment to all licensed employees through ESD email. All postings will include the wording "First consideration for this position will be given to properly licensed members of the collective bargaining unit." The Association recommends involving staff in the hiring process. Extra-duty assignments and opportunities, such as coordinators and trainers, will be posted with the timeline and decision to be made by Management.
3. Bargaining unit members interested in applying for a posted vacancy outside of their current job description shall submit a written notice to the Superintendent within ten (10) days from the first day of posting. Bargaining unit members shall have first consideration for vacancies, if qualified by license and experience. First consideration means bargaining unit members will be interviewed during the posting period and notified whether they will be offered the job prior to the interviews of and or the job being offered to someone outside the bargaining agreement. If a position becomes vacant in August, an emergency posting time of five (5) days shall be given.

B. Voluntary Transfers

1. Bargaining unit members interested in transferring to another position shall submit a written notice to the Personnel Office indicating their preferences. Such transfer request shall be deemed valid for not more than one (1) year from the date of original submission, unless withdrawn in writing by the employee.
2. Within ten (10) days following a denial of a request for transfer, and upon request, an unsuccessful candidate for transfer shall be provided reasons for the denial or transfer by the Superintendent or designee.

C. Involuntary Transfers

1. Notice of involuntary transfer shall be given as soon as possible. Involuntary transfer means that an employee has not requested a change in site or program, age or ability level of students.
2. An involuntary transfer will be made only after a meeting between the licensed employee and their administrator at which time they will have the opportunity to make known their wishes regarding a new assignment and will be notified of the reason for proposed transfer.
3. The Association shall be consulted by the administration prior to any decisions concerning involuntary transfers. In this manner, the Association will be a participant in the problem-solving process.

D. Moving Stipend for Existing Employees

Employees who must move fifty (50) miles or more due to a reassignment by the ESD shall be reimbursed up to \$1500. The employee must have prior approval by the Superintendent and submit receipts to the District within thirty (30) days of the move. The ESD will comply with IRS rules related to acceptable expenditures.

E. Re-employment of Retired Employees

1. Licensed employees who retire from the South Coast ESD, and who are subsequently rehired by the District, are members of the bargaining unit represented by the South Coast ESD Education Association. All contractual rights and benefits under the Collective Bargaining Agreement will be afforded to re-employed unit members, except those rights and/or benefits expressly set forth below as exclusions:

Article 10 – Vacancies and Transfers

Article 13 – Reduction in Force

Article 14 – Work Year

Article 18 – Other Leaves of Absence with the understanding that statutory laws still apply

Article 23 – Professional Development and Responsibilities (A-E only)

a. Mid-Year Retirement

1. The District will pay the retiree on a per diem basis based upon the annual salary of the retiree at the date of retirement.
2. The retiree shall accumulate up to one (1) day of sick leave per month pro-rated based on hours worked. Holidays will be pro-rated based on hours worked but no additional paid leave days shall be available.
3. The District shall continue to provide insurance for the retiree per the collective bargaining Agreement on a pro-rated basis according to work hours.

4. The retirement shall not create a vacancy under Article 10 of the negotiated agreement until the end of the current school year.
5. The retiree shall be employed only until the end of the school year in which the employee retired. Should a vacancy for the position exist for the following year, the position currently filled by the retiree shall be duly posted as a vacancy no later than the end of the school year and the retiree may apply for the position.

b. Re-employment of Retired Employees

All positions vacated by the retirement of employees that are going to continue the following school year shall be posted internally and externally. Employees who retire at the end of the contract year, but who wish to return to work for the District, will be required to apply for employment just as any job applicant new to the District. If the District selects a retiree for an open position for re-employment, the following conditions do not apply to retirees under the contract:

Article 10 – Vacancies and Transfers

Article 13 – Reduction in Force

Article 14 – Work Year

Article 18 – Other Leaves of Absence with the understanding that statutory laws still apply

Article 23 – Professional Development and Responsibilities (A-E only)

1. The District will pay the retiree on a per diem basis based upon the annual salary of the retiree at the date of retirement.
 2. The retiree shall accumulate up to one (1) day of sick leave per month pro-rated based on hours worked. Holidays will be pro-rated based on hours worked but no additional paid leave days shall be available.
 3. The District shall continue to provide insurance for the retiree per the collective bargaining Agreement on a pro-rated basis according to work hours.
 4. The position will be posted every year. The retiree may reapply and be rehired.
 5. The Association recommends staff involvement in the hiring process.
2. After retirement, the employee may elect to work only one (1) additional school year. An exception may occur in those situations where the District cannot find a licensed candidate who is qualified and/or desirable.

F. When the District has posted a position for a nurse or school psychologist in accordance with sections A-C above, but no current employee has requested a voluntary transfer, no outside applicants have applied, and no retiree has accepted the open position, the District may contract out the position on a temporary basis. The position must remain posted on the District website, and two (2) other public, non-district sites relevant for the position.

1. The District will notify the Association of its inability to fill the position and the three (3) locations where it posted the position.
2. The District will enter into a contract with a thirty (30) day notice for cancellation.
3. The District will provide the Association President monthly updates on the candidate search for any contracted-out position(s) under this section.

Article 11 — Rights of Professional Employees

- A. Negative criticism by an administrator or Board member of a licensed employee and/or the employee's professional performance shall not be made in public unless there is an immediate safety concern that requires intervention.
- B. No professional employee shall be disciplined or reprimanded, reduced in rank or compensation, deprived of any professional advantage or discharged without just cause. All information forming the basis for disciplinary action shall be made available to the professional employee so disciplined. The non-renewal of a probationary licensed employee's contract shall be excluded from this just cause provision.
- C. Whenever any professional employee is required to appear before the Board or Superintendent concerning any matter which could adversely affect that employee's position of employment, the employee shall be given prior notice of the reasons for such meeting and shall be entitled to have a representative of the Association present to advise the employee. Any suspension of a professional employee while charges are pending shall be with pay.

Article 12 — Complaint Procedure

- A. When a written, signed and dated complaint is made against a licensed employee to the administration, the administrator will first attempt to resolve the complaint between the licensed employee and the complainant at an informal level. If the complaint remains unresolved, said complaint shall be processed as follows:
 1. If the administration intends to make a record in the evaluation report of a complaint received concerning the employee; or
 2. If the administration intends to place a record of such complaint in the employee's personnel file; or
 3. If, in the administrator's judgment, such complaint is sufficiently relevant to the employee's performance as to indicate the desirability of a conference, then:
- B. Pursuant to A above, a conference shall be held with the licensed employee within five (5) working days after the complaint is made to the administration. At the conference, the employee will be given the name of any complainant and a copy of the complaint in writing. The employee shall have the right to meet with a complainant only if the complainant agrees. The employee shall have the right to an Association representative at this conference.

- C. Any complaint not processed in accordance with this procedure shall not be used against the employee in any evaluation or placed in the employee's personnel file.
- D. The licensed employee will have the right to attach rebuttals or explanations to any written documents placed in the personnel file.
- E. If the ESD is going to investigate a complaint from a component school district supervisor or someone in a supervisory capacity, notification by the ESD Administration will be done within five (5) working days after receiving the complaint. The ESD will share the outcome of its complaint review with the employee. The employee will have five (5) working days to give a rebuttal. If this section is not followed, the complaint will not be used in the employee's evaluation or placed in the employee's personnel file.

Article 13 — Reduction in Force

- A. If the District is considering a reduction in the size of the bargaining unit and/or a layoff of any staff members, the Superintendent will so notify the Association as soon as the need for such a reduction is evident to the District. Such notice will be in writing and will include the specific positions to be affected.
- B. The order of layoff shall be in accordance with ORS 342.934 and as outlined below.
- C. Employees will be laid off in inverse order of seniority and returned to service in order of seniority unless competency and merit are invoked by the District, in which the following will be cited:
 - 1. The employees do not hold the proper license or certification for the vacancy open;
 - 2. They have no practical experience in the vacancy and other laid off personnel possess relevant practical experience. Practical experience is defined as the employee having taught or used those skills within the past five (5) years;
 - 3. For Purpose of this Article, the term "competence" as defined by ORS 342.934(9)(a) shall mean the ability to provide specialized services, teach a subject or grade level based upon recent work experience related to that subject or grade level within the last five (5) years or educational attainments, or both, but not based solely upon being licensed to teach a subject or grade. The District may consider a teacher's willingness to undergo additional training or pursue additional education in deciding upon questions of competence.
 - 4. Merit shall be defined as not having disciplinary action contained in the personnel file the past two years, and plans of assistance as long as the employee was on them prior to the non-renewal/non-extension notification date of the year of the layoff.
- D. If within twenty-seven (27) months of the date of layoff a vacancy occurs within the ESD for which the laid off employee is licensed, the recall procedure outlined below shall be followed:

1. The last laid off shall be the first recalled if the employee is properly licensed, qualified, and meets the definition of competence in Section C 3 of this Article.
 2. Employees will have ten (10) days following receipt of the recall notice via return-receipt mail to notify the District of their acceptance of the position. Failure to respond within the ten (10) days will result in the termination of recall rights of the employee.
 3. Employees who are offered a position of equal or greater time than the position from which they were laid off and who refuse to accept the position will terminate their recall rights.
 4. Upon recall, employees shall be restored to all previously earned rights and benefits.
- E. The Association will have ten (10) days from the notice of lay off to file an informal grievance meeting request. If the grievance is not resolved at the informal grievance hearing, the Association and the District will have ten (10) days to file for arbitration with the Employment Relations Board in accordance with Article 8, Grievance Procedure, in this Agreement. If more than one grievant remains, the cases will be filed as a group grievance.

Article 14 — Work Year

- A.
1. The work year shall consist of 191 days including student contact days, inservice training days and the following paid holidays: The Friday preceding Labor Day, Labor Day, Veterans' Day, Thanksgiving Day, Martin Luther King Jr. Day, Presidents' Day and Memorial Day.
 2. The Association shall have one (1) hour immediately following the opening day of the inservice which will show as an Association meeting on the agenda. If the District provides an additional day(s) of inservice for new hires, the Association shall have one hour following the New Hire agenda.
 3. The District may adjust the work schedules, working hours, student-licensed employee contact time and the work year of individual employees as may be necessary to assist local districts served by the District to acquire and maintain compliance with Oregon Administrative Rules.
 4. The Association expressly agrees that each licensed employee shall work said adjusted work schedules, work hours, student-licensed employee contact time and/or work year without any additional pay or benefits, nor shall any other concessions be required of the District.
 5. Department committees will discuss caseload and assignments no later than June 20 of each year for the following school year. Should the discussion not be finalized, a second meeting will be held no later than August 20 of each year.
 6. Emergency Closure/Inclement weather policy shall be in accordance with Board Policy and staff handbook.

Article 15 — Work Schedule

A. Regular work hours for classroom and traveling licensed staff shall be eight (8) per day, including a one-half hour duty-free lunch. The starting and dismissal times may vary from school to school. When an employee is serving in a District on a four-day week, the total hours worked each week will not exceed forty (40) hours.

B. The Association expressly agrees that the hours and other conditions of employment may be adjusted as provided in Article 14, Work Year, Section A herein.

Nurses who work with students one-to-one who require nursing coverage during busing will receive trade hours for that time which may be taken on non-student days with District approval.

Unused trade time for the first half of the year will be paid out with the December payroll and the second half will be paid out at the end of the school year.

C. In addition to regular building hours:

1. Licensed employees shall spend time outside of building hours to allow for adequate preparation for instruction, student and parent consultations, co-curricular functions and other activities related to instruction;
2. Licensed employees shall attend staff meetings outside of building hours when and as required by the Superintendent or the Superintendent's designee.

D. Licensed employees shall adhere to the daily schedule and shall make no commitments which will preclude their being present in their assigned responsibilities. Requests for occasional work schedule adjustments must be submitted to the administrator prior to the anticipated license employee absence and/or late arrival or early departure.

Salary deductions will be made on a per diem basis or a pro rata share thereof of unapproved absence, late arrival or early departure. Licensed employees shall not leave the buildings to which they are assigned during class or preparation periods without the notification of a building principal or administrator.

E. Preparation/Planning time: Each licensed employee shall have the equivalent of two hundred twenty-five (225) minutes per week for planning and preparation. Such time shall not be scheduled in less than twenty (20) minute increments. No students will be assigned during preparation time.

Article 16—Work Load

The District shall attempt to maintain caseloads as recommended by the respective professional organizations which are: School Psychologists, Audiologists, Autism Specialist Consultants, Speech Pathologists, Occupational Therapists, and Physical Therapists. To that end the parties will seat a joint committee of six (6) members, three (3) appointed by the Association and three (3) appointed by the District, which will meet to identify and examine concerns the members want to discuss. The

joint committee will meet on or about September 30, January 15, and March 15. District will consider resolving the caseloads by adding another licensed employee, reassigning staff, or offering an extra duty contract.

The recommendations are not binding on the District.

Nurses assigned a one-to-one student shall be scheduled a thirty-minute duty-free lunch. Their decision not to take a lunch when the District had provided the opportunity puts no additional responsibility on the District.

Article 17 —Sick Leave

Ten- (10) days sick leave at full pay for each full school year or one (1) day per month employed, whichever is greater shall be allowed each employee in the bargaining unit. Sick leave may be used for the employee's illness/injury or the illness/injury of a member of the unit member's immediate family. Immediate family shall include spouse, children or parents.

Sick Leave Transfers: Employees who have exhausted their sick leave and any other leave benefits due to an extended illness (ten [10] consecutive days) or injury for themselves or a family member which a doctor has verified is a life-threatening or debilitating physical or mental illness or injury and the employee is not eligible for salary replacement benefits (either on a full or partial basis) through another source, such as Worker's Compensation, disability insurance, PERS benefits, or Social Security, but require additional consecutive or intermittent time off for themselves and any other family member referenced above may receive sick leave transfers from other unit members as follows:

- A. Contributions of sick leave shall be limited to contract employees (off probationary status). It is understood the donation is voluntary and will be made in eight (8)-hour blocks.
- B. Contributions made to any employee become the benefit of that employee and cannot be returned or contributed to any other employee. In the event the employee retires or terminates employment, for any reason, and still has contributed sick leave on the books, that sick leave will be transferred to a sick leave pool. Upon request for transferred sick leave, the pool will contribute on a matching basis until the pool is zero.
- C. The Fiscal Office will notify the Association President or the President's designee when a unit member has exhausted all of their leave and requests a transfer of leave. The Association President or designee and the Superintendent will meet to determine the employee's needs and eligibility to receive sick leave transfers. Donation forms will be available in the Fiscal Office and on the web site. If there has been an approved donation request, the Fiscal Office will keep the Association President/ designee and the Superintendent updated on the employee's sick leave status.
- D. Employees hired into the District shall have the right to transfer accumulated sick leave from any other PERS employer.

Article 18 — Other Leaves of Absence

A. OFLA (Oregon Family Leave Act)/FMLA (Family Medical Leave Act)

The ESD will comply with state and federal law regarding pregnancy, parental sick child, and military leave. Employees believing they are eligible for such leave should contact the Human Relations department (HR) for assistance.

B. Family Leave

Employees may be granted unpaid leave for the entire school year following the birth, adoption, or placement of a foster child if the employee's request is received no later than thirty (30) days prior to the opening of school. Upon return, the employee will be placed in their previous position if it exists or a similar position if it does not.

C. International and Federal Programs, Professional Study, Association and Political Unpaid Leaves

These leaves of absences shall be submitted in written form to the Board for approval.

D. Unpaid Leave

Benefits including sick leave and insurances shall not accrue to unit members on unpaid leave; however, members returning from such leave shall have all previously accrued but unused benefits reinstated at the time of return. An employee who qualifies for OFLA/FMLA will have insurance paid at the same level as if the employee was not on leave. An arrangement for the employee to pay the employee's share is part of OFLA/FMLA letter sent to the employee when OFLA/FMLA leave is requested.

E. Emergency/Personal Leave

Employees shall be issued three (3) Paid time off (PTO) days on their first day of service each fiscal year. Paid time off days can be used for emergencies or personal business, or bereavement. Employees will provide 24 hours notice prior to use of paid time off, but in unforeseeable circumstances employees shall notify the ESD as soon as possible. Paid time off days not used may not be carried over. The ESD shall pay \$100 for each full day of paid time off not used by employees by the last day of the employee's work year. Less than full-time employees shall be issued pro-rated paid time off days and if any pro-rated days remain unused at the end of the school year, the ESD shall pay out the unused days at a pro-rated amount.

The District shall comply with the Oregon Family Leave Act (OFLA). Oregon Family Medical Leave Act (OFLA) allows eligible employees to take up to two (2) weeks unpaid leave to deal with the death of a family member. All paid leaves are eligible for use during the bereavement period.

F. Educational Leave

1. Purpose — The primary objective of educational leave is to improve the educational offerings to the students of the District by making it possible for selected staff members to improve their function by additional study or related

educational experiences. Educational leave should also encourage staff members to serve the District for a longer period of time.

2. Eligibility and Selection — The Board may, at its discretion and upon recommendation of the Superintendent, grant educational leaves for one (1) academic year or for shorter periods of time.
3. Application Procedure — Staff members eligible for educational leave must submit their applications prior to March 1, of the school year before the leave-taking date. Such application shall contain a description of the proposed educational program and a statement of how such leave will benefit the educational program offered to the students. All such applications shall be reviewed by the Superintendent prior to submission to the Board. A copy of the application procedure may be obtained in the Superintendent's office.

G. Association Leave

At the request of the Association President, the bargaining unit will be granted up to ten (10) days per year for Association leave. Any substitute costs are to be paid by the Association. Requests for this leave shall be in no less than four (4) hour blocks with forty-eight (48) hours prior notice given to the administrator.

H. Study/Sabbatical Leave

1. Bargaining unit members may request a study/sabbatical leave for professional study, travel or other professional growth opportunities which will contribute to the employee's professional development.
2. Application for the leave will be in writing to the Superintendent prior to the school year for which the leave is to be taken. The application must identify what the employee intends to do during the sabbatical and detailed plans of the proposal.

I. Legal Leave

1. Employees will be granted leave for jury duty with no loss in pay. If the employee receives any compensation for the service, the employee shall submit a signed copy of compensation to the District's business office within 30 days of receipt.
2. The employee shall retain any travel expenses paid by the county for such service.
3. The District may request a delay in the service of an employee with the court if more than one employee is called at one time.
4. Employees subpoenaed to testify in court or other direction by proper authority shall suffer no loss in pay for any case not instigated by the employee or a person living in the employee's household.
5. Paid legal leave will not apply when employees are subpoenaed as a witness in their own litigation including against the District.

J. Extensions and Renewals

All extensions or renewals of leaves shall be applied for in writing.

Article 19 — Mileage

- A. Employees required, in the course of their work, to drive personal automobiles, exclusive of their normal daily commute, shall receive reimbursement according to the full IRS rate.

The same reimbursement schedule shall be given for the use of personal vehicles used for field trips or other business of the District if such use is approved by the Superintendent or Superintendent's designee. If an employee requests a District-supplied vehicle, then no mileage reimbursement will be made. However, when more than one (1) person is traveling to the same event, only one (1) person will be paid mileage unless a second vehicle is required due to the size of the group.

- B. The Board shall provide three hundred thousand dollars (\$300,000) secondary liability insurance protection for employees when their personal vehicles are used as provided in Section A, above.

Article 20 — Funding

- A. The parties recognize that revenue needed to fund the compensation provided by this Agreement must be approved by established budget procedures.
- B. When the parties agree that funding is insufficient to fund a full school year, the work year may be modified by the parties. After receiving notice from the District of the need to reduce days, the parties will begin bargaining over the issue ORS 243.712.

Article 21 — Insurance

- A. All insurance program benefits will be available to employees. Spouses/domestic partners, and dependent children may utilize the benefits eligible employees utilize.
1. For the 2018-2019 plan year, the District will fully fund at the tiered rate moda Dogwood plan, dental plan 5 and moda Quartz vision plan. In the 2019-2020 plan year, the District will fund plans equivalent to the tiered rate moda Dogwood plan, dental plan 5 and moda Quartz vision plan during the life of this Agreement as outlined below.
 2. Each year of this Agreement, one (1) plan below will be designated as the preferred district major medical plan by the District.
 - a) For the 2018-2019 school year the plan designated is moda Dogwood plan. Members will be enrolled based upon the tiered rate structure.

- b) For the 2019-2020 school year the plan designated will be the nearest equivalent to the 2018-2019 moda Dogwood plan. Members will be enrolled based upon the tiered rate structure.
 - c) Each member enrolling in moda Dogwood plan for medical insurance coverage will also be entitled to receive coverage under vision plan Quartz and dental plan 5 (with orthodontia) at no cost to the member.
 - d) Monthly vision insurance premium costs in excess of the cost of vision plan Quartz or monthly dental insurance premium costs in excess of the cost of dental plan 5 (with orthodontia) are the responsibility of the member on the tiered rate structure and will be paid pre-tax through payroll deductions.
 - e) Members that enroll in the preferred District major medical plan shall also be eligible to participate in District sponsored group HRA plan.
 - f) The purpose of the group HRA is to provide reimbursements to members enrolled in moda Dogwood plan such that the annual deductible amounts are reduced to (\$500 per person/\$1,500 maximum) and the annual out of pocket maximum amounts (\$3,300 per person/\$9,900 maximum) are substantially equivalent to moda Dogwood if Dogwood no longer exists. No reimbursement described in Article 21(A)(2)(g) below is available until after the member and the member's spouse and dependents (if any) have satisfied their portion of the deductible and out of pocket maximum required under the certificate of coverage for moda Dogwood plan.
 - g) Group HRA reimbursements are available only for qualifying expenses that are described in the moda Dogwood plan certificate of coverage, and which are applied to the health plan's maximum out of pocket limit including deductible, coinsurance and medical copays. Reimbursements are only available for qualifying expenses incurred in-network while the member is enrolled in the plan, including any normal run-out period immediately following separation, which will be the three-month period following the last month the District contributes toward the employee's insurance coverage for medical expenses incurred prior to the final date of insurance coverage. Expenses are incurred when care is provided rather than when the enrollee is billed or payment for the service is made. Claims for reimbursement must be submitted on or before each December 31 for expenses incurred during the preceding moda plan year (currently October 1 through the following September 30). Reimbursements are paid from the Explanation of Benefits.
3. Employees working between .75 FTE up to 1.00 FTE will receive the medical, dental and vision insurance benefits described above for the employee, employee and spouse, employee and child(ren) or employee and family as eligible for coverage. Employees working less than .75 FTE and at least .50 FTE will receive the medical, dental and vision insurance benefits described above for the employee only. If the part time employee wishes to add family members to the coverage, the employee will be responsible for the cost difference between the coverage selected and the employee only coverage costs. The FTE will be

determined based upon the actual number of hours worked in a week compared to the standard forty (40) hour work week.

4. The District shall make available a Section 125 Cafeteria Plan to assist members in the payment of any out-of-pocket expenses provided under law including but not limited to medical, childcare, pharmacy and insurance premiums.
5. Employees who have and provide proof of other medical coverage may choose to opt out of the District offered medical, dental/ortho and vision programs and the District will provide a taxable stipend in the amount of five hundred fifty dollars (\$550). Employees must opt out by September 1st of each year (or as required by OEBC whichever is sooner) by completing and submitting an "Opt Out" Election form providing proof of other medical coverage.
6. Short term/long term disability premiums will be paid by employees. A \$50,000 face value Life insurance will be paid for by the District.

B. Workers' Compensation

Workers' Comp will pay 2/3s and the employee will have a choice to receive the balance from their accrued paid sick leave. Employee's sick leave will be deducted only for the amount necessary to make their salary whole. The first three (3) waiting days will be paid by the ESD out of the employee's sick leave.

C. Elimination Period

During the elimination period of any disability or illness not covered under ORS 659.150, sick leave will be deducted from the employee's record where possible. Employees will maintain a short-term disability insurance program to provide those employees who have exhausted their sick leave income protection up to the sixty (60) day elimination.

D. The ESD Board will select the life insurance carriers.

E. Employees newly hired by the Board shall be eligible for Board-paid insurance premiums and contributions toward premiums upon acceptance of written application by the insurance carriers on the first day of the month following the month work commenced.

F. Employees working less than a full contract year shall have benefits terminated on the first day of the month following termination of employment unless the employment terminates after May 31, in which case insurance will extend through August.

Article 22 — Dues and Deductions

A. Subject to the conditions of this Article, the District agrees to make the following deductions from the salary of employees:

1. Payment to any bank or credit union within the U.S. through an approved ACH depositor.

2. Association Dues. Association membership/dues shall continue unless a member revokes membership by submitting a written withdrawal to the President of OEA.
 3. The District will transmit withheld OEA/NEA dues to OEA within ten (10) days of payroll accompanied by a excel compatible transmission report showing the name, work site and amount withheld for each member.
 - a. Local dues shall be transmitted to the local Association in a separate check within ten (10) days of payroll.
 4. Tax sheltered Annuities (these shall not be changed during the life of this Agreement unless agreed to by the parties.)
 5. Other items as may be agreed to by the parties.
- B. New programs for payroll deductions will be considered by the Superintendent or Board when a minimum of three (3) interested participants submit a written request.
- C. 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 A.2 & A.3 above.

Article 23 — Professional Development and Responsibilities

- A. The Board shall annually provide an amount for the Instructional Improvement Fund. These funds shall be used exclusively by bargaining unit members for reimbursement of tuition costs during each fiscal year for District-approved courses and workshops. A “C” or better or pass in pass/fail courses is required in courses taken for reimbursement if credit is given. To be eligible for tuition reimbursement the employee must commit to remain for one (1) year following the attainment of licensure or endorsement. If the employee chooses to leave, the employee will be required to repay any tuition reimbursement receive during the year in which the individual resigns.
1. For each year of the Agreement the tuition reimbursement fund will be twenty-five thousand dollars (\$25,000) per year. Each member will have access to the funds for workshops and college classes, except that no more than one (1) administrative class will be reimbursed each year. What is left at the end of the year will be distributed among members taking classes for college credit or through accredited providers in order to retain, renew, or upgrade their licensure whether or not a grade is offered. No one employee may receive in excess of three thousand eight hundred dollars (\$3,800) in any one (1) year.
 2. Tuition will be paid for workshops or college courses on a first-come, first- served rotation basis, as long as monies are available in the professional development fund. District approved courses and workshops must be related to an endorsement and/or assignment of the individual and fall under one of the following:
 - a. District sponsored programs which are offered as "credit" courses/workshops;

- b. Courses offered through Continuing Education for upper division or graduate credit;
 - c. Courses taken from a college or university for upper division or graduate credit;
 - d. Coursework bargaining unit members must take from state-identified presenters in order to retain, renew, or upgrade their license and the presenting entity does not offer a grade or pass/fail designation, but only notice of participation, the unit member will be eligible for the cost of the training up to the tuition reimbursement limit bargained in Article 23, Section A.1;
 - e. Employees who must travel out-of-state to obtain training needed by the ESD with approval by the Superintendent;
 - f. The application fee for a Praxis or National Board Certification (NBC) when the licensure is relevant to the ESD and the individual passes the Praxis or achieves NBC;
 - g. Workshops/PDU's necessary for non-classroom teachers where coursework is not offered; or
 - h. Workshops not required for licensure but that would increase the professional skill set of the employee. These workshops require prior approval from the Association President and the Superintendent and will be requested through a conversation with the applicant, the President and Superintendent. (Said conversation may be done in person, by Skype or phone.)
3. Coursework will be paid out of the fiscal year funds in which the course begins. Procedure for reimbursement:
- a. Submission of coursework to Superintendent for pre-approval prior to June 1;
 - b. Coursework approved as per sections 1 and 2 above with written response to staff person requesting approval and fiscal;
 - c. Fiscal encumbers money for approved coursework;
 - d. Employee takes course. For reimbursement the employee must submit completed paperwork to the Fiscal Department within thirty (30) calendar days of the receipt of the grade for the course; however, in no case shall paperwork be submitted later than August 30 for coursework begun in the previous fiscal year;
 - e. Within forty-five (45) calendar days of submission of paperwork to fiscal, the employee will be reimbursed the appropriate amount;
 - f. Any funds remaining after that distribution will be returned to the general fund;
 - g. When a class starts in one (1) fiscal year and ends in another, encumbered funds may be carried over as a cash carryover in the fiscal year and budgeted as an

addition to the Professional Development Fund of \$25,000 for the subsequent fiscal year and be paid out in accordance with Article 24.

4. Such courses and workshops shall apply toward advancement on the salary schedule if verification of successful completion is received in the personnel office prior to the beginning of the next school year. A grade slip or transcript shall be considered the only method of verifying college/university credits while a written statement or roll list from the sponsoring agency shall be considered verification of local/District credit programs. Coursework must be completed by August 30 and paperwork must be submitted prior to October 1 to move to a new lane.
- B. Employees have the ongoing responsibility to adapt program delivery and instructional content as well as maintain administrative records. Nevertheless, the parties recognize that from time to time employees, in extenuating circumstances, may need additional non-instructional time to attend to such ancillary duties.
1. Employees in such circumstances may request up to five (5) non-instructional days from their administrator. The request must be made at least three (3) days in advance and include the date and location for the paperwork day. The administrator may deny the request, grant the request or grant the request in part.
 2. If the employee is not satisfied with the administrator's response to the employee's request, said employee may appeal the matter to the Professional Responsibilities Committee. The committee may grant a request up to the limits provided in Section B.1 of this Article. The decision of the Professional Responsibilities Committee shall be final.
 3. The Professional Responsibilities Committee shall be composed of one (1) employee appointed by the Association, one (1) administrator appointed by the Superintendent and one (1) employee who is elected at large by the employees in a secret ballot.
 4. Occasionally, differences of opinion may develop between the administration and licensed employees over program or service delivery. Upon a written request and statements of opinion submitted by either party to this Agreement, the Professional Responsibilities Committee, as constituted in Section 2. herein, shall conduct a hearing regarding said differences of opinion and issue a written recommendation to the Superintendent. The Superintendent shall issue a written decision on the matter and said decision of the Superintendent shall be final.
 5. Mentoring
 - a. First year, probationary employees will be provided a mentor within their worksite and/or subject area if possible. After the first year the mentee may request and may be granted by the supervisor an additional year of mentorship. Reasons for denial must be substituted in writing and a copy sent to the Association.
 - b. A committee of equal numbers of Association appointed and Administrative appointed members will establish the criteria for the mentorship program by developing a research-based process with training, including the supervision and communication expectations and limits for mentors and administrators by

August 1, 2019. An initial stipend of \$1,000 for mentors will be allocated for the program and will be reviewed during successor bargaining and the committee will evaluate the success of the initial program.

Article 24 — Contract Terms

- A. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- B. If any provision of this Agreement or any application of this Agreement to an employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law. All other provisions or applications shall continue in full force.
- C. The District and the Association affirm their adherence to the principles of free choice and agree that they shall not discriminate against any employee covered by this Agreement because of age, race, religion, sex or national origin, gender identification, sexual preference, handicap or marital status or by reason of an individual's membership or non-membership status in the Association.
- D. When conflict exists between individual contracts or adopted Board policy and this Agreement, this Agreement shall prevail.

Article 25 — Professional Compensation

- A. The salary schedules for members of the bargaining unit shall be as set forth in Appendix A-1 and A-2. A-1 reflects a two percent (2%) increase in the 2017-2018 schedule payroll and A-2 reflects a two and a half percent (2.5%) increase over 2018-2019. Where available, employees will receive a step.
- B. Extra duty incentive for coordinators will be paid at six and one quarter percent (6.25%) of their regular salary for time spent working as a coordinator. Anything less than one hundred ninety-one (191) days is pro-rated at six and a quarter percent (6.25%). The parties agree that incentive is based on current cell on the salary schedule.
- C. The coordinator shall not be responsible for the evaluation of any bargaining unit member.
- D. New hires shall receive credit for experience in any public school and any Oregon private pre-k-12 school if the employee held TSPC educator license or appropriate specialist license. New hires working in similar professions with birth through age twenty-one (21) clients shall receive full credit for such service if they held the professional license for the new position at the time. Those in similar service, but not working with pre-school through grade 12 students shall receive one (1) year of service credit for every two (2) years of actual service.

New employees who live more than fifty (50) miles away and who move into the Coos Bay/North Bend area, if assigned to the Coos Bay office or schools, or the Gold Beach or Brookings-Harbor area, if assigned to Curry County office or schools, will be reimbursed moving expenses up to fifteen hundred dollars (\$1500) with receipts.

E. In order to move between columns, employees earning additional quarter or semester hours as specified on the salary schedule shall submit appropriate paperwork to the District Office by September 30 of each school year. A semester hour is equal to 1.5 quarter hours. Employees may have a combination of semester and quarter hours.

F. Specialist Factors

Employees eligible for factor adjustments must have completed all course work for degree and licensure and not be operating on a CAP or serving an internship.

For 2018-19:

School Psychologists	1.025	(2.5% times placement on the salary schedule)
Speech Pathologists	1.025	(2.5% times placement on the salary schedule)
Audiologists	1.025	(2.5% times placement on the salary schedule)
Physical Therapists	1.025	(2.5% times placement on the salary schedule)
Occupational Therapists	1.025	(2.5% times placement on the salary schedule)

For 2019-20: An additional 2.5% for a total of 5%.

School Psychologists	1.05	(5% times placement on the salary schedule)
Speech Pathologists	1.05	(5% times placement on the salary schedule)
Audiologists	1.05	(5% times placement on the salary schedule)
Physical Therapists	1.05	(5% times placement on the salary schedule)
Occupational Therapists	1.05	(5% times placement on the salary schedule)

G. All nurses and any other employees who travel to multiple service provision sites fifty percent (50%) or more of their work time shall receive a twenty-five-dollar (\$25.00) monthly stipend for the ten (10) months of the school year.

Article 26 — Licensed Evaluations

A. Evaluation of licensed employees shall be in accordance with Oregon law and conform to the procedure and subsequent modifications which are adopted by the School Board after consultation by the School Board with the Association. The Evaluation Committee shall consist of equal numbers of Association appointed and District appointed members for any changes in the Evaluation Policy.

B. Licensed employees will be provided with copies of forms, policies, rules, requirements and other documents related to the evaluation process at the start of each school year.

C. An employee can request Association representation during meetings on programs of improvement.
The employee at the program of improvement meeting may suggest ideas or request Association assistance to provide input which would help address deficiencies noted. The employee's supervisor will determine what is contained in the employee's program of improvement.

- D. Employees may attach evaluation rebuttals in accordance with Article 9, Section D.
- E. Any discussion regarding tying compensation (Value Added Systems/Pay for Performance, etc.) to evaluation will be limited to the bargaining teams of each party in compliance with SB 290 and ORS 698.712.
- F. Contract employees being dismissed will have an opportunity for an impartial review by a third-party hearing. TSPC licensed employees may elect to appeal their case to the Oregon Fair Dismissals Board or to arbitration using the grievance procedure. Non-TSPC licensed employees may appeal their dismissals to arbitration in accordance with Article 8.

Article 27 — Duration of Agreement

Effective Date

This Agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2020.

In witness whereof, the Association has caused this Agreement to be signed by its President and the Board has caused this Agreement to be signed by its Chairman, attested by its Clerk.

SOUTH COAST ESD EDUCATION ASSOCIATION

President

Date

Chair, Licensed Negotiations Team

Date

SOUTH COAST EDUCATION SERVICE DISTRICT BOARD OF DIRECTORS

Chairman

Date

Clerk

Date

Appendix A-1 — Licensed Salary Schedule 2018-2019

Step	BA	BA + 30	BA + 45	BA + 60 MA	BA + 75 MA + 15
1	\$39,109	\$41,061	\$43,017	\$45,363	\$47,319
2	\$40,083	\$42,038	\$43,996	\$46,341	\$48,299
3	\$42,038	\$43,996	\$45,949	\$48,299	\$50,250
4	\$43,996	\$45,949	\$47,906	\$50,250	\$52,208
5	\$45,753	\$47,711	\$49,666	\$52,011	\$53,965
6	\$47,319	\$49,274	\$51,231	\$53,577	\$55,532
7	\$48,885	\$50,838	\$52,793	\$55,141	\$57,096
8	\$50,448	\$52,404	\$54,359	\$56,704	\$58,660
9	\$52,011	\$53,965	\$55,924	\$58,268	\$60,225
10	\$53,577	\$55,532	\$57,485	\$59,834	\$61,787
11	\$55,141	\$57,096	\$59,049	\$61,398	\$63,351
12	\$56,704	\$58,660	\$60,616	\$62,960	\$64,919
13	\$58,268	\$60,225	\$62,180	\$64,524	\$66,481
14	\$59,834	\$61,787	\$63,746	\$66,089	\$68,045
15	\$61,103	\$63,058	\$65,016	\$67,361	\$69,316
16	\$62,084	\$64,039	\$65,992	\$68,341	\$70,292
17	\$64,039	\$65,992	\$67,947	\$70,292	\$72,250

This salary schedule is based on a 191-day contract.

2% over 2017-18 salary schedule. Where available, employees will receive a step.

Appendix A-2 — Licensed Salary Schedule 2019-2020

Step	BA	BA + 30	BA + 45	BA + 60 MA	BA + 75 MA + 15
1	\$40,087	\$42,088	\$44,093	\$46,498	\$48,502
2	\$41,085	\$43,089	\$45,096	\$47,499	\$49,507
3	\$43,089	\$45,096	\$47,098	\$49,507	\$51,507
4	\$45,096	\$47,098	\$49,104	\$51,507	\$53,513
5	\$46,897	\$48,903	\$50,907	\$53,311	\$55,314
6	\$48,502	\$50,506	\$52,511	\$54,916	\$56,920
7	\$50,107	\$52,109	\$54,113	\$56,520	\$58,523
8	\$51,709	\$53,714	\$55,718	\$58,121	\$60,127
9	\$53,311	\$55,314	\$57,322	\$59,724	\$61,731
10	\$54,916	\$56,920	\$58,922	\$61,330	\$63,331
11	\$56,520	\$58,523	\$60,525	\$62,933	\$64,935
12	\$58,121	\$60,127	\$62,131	\$64,533	\$66,542
13	\$59,724	\$61,731	\$63,735	\$66,137	\$68,143
14	\$61,330	\$63,331	\$65,340	\$67,741	\$69,746
15	\$62,631	\$64,635	\$66,641	\$69,045	\$71,049
16	\$63,636	\$65,640	\$67,642	\$70,050	\$72,050
17	\$65,640	\$67,642	\$69,646	\$72,050	\$74,056

This salary schedule is based on a 191-day contract.

2.5% over 2018-19 salary schedule. Where available, employees will receive a step.

Appendix A-3 Licensed Salary Index Schedule: 2018-2020

Step	BA	BA+30	BA+45	BA+60 MA	BA+75 MA+15
1	1.0000	1.0500	1.1000	1.1600	1.2100
2	1.0250	1.0750	1.1250	1.1850	1.2350
3	1.0750	1.1250	1.1750	1.2350	1.2850
4	1.1250	1.1750	1.2250	1.2850	1.3350
5	1.1700	1.2200	1.2700	1.3300	1.3800
6	1.2100	1.2600	1.3100	1.3700	1.4200
7	1.2500	1.3000	1.3500	1.4100	1.4600
8	1.2900	1.3400	1.3900	1.4500	1.5000
9	1.3300	1.3800	1.4300	1.4900	1.5400
10	1.3700	1.4200	1.4700	1.5300	1.5800
11	1.4100	1.4600	1.5100	1.5700	1.6200
12	1.4500	1.5000	1.5500	1.6100	1.6600
13	1.4900	1.5400	1.5900	1.6500	1.7000
14	1.5300	1.5800	1.6300	1.6900	1.7400
15	1.5625	1.6125	1.6625	1.7225	1.7725
16	1.5875	1.6375	1.6875	1.7475	1.7975
17	1.6375	1.6875	1.7375	1.7975	1.8475