

Counter Proposal #1
Medford School District Classified Agreement
April 13, 2006

Medford School District 549C

and

Oregon School Employees Association Chapter 15

~~1999-2006~~ 2006 - 2009-2009

Collective Bargaining Agreement

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Counter Proposal #1
Medford School District Classified Agreement
April 13, 2006

**Collective Bargaining Agreement
Between
Medford School District 549c
And
Oregon School Employees Association
Chapter No. 15**

THIS CONTRACT is made and entered into this 1st day of July, ~~1999~~2006, by and between OREGON SCHOOL EMPLOYEES ASSOCIATION, CHAPTER NO. 15, hereinafter referred to as the "ASSOCIATION" and SCHOOL DISTRICT 549C of JACKSON COUNTY, hereinafter referred to as "BOARD" or "DISTRICT".

It is hereby agreed by and between the parties as follows:

Article I – General Provisions

1.1 INTEGRATION AND ZIPPER

- a. This contract ~~incorporates~~ represents the sole and complete Agreement reached between the District and the Association resulting from negotiations held pursuant to the provisions of ORS 243.650 et., seq. It shall not be modified in whole or in part except by another written instrument duly executed by the parties.

1.2 CONTRACT DURATION AND REOPENING OF NEGOTIATIONS

This contract shall be effective July 1, ~~1999~~2006 and shall remain in full force and effect to and including June 30, ~~2004~~2009. This contract may be extended by mutual agreement of both parties at any time prior to June 30, ~~2004~~2008. The parties will reopen negotiations for economic provisions (salary, Article IV and insurance, Article V) for 2008-2009. The term of the contract shall be extended for two years. The agreement will now expire on June 30, 2006. For a successor agreement the parties agree to exchange initial proposals by December, 2008.

~~Upon expiration of this contract and until a new contract is negotiated, the salaries and fringe benefits identified in this Agreement or its supplements shall not be reduced.~~

~~If, as a result of bargaining described in the paragraph above, salary or benefits are reduced, the District agrees to reopen for negotiations those items that had been reduced if it receives significantly more revenue than anticipated.~~

1.3 FUNDING

Notwithstanding any other language herein contained, this Agreement is further subject to and limited by any and all mandatory federal government and State of Oregon laws and regulations relating to wage increases and guidelines.

In the event of a budget deficit from the prior year, legislative action, or initiative affecting any portion of this agreement, the salary and related economic items agreed to herein shall not be reduced without negotiations between the Association and the District. A budget deficit shall be defined as the inability of the District to finance staffing and programs through the general fund operating budget at the previous year's level. The District or Association shall give notice of its need to renegotiate the contract during the term of the agreement and the parties shall utilize the provisions of ORS 243.698 except that the period of negotiations shall be 150 calendar days.

1.4 SEPARABILITY

~~In the event that any provision of this contract~~ words or sections of this agreement 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 agreement, it being the expressed intention of the parties hereto, that all other provisions not declared invalid shall remain in full force and effect by ruling of the ERB, by statute or constitutional amendment, or by inability of the employer or the employees to perform to the terms of the agreement, then upon request by either party the invalid words or sections of the Agreement shall be reopened for expedited negotiations.~~

Article II – District and Association Rights and Duties

2.1 MANAGEMENT RIGHTS

- a. The District retains the sole right and authority to manage the District, and all terms and conditions of employment shall continue to be subject to the School Board's direction and control and not subject to grievance, except as specifically limited by the terms of this Agreement.
- b. The District and Association agree to implement a labor management team consisting of administrators and Association members as agreed upon in the OSEA Chapter 15 constitution and bylaws.

2.2 CONTRACTING OUT

The District shall retain the right to contract ~~out~~ services ~~performed exclusively~~ by bargaining unit members. Prior to doing so, however, the Superintendent will notify the Association of District intent to consider contracting for services performed by bargaining unit members at least 120 days prior to any formal action by the Board to enter into any contract for such services and afford Association representatives the opportunity to confer with the Board during said period under the provisions of ORS 243.698 except that the period of negotiations shall be 1250 days. There is no other obligation on the District to bargain either the decision or impact of such contracting out of services.

2.3 ASSOCIATION RECOGNITION

The District recognizes the Association as the ~~sole and~~ exclusive bargaining representative, for all regular classified employees (regardless of number of hours worked) excluding, however, the following:

- a. ~~All s~~Supervisory and confidential employees. At the time of execution of this Agreement, the following are acknowledged to be confidential or supervisory:
 1. Manager, Grounds and Facilities
 2. Manager, Purchasing and Receiving
 3. Manager, Fiscal Services
 4. Manager, ~~Computer Services~~ Network Telecom Services
 5. Manager, Information Services
 - ~~5~~6. Administrative Assistant-Superintendent/School Board
 - ~~6~~7. Administrative Assistant-Personnel (two positions)
 - ~~7~~8. Accounting/Fiscal Specialist
 - ~~8~~9. Programmer/Analyst (two positions)
 - ~~9~~10. Senior Network Analyst
 - ~~10~~1. Payroll Specialist
 - ~~14~~2. Secretary, Director of Business/Facilities
 - ~~12~~3. Secretary, Director of Elementary Education
 - ~~13~~4. Secretary, Director of Secondary Education
 15. Secretary, Director of Human Resources
 - ~~16~~. Secretary, Director of Curriculum

- 17. Secretary, Director of Student Services
- 148. Secretary, Administrative (three positions)
- 159. Secretary/Receptionist-Personnel Substitutes
- ~~1620. Secretary Grounds/Facilities~~

Additional exclusions may be affected by unit clarification proceedings.

- b. Substitutes - Employees hired for forty (40) hours or less during the school year or those irregular employees called in to replace regular employees on excused absences (i.e. sick leave, vacation, etc.), of a duration less than six months. However, in instances where an employee takes leave that extends beyond six (6) months, the district may engage a substitute employee provided that the employee will be paid on the regular classified salary schedule and receive benefits that would accrue to a regular employee. Receiving regular classified benefits does not change the substitute nature of the position and the substitute employee has no contractual rights beyond the return date of the regular employee. After any regular employee terminates, a substitute may be hired for a maximum of 25 workdays. After this 25 day period anyone filling the position that is not hired as the regular replacement will be considered a temporary employee and accumulate hours toward the maximum of 600 hours for temporary employees.
- c. Temporary Employees - Irregular employees hired for a specific time period not to exceed the equivalent of six hundred (600) hours. This category will include seasonal employees hired only for summer work. Temporary employees who exceed six hundred (600) hours in a specific time period shall become regular employees and ~~receive all applicable provisions of~~ shall be covered by the collective bargaining agreement. Temporary positions with fixed workday limits that exceed six hundred (600) hours will be posted by the District prior to filling the position. The 600 hour per year maximum for temporary employees will be for positions designated TEMPORARY UNDER SPECIAL CIRCUMSTANCES. These circumstances would apply to the following categories of positions.
 - 1. All grant funded positions (i.e., Drug & Alcohol Grant, McKinney Homeless, Foundations Program, etc.)
 - 2. Special education positions which are designated to meet the needs of a particular student (i.e., hearing impaired, autistic, etc.) These positions would be temporary in nature and not subject to rehire if exceeding the 600 hour maximum.

The District agrees to schedule an interview for bargaining unit members who ~~wish to apply for summer employment upon request~~ in writing ~~from the unit member which is received~~ at least five days before closing date for the temporary summer position.

However, regular bargaining unit members hired for the school year who are hired as temporary summer help will remain as bargaining unit members during the period of summer employment. **Only** the following provisions of this Agreement having application to them as to their summer employment:

Applicable Provisions

- 1.1 Integration and Zipper
- 1.2 Duration and Reopening

- 1.3 Funding
- 1.4 Separability
- 2.1 Management Rights
- 2.3 Association Recognition
- 2.6 Association Duties
- 2.7 Dues Checkoff and Association Security
- 2.8 Strike/Work Action
- 3.1 Grievance Procedure
- 4.8 Insurance
- 5.5 Rest Period
- 5.6 Lunch Period
- 6.1 Job Opening Notifications
- 6.2 Vacancies
- 6.4 Personnel Records
- 8.5 Employee Discipline

Not Applicable

- 2.4 Release Time for Negotiations
- 2.5 Association Use of School Equipment
Article IV except Insurance (4.8)
Article V except Rest Period (5.5) and
Lunch Period (5.6)
- 8.3 Layoff

The District will provide to the OSEA chapter President a quarterly report listing all temporary employees, the location, the position held by those employees and funding source, employment date and the total number of hours worked by each employee and the reason for the temporary positions.

Consideration will be given to bargaining unit employees who wish to bid on temporary positions. Bargaining unit employees who are selected to fill temporary positions will keep their current benefits, longevity and leave accruals intact. Leaves taken will be charged at the hourly rate of the temporary position. Any eligible longevity pay will continue during the duration of the temporary position.

The bargaining unit employee will be placed at the posted pay level of the temporary position and the vacated position created by the transfer will be posted as a temporary position.

At the end of the school year, or at the time the original temporary position is deemed no longer needed, whichever comes first, the bargaining unit employee will return to his/her previous position.

If the temporary position becomes a permanent position, the bargaining unit employee will return to his/her previous position, and the newly created permanent position will be posted and open to bid by all bargaining unit members.

2.4 RELEASE TIME FOR NEGOTIATIONS

Members of the OSEA negotiating team will be released from school duties, if necessary, to

attend bargaining sessions scheduled by the parties. Such sessions will be scheduled so as not to interfere with normal schedules where possible.

2.5 ASSOCIATION LEAVE

- a. A total of twenty five (25) days per year will be granted to work on Association business or to attend any conferences or conventions of state and national affiliated organizations. Representatives will not be entitled to District reimbursement for travel, meals, or lodging during such leave. Notice of the dates of attendance, together with the names of representatives will be provided to the District twenty-four (24) hours in advance of the need. If the District deems it necessary to obtain a substitute, the local Association will pay the cost of the substitute. The number of days may be increased by mutual agreement of both parties.
- b. Employees who are OSEA members in good standing, may be allowed time off without loss of pay or benefits under the OSEA Time Release Program to assist in local Association business.
 1. The District will continue to pay the employee, and the Association will reimburse the District for actual employee costs to release the employee participating in this program. Actual costs include salary and related payroll costs. Employees participating in the OSEA Time Release Program are not entitled to District reimbursement for travel, meals, or lodging.
 2. Employees taking part in this program shall submit a written request to their immediate supervisor at least two weeks in advance.
 3. Release of the employee is contingent upon mutual agreement between the Association: OSEA-Salem, and the District.
 4. Total time used under this program shall not exceed forty-five (45) working days per year with no more than ten (10) working days per employee participating, with possible exceptions considered, and as agreed upon by OSEA-Salem and the District.
- c. Association members may be excused from their work schedule by the Superintendent or designee to attend Association meetings.

2.6 ASSOCIATION USE OF SCHOOL FACILITIES AND EQUIPMENT

The Association negotiating team shall have the right to use school duplicating equipment when such equipment is not otherwise in use and permission of the principal or other supervisor is secured. Equipment will not be removed, however.

The Association shall be allowed the use of the facilities of the District, excluding rent, for meetings when such facilities are available, and the meetings would not conflict with business of the District, if the Association abides by all limitations regarding heat and electrical power use.

(Note: Section below moved to Article 2, Section 2.5 c.)

~~Association members may be excused from their work schedule by the Superintendent to attend~~

~~Association meetings.~~

The District will designate a bulletin board at each school and ~~department at the warehouse, maintenance shop, IMC, administration building and annex~~ for the posting of Association notices.

2.7 ASSOCIATION DUTIES

The Association will provide the District with a list of authorized representatives who ~~will be allowed to~~ may visit the work areas of employees during work hours and confer on employment. ~~These visitations may be approved provided that such visitations by these authorized representatives do not disrupt the work activities of the employees and prior consent thereto be obtained from the employee's building principal, where applicable, or from the supervisor when the employee is contacted other than in a classroom building or supervisor.~~

2.8 DUES CHECKOFF AND ASSOCIATION SECURITY

The District agrees to deduct from the wages of each employee the payment of dues to the Association. Authorization shall be in writing by each employee on the form provided by the Association. The District further agrees to continue to honor authorization for dues deduction executed by the employee in favor of the Association.

Employees are not required to be members of the Association. However, for all employees in the bargaining unit during the contract period, the District agrees to deduct monthly for each month worked, an amount equal to OSEA dues, as a "fair share" contribution pursuant to Oregon Revised Statutes, Chapter 243.666. Any individual employee objection based on bona fide religious tenets or teachings of the church or religious body of which such employee is a member will require the employee to inform the District and the Association within fifteen (15) days of the commencement of work by said employee in each of the fiscal years covered by this Agreement, of his or her objection. The employee will meet with the representatives of the Association and establish a mutually satisfactory arrangement for distribution of a contribution of an amount of money equivalent to the fair share contribution to a non religious charity. The District agrees to transmit the dues deducted and the amount of fair share to the state office of the Oregon School Employees Association.

The District agrees to furnish a list of new appointments of employees eligible for the bargaining unit, during a calendar quarter within thirty (30) days following the close of each quarter. It will be furnished to the ~~Association~~ chapter president, and will include ~~their~~ employee addresses, class titles, range numbers, steps, departments and schools to which the employees ~~is~~ are assigned.

2.9 STRIKE/WORK ACTION

The Association and its members will not initiate, cause or participate or join in any strike, work stoppage, withholding of services, slowdown, picketing, recognition of a picket line or any other restriction of work during the term of this Agreement.

There will be no lockout of employees in the bargaining unit by the District during the period of this Agreement.

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Article III – Grievance Procedure

- 3.1 A grievance means a dispute over the meaning interpretation, or implementation of a specific provision of this Agreement ~~is defined to be any question or controversy~~ between any bargaining unit member or the Association and the District. ~~involving the interpretation or application of the provisions of this Agreement.~~

A grievance may be filed by an individual employee, by the Association on behalf of ~~an individual~~ a group of employees, or by the Association on its own behalf. As used in the grievance procedure, the word "workdays" shall be defined as ~~meaning working days~~ the District office is open for business.

When problems arise, an attempt ~~will~~ may be made by the employee to settle them informally and with his/her immediate supervisor ~~to settle them informally~~. A problem which cannot be resolved informally will be processed as a grievance.

If, in the judgement of the Association, a grievance affects a group or class of members, the Association shall submit the grievance at the informal level to the ~~Personnel~~ Human Resources Director. If the matter is not resolved within ten (10) workdays, the matter may be submitted in writing to the Superintendent and the processing of such grievance shall commence at level two.

- 3.2 Each grievance will be processed in the following manner:

STEP 1. ~~Within twenty (20) workdays after the occurrence of the cause for complaint, the employee involved will reduce his/her grievance to writing stating reasons therefor and the relief requested and will present it to his/her supervisor, provided, however, that if the aggrieved did not become aware of the occurrence until a later date, then he/she must initiate action within twenty (20) workdays following actual knowledge of such occurrence. Within five (5) workdays after the grievance is submitted to him/her, the supervisor will discuss the grievance with the employee involved and attempt to resolve it. If he/she wishes, the employee involved may be accompanied at such meeting by a representative of the Association. Within five (5) workdays after this meeting, the supervisor will state his/her decision in writing on the grievance form and provide a copy to the grievant. For grievance procedure purposes, supervisors are as follows: Within twenty (20) workdays after the occurrence of the cause for complaint, the employee involved will present in writing to his/her supervisor the reasons for the grievance and the relief requested. If the grievant did not become aware of the occurrence until a later date, then he/she must initiate action within twenty (20) workdays following actual knowledge of such occurrence or within twenty (20) workdays of when the grievant should have become aware of such occurrence. Within ten (10) workdays after the grievance is submitted to the supervisor, he/she will discuss the grievance with the employee involved and attempt to resolve it. If the grievant wishes, he/she may be accompanied by a representative of the Association. Within ten (10) workdays after this meeting, the supervisor will state his/her decision in writing on the grievance form and provide a copy to the grievant. For grievance procedure purposes, supervisors are identified in the job description.~~

<u>Employees</u>	<u>Supervisors</u>
Accounting Clerks	Building Principals
Accompanists	
Campus Monitors I & II	
Clerk Typists	
Custodians I & II	
Head Custodians I, II, & III	
Library Media Assistants	
Library Media Assistants/Computer Lab	
Child Development Center Monitors	
Child Development Center Assistant	
Office Manager	
Secretaries	
Special Education Assistants	
Education Assistants	
Education Assistants/Computer Lab	
Graphic Arts Assistant	
Custodian I	Manager, Grounds &
Maintenance Specialists	Facilities
Maintenance Repair Worker	
Groundskeeper	
Foreman - Groundskeeping	
Foreman - Woodworking/Painting	
Foreman - Mechanical/Electrical	
Electrical I and II	
Secretary - Building Use/Sub. Custodians	
Bookkeepers & Accounting Clerk	Manager of Accounting & Payroll
Secretaries	Manager, Purchasing &
Warehouse Worker I & II	Receiving
Warehouse Manager	
Clerk Typists	Instructional Media
Secretaries	Center Services Specialist
Computer Operator/Technician	Manager, Computer
System Documentation/Training Specialist	Services
Secretaries	Director of Elementary Education
Multilith Operators II & III	Director of Business & Facilities
Secretaries	Director of
Clerk II	Secondary Education

~~Custodian I~~

~~Help Desk Specialist~~ _____ ~~Manager, Information Services~~
~~Electronic Technicians~~ _____

~~Receptionist~~ _____ ~~Superintendent or~~
~~his/her Designee~~

STEP 2.

If the grievant is not satisfied with the decision concerning the grievance made by the supervisor, he/she may, within ~~five (5)~~ **ten (10)** workdays of the receipt of such decision, request such supervisor to forward his/her grievance to the Superintendent of Schools, or his/her designated representative, for hearing. The Superintendent of Schools, or his ~~or~~ /her designated representative, will schedule a hearing at a time and place mutually acceptable to the parties within ~~five (5)~~ **ten (10)** workdays of receipt of the grievance. Within ~~five (5)~~ **ten (10)** workdays following such hearing, the Superintendent of Schools, or his/her designated representative, shall state the decision in writing, ~~furnishing the reasons therefor, attach it to the grievance form, and forward a complete copy to the grievant.~~ The writing shall include the reasons for the decision and shall be attached to the grievance form. A copy of this will be forwarded to the grievant. Any additional reasons for denial of the grievance will be made known to the grievant at least fifteen (15) workdays prior to arbitration.

STEP 3.

- (1) If the ~~aggrieved person~~ grievant is not satisfied with the disposition of his ~~or~~ /her grievance at Step 2, or if no decision has been rendered within the time prescribed, he ~~or~~ /she may within ~~five (5)~~ **ten (10)** workdays request in writing that the Association submit the grievance to arbitration. If the Association so determines, it may submit the grievance to arbitration within ~~fifteen (15)~~ **ten (10)** workdays after receipt of a request by the ~~aggrieved person~~ grievant.
- (2) Within ten (10) workdays after such written notice of submission to arbitration, the District and the Association will agree upon a mutually acceptable arbitrator; and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of **five** arbitrators may be made to the Employment Relations Board by either party. The parties shall ~~then be bound by the rules and procedures of the Employment Relations Board in the selection of~~ select an arbitrator through an alternative striking procedure.
- (3) ~~The arbitrator so elected shall confer with the representatives of the Board and the Association, and hold hearings promptly, and shall issue his/her decision not later than twenty (20) workdays from the date of the close of the hearings, or if oral hearings have been waived, then from the date of final statements and proofs on the issues that are submitted to him or her. The arbitrator shall have initial authority to determine whether or not the dispute is arbitrable, and once so determined, he or she shall proceed to determine the merits of the dispute. The arbitrator's decision shall be in writing and shall set forth his or her findings of~~

~~fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The arbitrator shall have no authority to amend, modify, alter, add to, or subtract from this Agreement unless the District and the Association agree to give him or her specific authorization to do so. He or she shall confine himself or herself to the precise issues submitted for arbitration. The arbitrator shall have no authority to limit or interfere with the powers, duties, and responsibilities of the District under applicable law, and the rules and regulations thereof having the force and effect of law. He or she shall be bound by the principles of law relating to contract interpretation followed by Oregon courts. The decision of the arbitrator shall be submitted to the District and the Association and shall be final and binding on both parties.~~ The arbitrator so elected shall confer with the representatives of the Board and the Association, hold hearings promptly and issue his/her decision not later than twenty (20) workdays from the date of the close of the hearings or if oral hearings have been waived, then from the date of final statements and proofs on the issues have been submitted to him/her. The arbitrator shall have initial authority to determine whether or not the dispute is arbitrable, and once so determined he/she shall proceed to determine the merits of the dispute. The Arbitrator's decision shall be in writing and set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The arbitrator shall have no authority to amend, modify, alter, add to or subtract from this Agreement unless the District under applicable law and the rules and regulations thereof having the force and effect of law. He/she shall be bound by the principles of law relating to contract interpretation followed by Oregon courts. The decision of the arbitrator shall be submitted to the District and the Association and shall be final and binding on both parties.

- (4) The cost of the service of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and cost of the hearing room shall be borne equally by the District and the Association. Any other expenses incurred shall be paid by the party incurring same.
- (5) ~~The names of any witnesses who will be used in arbitration must be made known to the other party seventy two (72) hours prior to the first arbitration session.~~ The parties will be bound by the rules of the American Arbitration Association for conduct of the arbitration hearing.
- (6) Filing a grievance in writing constitutes an election of remedies and is a waiver of any and all right by the appealing party to litigate or otherwise contest the appealed subject matter in any court or other forum. Grievances which are subject to the jurisdiction of other federal or state administrative agencies (e.g. BOLI, OSHA, etc) as defined by law which are subject to their review and complaint procedures should be referred to the appropriate government agency and will not be submitted to arbitration under this article.

3.3 General procedures:

- a. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 3.4 b. Grievance representatives' names shall be given to the District by the Association. Grievance representatives will be permitted reasonable time to investigate and process grievances. Association business, other than the investigation and processing of grievances, shall not be conducted by such representatives on District time, nor shall it, in fact, interfere with the work assignment of any other employee.
- 3.5 c. The president of the local chapter, or, in his or her absence, the vice president of the local chapter, shall have the rights accorded to grievance representatives.
- 3.6 d. The District agrees neither to interfere with any employee's right to pursue a grievance nor to subject any employee to punitive measures of any sort by reason of pursuance of a grievance. The term "punitive measures" shall include, but not be limited to, demotions, reductions in pay, unwarranted changes in position and dismissal.
- 3.7 e. No issue will be arbitrated unless it results from an action or occurrence which takes place ~~on or~~ after this agreement is in effect or is a result of a grievance filed prior to the beginning of this agreement.
- 3.8 f. Any award shall have no binding precedential value beyond the duration of this Agreement.
- g. Failure at any level of this procedure by the grievant to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Failure by the District at any level of this procedure to the decision in writing or a grievance within the specified time limits shall advance the grievance to the next level.
- h. Forms for processing grievances shall be jointly prepared by the District and the Association. The forms will be printed and given appropriate distribution by the parties to bargaining unit members and administration.

Article IV – Employee Compensation and Benefits

4.1 WAGES

- a. For the duration of this agreement, July 1, ~~1999~~2006 through June 30, ~~2006~~2008 ~~unless otherwise modified by mutual consent of the District and Association~~, the base salaries from the previous year shall be increased by 1.25% each year (See Appendix A) in lieu of horizontal (step) movement which has been suspended (see below), ~~adjusted by the January to January National Consumer Price Index, All Urban Consumers, provided that the adjustment shall not be less than three (3.0%) percent nor greater than seven (7.0%) percent plus one half (1/2) of the CPI index over seven (7.0%) percent.~~
- b. Additional salary equal to 1/19th of an employee's monthly salary schedule placement will be added for those employees in qualifying positions. The following list constitutes all of the positions eligible for this payment.

Business Office

Accounting Clerk (1)

Bookkeepers (3)

Computer Services

Computer Operator/Technician (2)

Computer Support Specialist (1)

Education Division

Secretary II (1)

Maintenance

Clerk Typist II (1)

Personnel/Staff Development Office

Secretary II (1)

Publications Office

Multilith Operator III (1)

Multilith Operator II (2)

Purchasing Office

Secretary III (1)

Secretary II (1)

Secretary I (1)

Superintendent's Office

Receptionist/Secretary III

HORIZONTAL INCREMENT

- a. All probationary classified employees shall, on satisfactory completion of six (6) months probationary period from the date of their hiring, be granted a horizontal increment on the salary schedule.
- b. For the duration of this agreement the following language will not be used and held in moratorium: Upon successful completion of the previous year's evaluation, non-probationary employees will be granted one horizontal increment on the salary schedule on the beginning date of each contract year.
- c. No horizontal (step) increments shall be granted in any hiatus period.

PERS PICKUP

~~For the term of the agreement, the District shall not withhold from employees' monthly salaries the contribution required by ORS 237.071; and shall "pick up", assume and pay a maximum of six percent employee contribution to the Public Employees Retirement System. Such "pick up" or payment of employee member monthly contributions to the system shall continue for the life of this Agreement and shall also be applicable to employees who first begin to participate in the~~

~~system during the term of this Agreement.~~

~~The full amount of required employee contributions picked up or paid on behalf of employees pursuant to this Agreement shall be considered as "salary" within the meaning of ORS 237.003 (8) for the purposes of computing an employee member's "final average salary" within the meaning of ORS 237.003 (12) but shall not be considered as "salary" for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 237.071. Such picked up or paid employee contributions shall be credited to employee accounts pursuant to ORS 237.071 (2) and shall be considered to be employee contributions for the purposes of ORS 237.001 to 237.320.~~

~~for the duration of this agreement. The maximum District contribution will be six percent (6%).~~

1. During the term of the Agreement, the District will participate in the public employee retirement plans established in ORS Chapter 238 and ORS 238A that are; (1) in effect as of the execution date of this Agreement; and (2) as applicable to employees covered by this Agreement. Any changes in the public employee retirement plans which are enacted during the life of this Agreement by statute or administrative rule will apply to employees covered by those plans.
2. The District does not agree to provide employees any particular level or type of retirement benefit, but only to participate in the public employee retirement plans and make contributions as required by law.
3. Employer will contribute 6% of each employee's salary as defined by ORS Chapter 238 and/or 238A (HB 2020) to the public employee retirement plan for the duration of this agreement.
4. To the extent allowed by law, retiring employees will receive credit for unused sick leave for the purpose of calculating final average salary for PERS retirement benefits.

4.2 LONGEVITY COMPENSATION

~~Longevity compensation will be increased each year by the percentage of the base salary increase. For the purpose of this contract shall be granted in the amounts shown below. Indicate the 2005-2006 1999-2000 level and will be increased annually thereafter. The first level will begin with nine (9) years continuous experience with the District.~~

<u>Continuous Years with District 549C as a Bargaining Unit Member</u>	<u>Longevity Pay (2005-2006)</u>
Beginning with 9 years	\$ 52.48 \$61.86 per month
Beginning with 14 years	\$105.01 \$123.79 per month
Beginning with 18 years	\$157.50 \$185.67 per month
Beginning with 22 years	\$210.02 \$255.47 per month
Beginning with 26 years	\$262.52 \$309.46 per month

Time spent on approved leaves or on recall prior to expiration of recall rights do not constitute an interruption of employment.

4.3 OVERTIME

Eligible employees shall be compensated at the rate of time and one half (double time for holidays) in the form of pay or compensatory time off at the discretion of the District for work under the ~~following~~ conditions described below, but in no event shall such compensation be received twice for the same hours. Double time is defined as twice the regular hourly pay rate.

~~a. All assigned work in excess of eight (8) hours on any scheduled workday, except as provided in a 4/10 work schedule.~~

~~b.~~a All assigned work in excess of forty (40) hours in any workweek. For the purpose of computing overtime, all hours an employee actually works, plus unworked paid holiday and paid vacation hours and paid sick leave shall be credited as time worked in computing total work period hours.

4.4 CALLBACK

When a bargaining unit member is called back after a regularly scheduled work shift two hours of overtime pay will be guaranteed. Additional overtime compensation will not begin, however, until after the bargaining unit member has worked two hours on the callback.

When a bargaining unit member is called back on other than a regularly scheduled workday, he or she will be guaranteed two hours of pay at the regular rate unless overtime as per paragraph 4.3 is applicable.

Travel time to and from the job will not be included in the computation of pay.

4.5 POSITION CHANGE

Change in position involving a new duty or responsibility will be accomplished by moving the employee affected to the comparable salary step in the new salary range which provides a salary one step higher than the salary amount he/she was receiving prior to the change or to the first step on the new salary range, whichever is greater. However, an employee placed on the first step will receive a step increase at six months. The employee who is transferred to a classification lower than the one under which he/she is working will be placed on the lower classification salary range at the same step as he/she was located on the higher classification range. If fingerprinting is required for transferred employee, the District will pay the cost.

4.6 WORKWEEK

The workweek for pay purposes shall commence on 12:01 a.m. Saturday and conclude on the following Friday at midnight. The normal workweek within that period will consist of five consecutive days. It is understood, however, that the consecutive aspect may be altered in the event of emergency conditions.

During the time the District is on summer hours, the District may provide employees with the opportunity to work four consecutive 10 hour days. Such positions shall be agreed upon by the District and OSEA. If the Superintendent determines that it is not working satisfactorily, the schedule may be modified or terminated. ~~On the other hand, should~~ If the Superintendent

determines the schedule be deemed successful, the four consecutive 10-hour day workweek may be utilized until terminated by the Superintendent.

4.7 OUT OF CLASSIFICATION WORK

Employees required by the District to perform all or substantially all the duties of a higher classification for five (5) days consecutively or within the same thirty (30) day period will be compensated at the rate of compensation provided in the higher classification, at their usual step, for the amount of time spent doing out of classification work. District shall not rotate personnel for the sole purpose of avoiding out of classification pay.

4.8 HAZARDOUS DUTIES AND SAFETY EQUIPMENT

Any employee who is required to work in any hazardous situation, shall receive proper training for such duties and/or situations. Training shall be paid for by the district, and if necessary, the employee will be compensated if such training extends beyond their regular work schedule.

The district shall provide any and all safety equipment which would be required by the district, state, local, and federal laws, rules and regulations, for the protection of the employee or employees who are required to perform any hazardous duties and/or situations.

If no safety equipment is available, and/or the employee(s) have not received proper training, that employee shall not be required to perform any hazardous duties.

Hazardous duties shall include, but are not limited to the following: Bcleaning up bodily fluids, blood borne pathogens, asbestos abatement or inspection, working around explosive or incendiary devices or working around any substance or condition deemed a hazard as agreed upon by the District and the Association.

Article V – Employee Insurance

5.1 EMPLOYEE INSURANCE BENEFITS

The District's contribution toward the premium cost of hospital-medical, through the Medford School District Self-Insurance Program (MSD-SIP), dental, LTD, and vision insurance for full time employees (regularly employed for 2080 hours or more per year (exclusive of temporary summer employment)) will be as follows:

- a. For ~~2002-03~~2006-2007, the District will ~~pay the full~~contribute up to \$800 per teacher towards the MSD-SIP premium cost for all employees and their eligible dependents.
- b. For ~~2003-04~~2007-2008, the District ~~will pay the~~contribution will be up to \$850 per month cost for all toward the MSD-SIP premiums for employees and their eligible dependents up to a cap of 7% above the average paid claims per employee for the previous calendar year. The cost of paid claims in excess of the cap shall be shared equally by the District and by the covered employee, but in no event shall the employee pay more than \$75 per month above the cap prior to the implementation of Section 125. The District will pay any cost in excess of the maximum employee contribution.
- e. ~~For 2004-05~~2008-2009, the District will pay the contribution toward MSD-SIP premiums will be increased by up to \$888 per monthcost for all employees and their eligible dependents up to a cap of 8% above the average paid claims per employee for the previous calendar year. The cost of paid claims in excess of the cap shall be fully paid by the employee but in no event shall the employee pay more than \$75 per month prior to the implementation of Section 125. The District will pay any cost in excess of the maximum employee contribution.
- d. ~~For 2005-06~~, the District will pay the cost for all employees and their eligible dependents up to a cap of 8% above the average paid claims per employee for the previous calendar year. The cost of paid claims in excess of the cap shall be fully paid by the employee but in no event shall the employee pay more than \$100 per month prior to the implementation of Section 125. The District will pay any cost in excess of the maximum employee contribution.
- e. ~~LONG TERM DISABILITY INSURANCE~~

The District will provide and pay the full premium cost of Long Term Disability Insurance for all members of the bargaining unit employed 760 hours or more per year. Benefits shall be available as per terms of the Long Term Disability Policy.

5.2 For bargaining unit members who are regularly scheduled to work 1040 hours or more per year. The District contribution toward health insurance premiums should be prorated based on the proportion to the number of scheduled work hours to a full time employee (2080 hours per year).

5.23 The Medford School District Self-Insurance Plan (MSD-SIP) shall offer three plans from which each eligible employee may choose during the open enrollment periods.

- a. A \$1200 deductible HSA program;

b. A \$500 deductible program; and

c. A \$100 deductible program; and

Benefit levels for each of the plans shall be described in the MSD-SIP plan documents and by this reference shall be incorporated into this Agreement.

5.34 In the event the amount contributed by the District toward the premiums of health insurance for each eligible employee is less than the actual cost of that insurance, then each affected employee shall pay the difference through payroll deduction.

5.245 MAINTENANCE OF BENEFITS

- a. Those members employed less than 760 hours per year will not receive any benefits as provided in this article. However, if they choose to purchase the District's hospital-medical coverage the District shall pay \$75.00 per month toward the cost of the premium. The employee may purchase dental and vision coverage when they purchase hospital-medical coverage. The cost of purchase will be the actual cost to the district.
- b. In calculating the 760-hour requirement to obtain full benefits referred to above, temporary summer employment will not be included.
- ~~c.~~ The District retains the right to choose or substitute the insurance carrier. Prior to changing carriers, the District shall allow the District's Insurance Committee an opportunity to review and compare benefits and costs and submit recommendations. The Insurance Committee shall receive quarterly reports from the insurance carrier regarding use of benefits, UCR changes and any potential cost increases.
- d. There will be no reduction in benefits in the above programs during the term of the contract without the express written consent of the Association.

Article VI – District Retirement Benefit

6.1 Eligibility: Retirement may be a viable option to an employee who has become eligible for full retirement benefits under the provisions of the Public Employees Retirement System. Eligibility for full benefits under PERS is attained at age 58 or at any age with 30 years of creditable service.

6.2 When such eligible employee retires prior to July 1, 2014 after a minimum of fifteen (15) years' service with the Medford School District and is eligible for full PERS benefits as stated above, the employee shall be eligible for the following benefits:

a. The District's contribution toward the insurance premium cost of hospital-medical insurance for employees who have taken early retirement until Medicare eligibility (for any reason, including the attainment of age 65) will be as follows:

1. ~~For the 2002-03 school year, the District will pay the full insurance cost.~~

2. ~~For the 2003-04 school year, the District will pay the full insurance cost.~~

3. ~~For the 2004-05 school year, the District will make the same contribution for early retirees as it makes for current employees.~~

4. ~~For the 2005-06 school year, the District will make the same contributions for early retirees as it makes for current employees.~~

<u>Year of Retirement</u>	<u>District Insurance Contribution</u>
<u>2006-2007</u>	<u>\$800</u>
<u>2007-2008</u>	<u>\$800</u>
<u>2008-2009</u>	<u>\$750</u>
<u>2009-2010</u>	<u>\$700</u>
<u>2010-2011</u>	<u>\$650</u>
<u>2011-2012</u>	<u>\$600</u>
<u>2012-2013</u>	<u>\$550</u>
<u>2013-2014 & beyond</u>	<u>\$500</u>

b. In the event a retiree has 30 years with PERS and qualifies for full benefits, he/she may extend District medical-hospital-chiropractic insurance and prescription card plan beyond ten (10) years from the date of retirement but not to exceed age 65 or eligibility for Medicare (for any reason, including the attainment of age 65), whichever shall occur first. Such extension requires that the retiree designate in writing a maximum ten (10) consecutive year period in which the District shall pay the insurance cost and those years prior to or beyond ten (10) years for which the retiree will pay the full insurance cost. It is understood that if the retiree allows this coverage to lapse for any reason, the insurance may not be reinstated.

c. If the insurer of unit members will provide the coverage, early retirees may pay the cost of dental and vision insurance. It is understood that if the retiree allows this coverage to lapse for any reason, the insurance coverage may not be reinstated.

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d. For most people Medicare eligibility deems the first day of the month of the sixty-fifth birthday.

Example: Birthday: March 25

Medicare Eligibility: March 1

~~The foregoing is in addition to and not in lieu of any other provision of the Collective Bargaining Agreement.~~

6.3 Bargaining unit members hired after July 1, 2006 shall not be eligible for the benefits in this article.

Article VII – Vacations, Holidays and Leaves

7.1 HOLIDAYS

All classified employees in the bargaining unit for each year shall receive pay for the following holidays:

Memorial Day	One day
Independence Day	One day
Labor Day	One day
Veterans Day (November 11)	One day
Thanksgiving Day	One day
Day following Thanksgiving	One day
Day prior to or following Christmas Day	One day
Christmas Day	One day
New Year's Day	One day
Presidents Day	One day
<u>Martin Luther King, Jr. Birthday</u>	<u>One day</u>
TOTAL	Eleven days

Each year all classified bargaining unit members shall receive pay for the above listed holidays provided he/she ~~Holiday pay will be paid to a bargaining unit member provided he or she works both the last working day prior to and the first working day following the paid holiday, except.~~ Those employees paid on a monthly rate will receive pay for the Friday before Labor Day weekend and Labor Day. Employees reporting for duty the week prior to Labor Day or who report for any inservice in August will receive regular pay for Labor Day.

The Friday before Labor Day weekend shall be a non paid recess day for hourly employees.

7.2 VACATION

Full time employees shall be entitled to vacation. "Full time employee" is defined for purposes of this paragraph as an employee working a minimum of 30 hours per week, for 12 months during the contract year. ~~A full time~~ Those employees working at least 40 hours per week for six months or more but less than 12 months during the contract year shall be entitled to a prorated vacation allowance. Vacation shall accrue as follows:

1. No vacation will accrue during the first six months of employment.
2. Employee vacation rates shall be allocated as follows:

Continuous Experience	Earning Rates per m Month	Annual Entitlement
0 - 6 months	0 hrs.	-0-
6 mo. - 1 yr.	8 hrs.	6 days /48 hrs.
1+yr. - 5 yrs.	8 hrs.	12 days /96 hrs.
5+yrs. - 10 yrs.	10 hrs.	15 days /120 hrs.
10+yrs. - 15 yrs.	13.5 hrs.	20 days /162 hrs.

15+yrs. 17 hrs. ~~25 days~~/204 hrs.

3. An employee may only accumulate vacation equivalent to one and one half of his/her annual earning rate at any given time. Vacation accumulated in excess of this will be lost on a monthly basis.
4. Employees who are recessed for a month or longer during the work year may request payment prior to recessing for their accumulated vacation time at the rate of pay they are earning at that time.
5. Vacation will be compiled and used on an hourly basis.
6. Vacation accrued prior to this Agreement will be carried forward and used according to these provisions, ~~however, a six month grace period will be allowed upon the initiation of this clause before an employee will lose any of his accumulated vacation days.~~
7. All vacation should be requested in advance from the immediate supervisor, as soon as possible but not less than 10 days in advance of departure. The sSupervisor should approve or deny vacation requests within five (5) working days of the request and ~~should~~ grant vacation in accordance with work schedule and employee needs, giving priority to senior employees. However, once vacation has been approved, a senior employee shall not be entitled to preempt the approved vacation period. "Senior employee" as used in this paragraph refers to seniority within department.
8. Employees do not need to justify reasons for requesting vacation; however, employees may apply vacation where they have exceeded their entitlement for approved sick leave, bereavement leave or emergency business leave requests.
9. An employee whose anniversary date is between the 1st and 15th of the month will receive a full month's entitlement upon the completion of his or her sixth month employment for the remainder of that month. Employees hired between the 16th and 31st will receive one half month's entitlement upon the completion of his/her sixth month employment for the remainder of that month. Likewise, an employee leaving the District's employment between the 1st and 15th will receive one half month's entitlement, while those leaving between the 16th and 31st will be eligible for the full month's entitlement.
10. Earning rate eligibility is determined by continuous service achieved since the last employment date as an 8-hour-per-day employee. This date will be used as the anniversary date for determining that employee's eligibility rate.

7.3 PERSONAL LEAVE

Any regular member of the bargaining unit may take up to three (3) days of personal leave each school year.

No personal leave will be taken for the purposes of vacationing, rest, entertainment, recreation, Association business, or where any other leave policy is applicable, except at the discretion of the District. Exercise of District discretion to refuse leave on these grounds is not subject to binding

arbitration.

The ~~member~~employee will notify the ~~District~~building principal/supervisor in writing of his/her intention to use personal leave, certifying that it is for a valid reason. ~~The notification will be submitted to the building principal/supervisor.~~ When usage of personal leave is needed because of emergency conditions, the employee will notify his/her principal/supervisor will be notified as soon as possible by telephone or other such means as may be available to the staff member.

If the use of personal leave by a bargaining unit member is for purposes other than those permitted by the terms of this contract, the bargaining unit member shall forfeit one (1) day's salary for each day of personal leave so taken. In addition, the bargaining unit member shall forfeit all remaining personal leave privileges for the remainder of the school year.

7.4 BEREAVEMENT LEAVE

Each member who is absent because of a death of a relative or close associate shall be permitted a total of three (3) consecutive days without loss of pay. Any leave taken in excess of three (3) days shall be charged to sick leave. Bereavement leave shall not accumulate. In the event of such death, sick leave may be taken in excess of available bereavement leave.

7.5 REST PERIODS

Each employee shall receive a duty free 15 minute break during each four (4) hour period of consecutive service, with the break coming as close as practical in the supervisor's judgment to the two hour interval. Such break period shall be designated by the appropriate supervisor.

7.6 LUNCH PERIODS

Each ~~permanent~~ employee working six hours or more per day shall receive a duty-free period of at least one half (1/2) hour and not more than one (1) hour. Such time as scheduled by the employer's supervisor, as nearly as practical to midshift, shall be his/her lunch period. The employee's supervisor shall schedule the lunch period and such lunch period shall be as nearly as practical to mid-shift. Such lunch period shall not be credited as time worked for any purpose.

7.7 JURY DUTY AND REQUIRED COURT APPEARANCES

District employees are subject to jury duty and answering subpoenas the same as other citizens. Any employee of the District who is required to serve on jury duty or who is subpoenaed shall receive his or her regular salary during the time he or she is officially attending to such legal matters.

Upon release from jury duty, employees must return to work if there are two (2) hours or more left in the workshift or if permission to not return has been granted in writing by the supervisor. Permission to not return may be obtained from the supervisor by telephone as long as it is followed up by written confirmation. Jury duty checks are not required to be turned over to the District.

7.8 SICK LEAVE

- a. Sick leave will be granted employees who are absent because of the employee's illness or injury, or ~~illness or injury of any member of the employee's~~ the employee's immediate family member's illness or injury. Sick leave in excess of five (5) consecutive workdays, if due to the illness or injury of the employee, shall, at the option of the District, be allowed only upon the certificate of the employee's attending physician or practitioner that the illness or injury prevented the employee from working. Any leave taken by an employee by reason of his/her own ~~or immediate family member's~~ illness or injury ~~or the illness or injury of a member of his immediate family~~ must be ~~treated~~ taken as sick leave. Sick leave shall be granted at the rate of one (1) day for each month of regularly scheduled work and not less than ten (10) days sick leave for each nine (9) months or more employed. Unused sick leave shall accumulate without limit. For the purpose of this paragraph, "immediate family" shall be defined as spouse, child, grandchild, parent, brother, sister, grandparent, aunt, uncle, niece ~~or~~, nephew or persons living in the home of the employee. ~~It will also include persons living in the home of the employee.~~
- b. Twice a year, during the 1st week of each semester, OSEA leadership may request that interested OSEA members donate sick leave to a pool that could be used to help unit members who have experienced extra-ordinary medical circumstances or very serious illness. Employees may donate only two (2) sick leave days each year with the maximum number of days in the sick leave pool capped at 100. Donated days will be assigned by criteria developed and agreed upon at the sole discretion of the Labor Management Team. The decision is not grievable.

7.9 MILITARY LEAVE

Twelve month employees who are members of the National Guard, National Guard Reserve, or any reserve component of the Armed Forces shall, upon written request, be granted up to but not exceeding fifteen (15) days in any one calendar year for official training duty. If the employee has been employed for a period of six (6) months prior to his request for leave, he shall be entitled to receive pay for any period while he is on military leave. District will provide cost of medical group insurance at District expense for military leave (temporary).

7.10 RELEASE TIME FOR INSERVICE

Requests in advance for release time to attend inservice workshops related to the employee's work assignment will be made in writing to his ~~or~~ /her supervisor for review. Denial is not subject to grievance.

- a. A professional growth fund of not less than \$5,000 will be established for specialized training of classified employees to enhance their job performance. The fund will be distributed at the discretion of the Labor Management Team. If the fund is not depleted during the designated school year, it will be returned to the general fund. District sponsored inservice costs shall be paid by the District.
- b. If additional inservice days are scheduled that are not on the school year calendar, after the beginning of the school year, all permanent employees will be given the opportunity to work their regularly scheduled number of hours on that day or to make up any time lost due to that inservice day.

- c. During the October inservice day employees who are scheduled to work in the district may request leave with pay to attend inservice activities related to improving their job performance. Leave requests must be approved by their supervisor and the Labor Management Team.

7.11 MATERNITY AND FAMILY/CHILD CARE LEAVE

Maternity and family/child care leave will be granted to employees in the bargaining unit in accordance with State and Federal statutes. Said leave will be without pay save ~~and except~~ for the following:

- a. Sick leave pay², within the limits of the employee's eligibility will be paid at the employee's request for the period of time that the employee is medically disabled due to pregnancy or childbirth and recovery therefrom so as to be physically unable to work.
- b. Sick leave pay, within the limits of the employee's eligibility, will be paid for disabilities or medical complications caused or contributed to by pregnancy, miscarriage, or abortion.

Total leave may not exceed one (1) year. The return date must be specified in writing at the time the request for leave is made. However, the return date may be changed if mutually agreeable. A position fitting the staff member's qualifications will be available upon return. No credit for advancement upon the salary schedule will be given for unpaid leaves taken under this policy. Fringe benefits will continue to be available to the employee at his/her choice and expense, except the District will continue payment of fringe benefits for that period of time the employee received sick pay as above provided.

- c. When an employee qualifies for absence under the Family and Medical Leave Act (FMLA) provisions, the employee may choose between taking unpaid FMLA leave or utilizing sick leave. Employees who have sick leave remaining at the end of an FMLA leave may use that leave if their circumstances warrant.

7.12 LEAVE WITHOUT PAY

The District in its discretion may grant leave without pay ~~onto~~ an employee for critical non job related injury or illness of that employee, or for the critical illness or injury of a member of the "immediate family" to whom that employee must attend. For the purpose of this paragraph, "immediate family" shall be defined as spouse, child, grandchild, parent, brother, sister, grandparent, aunt, uncle, niece, nephew and persons living in the home of the employee. An employee taking leave without pay will be reinstated to a position fitting the employee's qualifications with full benefits accrued as of the time of his/her departure on leave. Additionally, the District in its discretion may grant leave without pay to any employee where unusual conditions arise over which the employee has no control and which require his/her absence from work. During the period of such leave, the employee may maintain insurance provided in paragraph 5.1 at his ~~or~~ her own expense provided the insurer is willing to extend such coverage.

7.13 SCHOOL CLOSURE/DELAYED OPENING

Staff Work Requirements (~~Policy EBCD-R~~)

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When schools are closed due to inclement weather, hazardous road conditions, or other extreme emergency conditions, no school employee shall be required to report for duty; however, the Superintendent and/or his/her designee reserves the right to call in individuals as deemed necessary.

When the opening of school is delayed, employees will report later as appropriate; however, the Superintendent and/or his/her designee reserves the right to call in individuals as deemed necessary. In the event of an early dismissal, and if weather or road conditions justify, employees shall be released from duty early ~~also~~. All bargaining unit members who are scheduled to work that day shall receive their full pay for that day.

Article VIII – Other Employment Conditions

8.1 JOB OPENING NOTIFICATIONS

The District will ~~post all notices of vacancies on the District website (intranet) and in the human resources department, make available to the Association a list of job openings of permanent and temporary positions in the bargaining unit in the following manner:~~

- a. ~~From September 1st to June 15th, by posting notices of vacancies in District buildings where bargaining unit members work.~~
- b. ~~After June 15th, until August 31st, by posting in the Central Office, 500 Monroe Street, Medford, Oregon, and in other District buildings where bargaining unit members work provided that the head secretary is on duty in his or her particular building.~~

Job opening notices will be posted at least seven (7) calendar days (plus two workdays following Christmas vacation and Spring vacation) prior to the filling of the position. The posting will include the job title, duties, qualifications, salary range, job location and range of hours. The District is not precluded, however, from later revising the hours or job location. The right to change locations within the same job title remains a District prerogative and not subject to grievance.

8.2 VACANCIES

- a. Because the District is committed to making promotional opportunities available to its employees, when a job opening occurs, the District will first seek to fill the vacancy with an in-district employee. ~~Notice of such job openings will be posted at each district worksite for seven (7) calendar days.~~ In-district employees shall notify the ~~personnel~~ human resources department in writing if interested in the job opening.
- b. The District shall first consider transferring and/or awarding the position to in-district employees within the respective classification based on the following criteria:
 1. District seniority
 2. Employee evaluations
 3. Experience/qualification/abilitiesHowever, the final decision on the selection of the successful applicant and the reasons therefore remain solely with the district.
- c. Seniority, as used in this paragraph, shall mean a classified employee's total length of continuous service with the district since his/her last date of hire. All authorized leave with pay shall be considered as continuous employment for the purpose of computing seniority. An employee will lose all seniority credit in the event of voluntary or involuntary termination. An employee who is laid off and who is subsequently reinstated shall have his/her full seniority earned prior to layoff restored, but shall not earn seniority during layoff status.
- d. In the event the District declines to hire an in-district employee ~~as stipulated in (b) and (c) above, the district shall provide the Association president and the affected employee with a written explanation for declining to fill the position with an in-district employee~~ for

openings within the District, the affected employee may request the District provide a written explanation for declining to fill the position with the employee and such explanation shall be sent to the affected employee. Further questions shall be directed to the ~~Labor Management Team~~ chapter President.

- e. Ability to perform the duties of the applied-for position will be determined by the bargaining unit member's performance in the new position for a trial period of thirty days. At the expiration of the thirty days (or thereafter, if the vacated position remains unfilled), if the bargaining unit member or his-~~or~~-her supervisor is of the opinion the member is not performing the duties of the new position in a satisfactory manner, the member will be returned to his-~~or~~-her prior position or a comparable position next available with the district.
- f. Until the former position or a comparable position is available, the member will remain in the new position. "Comparable position" is defined as one for which the employee is qualified with the same range and step.
- g. At the end of the 30-day trial period, if the member remains in the new position with a satisfactory evaluation, he-~~or~~-she will no longer be on ~~probationary trial~~ status. ~~Probationary Trial~~ status as it relates to this paragraph does not entitle ~~one~~ the individual to a probationary increment on the salary schedule.
- h. When the District reclassifies a position in such a manner as to not substantially create a different position, the incumbent in the prior position will continue in the reclassified position provided he or she continues to be qualified for the same and with no loss of seniority or benefits.

8.3 LAYOFF

- a. If the District determines the need for a reduction in its work force, notice of at least two weeks shall be provided to employees to be laid off ~~and to the chapter President~~. No ~~permanent regular~~ employees shall be laid off within a job classification as hereafter set out until all probationary employees in such classification have been terminated. Employees within a job classification as hereafter set out shall be laid off in the inverse order in which they were hired with the District.
- b. An employee who has total length of continuous service with the District which is greater than that of employees (a) in lower job classification within the categories as hereinafter set out or then (b) in a job classification in which he/she has had prior work experience with the District, and for which he/she is qualified at the time of layoff, shall bump any such other employee provided employee performance in the prior position was satisfactory up to and including the time of transfer. A bumped employee shall in turn bump an employee with less seniority in the same classification and if there is no less senior employee, such bumped employee shall bump out of classification on the same terms as described in the foregoing sentence. An employee may refuse to accept transfer to the new position or classification, and shall be laid off and placed on the recall list. An employee who bumps out of classification shall be compensated at the range for the classification into which he/she has bumped at the same step occupied prior to bumping, or at the highest step he/she had previously worked at within the classification into which

he/she bumped, whichever is greater.

Laid off employees who have recall status and who are successful applicants as new hires for positions not previously held by them will receive credit for vacation accrued prior to layoff and immediate eligibility for insurance coverage as provided in paragraph 4.8.

The employee who accepts the position with the District is taken off the recall list.

- c. When forces again increase, the employees within job classification categories shall be returned in the inverse order in which they were laid off. In such cases, seniority shall be used to determine the order of layoff and return to work consistent with the employee's qualification and ability to perform the job to which his/her seniority entitled him/her. No new employees will be hired into classifications from which employees are laid off and remain qualified to perform unless those employees on the recall list have refused or failed to respond within five (5) days to the recall. Failure to ~~timely~~ respond to recall within five (5) days, the maximum being two weeks, shall be considered as immediate voluntary termination. However, if recall is to a position the classification or number of hours of which is at a lower level than the employee formerly occupied, the employee may choose not to return until a position becomes open which is comparable to his/her former position, without loss of placement on the layoff list. Layoff status will automatically terminate 24 months from the date of layoff.
- d. For purposes of the foregoing paragraph, seniority shall mean the classified employee's total length of continuous service with the District.
- e. Layoff rankings and priorities will not be applicable where the District must comply with state and federal mandates such as ~~affirmative action and~~ PL 101-476 Individuals with Disabilities Under the Education Act.
- f. Any employee laid off under the previous collective bargaining agreement shall be entitled to recall under the terms set forth in paragraphs c and d above and additionally shall be entitled to recall in any classifications to which she/he could have bumped had the foregoing provisions been in effect at the time he/she was laid off.

Job classifications for the purposes of this layoff article are as follows:

- | | |
|------------|--|
| Category 1 | Computer Help Desk Specialist |
| Category 2 | Clerk Typist I
Clerk Typist II
Clerk Typist III |
| Category 3 | Secretary I
Secretary II
Secretary III
Secretary IV
Office Manager |
| Category 4 | Clerk II |
| Category 5 | Bookkeeper |

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- Category 6 Accounting Clerk
- Category 7 Receptionist/Telephone Operator
- Category 8 Multilith Operator II
Multilith Operator III
- Category 9 Systems Documentation/Training Specialist
- Category 10 Computer Operator/Technician
- Category 11 Library Media Assistant
Library Media Assistant/Computer Lab
- Category 12 Campus Monitor I, II and III
- Category 13 Education Assistant
Education Assistant/Computer Lab
- Category 14 Electronic Technician-General
Electronic Technician-PC
- Category 15 School Custodian I
School Custodian II
Head Custodian I
Head Custodian II
Head Custodian III
- Category 16 Groundskeeper
Foreman - Groundskeeping
Foreman - Groundskeeping/Maintenance
- Category 17 Maintenance Specialist - Painting
- Category 18 Maintenance Repairworker
- Category 19 Maintenance Specialist - Carpentry/Cabinetmaking
Foreman - Woodworking/Painting
- Category 20 Maintenance Specialist - Locksmithing/Carpentry
- Category 21 Warehouse Worker I
Warehouse Worker II
Warehouse Manager
- Category 22 Accompanist
- Category 23 Special Education Assistant

Category 24	Maintenance Specialist - Electrical I and II
Category 25	Maintenance Specialist - Heating/Air Conditioning
Category 26	Maintenance Specialist - Plumbing
Category 27	Maintenance Specialist - Welding
Category 28	Foreman - Mechanical/Electrical
Category 29	Child Development Center Assistant
Category 30	Child Development Center Monitor
Category 31	Graphic Arts Assistant
Category 32	Secretary - Building Use/Substitute Custodians

8.4 PERSONNEL RECORDS

No information reflecting critically upon an employee shall be placed in the ~~employer's or~~ employee's ~~records~~ personnel file that does not bear either the signature or initials of the employee indicating that he ~~or~~/she has been shown the material, or a statement by a supervisor that employee has been shown the material and refused to affix his ~~or~~/her signature or initials. A copy of any such materials shall be furnished to the employee upon request.

An employee shall have the right to respond in writing to material which he ~~or~~/she feels is incorrect or derogatory towards him ~~or~~/her and to have the writing placed in the file. Documents in the personnel file other than those relating to evaluation or evaluation procedures if shown to be inaccurate will be removed upon request.

An employee shall have the right of reasonable inspection of his ~~or~~/her file during business hours.

Letters of caution, consultation, warning, admonishment and reprimand shall be considered temporary contents of the record and shall be removed upon request of the employee ~~after four years from placement in the employee's record~~ provided such conduct has not occurred within the preceding four years.

Material placed in the records without conformity with the provisions of the foregoing sections will not be used by the District in any subsequent evaluation or disciplinary proceeding involving the employee.

For new bargaining unit members hired or bargaining unit members transferred, a written job description shall be initialed by the bargaining unit member and shall be placed in his ~~or~~/her file. The District has the right to revise or change the same, however, and such will likewise be placed in the file. The revision or change shall not be subject to grievance.

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8.5 EMPLOYEE DISCIPLINE

Employees newly hired by the district will serve a six-month probationary period during which the employee may be terminated for any cause determined sufficient by the district without implementing Article 8.5. Just cause will not be applicable during the probationary period.

The procedure ~~above provided~~ below shall have no application to acts of flagrant misconduct (e.g. insubordination, criminal act, physical assault on students, intentional or unintentional endangering the health or safety of students, consumption of alcohol or intoxication while on duty, use of or being under the influence of narcotics or other unlawful substance while on duty on any school property and the like).

Excluding acts of flagrant misconduct, the discharge, suspension without pay, demotion, or written reprimand of a bargaining unit member will not be without just cause. "Demotion" as used in this paragraph means the transfer to a lower classification other than by mutual consent. However, discharge is not subject to the grievance procedure and remedy for discharge is limited to hearing as provided in ORS ~~342.663~~ 332.544 and by writ of review except in cases where the employee alleges significant violation of just cause procedures may choose to employ the grievance procedure in lieu of any other legal remedies. However, in the case of discharge, if in the opinion of the employee's supervisor, the services of an employee are unsatisfactory, the following procedure will be followed:

~~If in the opinion of the employee's supervisor, the services of an employee are unsatisfactory, the following procedures will be implemented:~~

- a. Conduct a conference with the employee, the Association's representative if the employee so requests, and the supervisor; inform the employee of the deficiencies; suggest how the services could be improved; inform the employee that the necessary improvements must be made within a specified number of working days; or that a recommendation will be made for dismissal or other action.
- b. On the date specified to the employee at the initial meeting, the employee will again be notified as to his progress. If the improvement is not satisfactory, a recommendation may be made for dismissal or other action and the reasons therefor upon request will be furnished to employee in writing. If satisfactory improvement has been made, the employee will be so advised.
- e. ~~The procedure above provided shall have no application to acts of flagrant misconduct (e.g. insubordination, criminal act, consumption of alcohol or intoxication while on duty, use of or being under the influence of narcotics or other unlawful substance while on duty on any school property and the like).~~ *[Moved to 8.5 second paragraph.]*

8.6 ~~CLASSIFICATION STUDY~~

~~Requests for reclassification will take place at the time of bargaining unless there is a unilateral change in duties and/or responsibilities of the employee or if the district creates a new position requiring development of a job description and range level. On these occasions, the Association or the District may request a classification study be conducted following the process outlined below:~~

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~~If by mutual agreement between the District and OSEA, classification studies are to be conducted, OSEA and the District will each select one (1) mutually acceptable representative. The representatives will use the Price Waterhouse & Co. reclassification model as a measurement tool and the same ground rules for evaluating the classifications as were used by previous classification committees. Each representative shall have one vote. A change in job description, range change, or other findings will require affirmative vote of both parties. These findings will be submitted to the District for implementation.~~

~~The timeline for completing each classification study and the date for salary changes shall be predetermined.~~

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IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the date first above written.

OREGON SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER NO. 15

BOARD OF EDUCATION OF
SCHOOL DISTRICT 549C
OF JACKSON COUNTY

BY: _____
President

By: _____
Chairperson of the Board

Superintendent-Clerk

Position Titles and Ranges

JOB TITLE	RANGE
Clerk II.....	5
Clerk Typist II.....	9
Clerk Typist III.....	12
Receptionist/Tel. Op.....	10
Secretary I.....	11
<u>Secretary-Bldg. Use/Sub Custs.....</u>	<u>12</u>
Secretary II.....	12
Secretary III.....	13
Office Manager.....	15
Secretary IV.....	15
Accounting Clerk.....	14
Bookkeeper.....	12
System Documentation/Training Specialist.....	15
Computer Operational Programmer.....	18
Multilith Operator I.....	11
Multilith Operator II.....	12
Multilith Operator III.....	15
Multilith Operator II/Site.....	13
Educational Assistant.....	11
Education Assistant/Computer Lab.....	13
Special Education Assistant.....	11
Graphic Arts Assistant.....	14
Classroom Literacy Assistant.....	6
Library Media Assistant-Middle School.....	11
Library Media Assistant/Computer Lab-Elementary.....	13
Library Media Assistant-High School.....	12
Child Development Center Assistant.....	10
Child Development Center Monitor.....	8
Child Development Center Leader.....	14
Campus Monitor I.....	8
Campus Monitor II.....	12
Campus Monitor III.....	14
Electronic Technician-General & PC.....	18
<u>Electronic Technician-Network.....</u>	<u>18</u>
<u>Computer Operations/Programmer.....</u>	<u>18</u>
Computer Help Desk Specialist.....	15
Accompanist.....	10
School Custodian I.....	9
School Custodian II.....	11
Head Custodian I.....	13
Head Custodian II.....	14
Head Custodian III-South High.....	15
Head Custodian III-North High.....	16
Groundskeeper.....	13

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Foreman - Groundskeeping/Maintenance	17
Maintenance Repairworker	11
Maintenance Specialist:	
Locksmithing/Carpentry	16
Plumbing	18
Painting.....	15
Welding	15
Carpentry/Cabinetmaking	16
Electrical I	17
Electrical II.....	20
Heating/Air Conditioning.....	17
Foreman - Woodworking/Painting	19
Foreman - Mechanical/Electrical	21
Warehouse Worker I.....	13
Warehouse Worker II.....	15
Warehouse Foreman	17

2004-05 Classified Salary Schedule (Full Time)

Step:	1	2	3	4	5	6	7	8
Range:								
1	\$1,289	\$1,340	\$1,384	\$1,445	\$1,501	\$1,567	\$1,652	\$1,729
2	\$1,340	\$1,384	\$1,445	\$1,501	\$1,567	\$1,629	\$1,717	\$1,794
3	\$1,384	\$1,445	\$1,501	\$1,567	\$1,629	\$1,700	\$1,786	\$1,863
4	\$1,445	\$1,501	\$1,567	\$1,629	\$1,700	\$1,775	\$1,859	\$1,935
5	\$1,501	\$1,567	\$1,629	\$1,700	\$1,775	\$1,850	\$1,934	\$2,011
6	\$1,567	\$1,629	\$1,700	\$1,775	\$1,850	\$1,931	\$2,015	\$2,094
7	\$1,629	\$1,700	\$1,775	\$1,850	\$1,931	\$2,011	\$2,097	\$2,175
8	\$1,700	\$1,775	\$1,850	\$1,931	\$2,011	\$2,096	\$2,182	\$2,261
9	\$1,775	\$1,850	\$1,931	\$2,011	\$2,096	\$2,195	\$2,299	\$2,374
10	\$1,850	\$1,931	\$2,011	\$2,096	\$2,195	\$2,280	\$2,368	\$2,443
11	\$1,931	\$2,011	\$2,096	\$2,195	\$2,280	\$2,383	\$2,470	\$2,546
12	\$2,011	\$2,096	\$2,195	\$2,280	\$2,383	\$2,487	\$2,577	\$2,654
13	\$2,096	\$2,195	\$2,280	\$2,383	\$2,487	\$2,600	\$2,685	\$2,761
14	\$2,195	\$2,280	\$2,383	\$2,487	\$2,600	\$2,715	\$2,799	\$2,878
15	\$2,280	\$2,383	\$2,487	\$2,600	\$2,715	\$2,840	\$2,926	\$3,007
16	\$2,383	\$2,487	\$2,600	\$2,715	\$2,840	\$2,965	\$3,051	\$3,130
17	\$2,487	\$2,600	\$2,715	\$2,840	\$2,965	\$3,100	\$3,187	\$3,266
18	\$2,600	\$2,715	\$2,840	\$2,965	\$3,100	\$3,237	\$3,324	\$3,402
19	\$2,715	\$2,840	\$2,965	\$3,100	\$3,237	\$3,387	\$3,472	\$3,548
20	\$2,840	\$2,965	\$3,100	\$3,237	\$3,387	\$3,549	\$3,636	\$3,717
21	\$2,965	\$3,100	\$3,237	\$3,387	\$3,549	\$3,716	\$3,802	\$3,878
22	\$3,100	\$3,237	\$3,387	\$3,549	\$3,716	\$3,880	\$3,966	\$4,043
23	\$3,237	\$3,387	\$3,549	\$3,716	\$3,880	\$4,058	\$4,145	\$4,221
24	\$3,387	\$3,549	\$3,716	\$3,880	\$4,058	\$4,246	\$4,334	\$4,413
25	\$3,549	\$3,716	\$3,880	\$4,058	\$4,246	\$4,454	\$4,541	\$4,617
26	\$3,716	\$3,880	\$4,058	\$4,246	\$4,454	\$4,663	\$4,750	\$4,828
27	\$3,880	\$4,058	\$4,246	\$4,454	\$4,663	\$4,883	\$4,969	\$5,047
28	\$4,058	\$4,246	\$4,454	\$4,663	\$4,883	\$5,104	\$5,192	\$5,269
29	\$4,246	\$4,454	\$4,663	\$4,883	\$5,104	\$5,350	\$5,437	\$5,515
30	\$4,454	\$4,663	\$4,883	\$5,104	\$5,350	\$5,575	\$5,698	\$5,772
Longevity Pay:								
Beginning with 9 years		\$60.06-						
Beginning with 14 years		\$120.18-						
Beginning with 18 years		\$180.26-						

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	\$248.00-
	\$300.45-

2004-05 Classified Salary Schedule (Hourly Employees)

Step:	1	2	3	4	5	6	7	8
<u>Range:</u>								
1	\$7.44	\$7.73	\$7.98	\$8.34	\$8.66	\$9.04	\$9.53	\$9.98
2	\$7.73	\$7.98	\$8.34	\$8.66	\$9.04	\$9.40	\$9.91	\$10.35
3	\$7.98	\$8.34	\$8.66	\$9.04	\$9.40	\$9.81	\$10.30	\$10.75
4	\$8.34	\$8.66	\$9.04	\$9.40	\$9.81	\$10.24	\$10.73	\$11.16
5	\$8.66	\$9.04	\$9.40	\$9.81	\$10.24	\$10.67	\$11.16	\$11.60
6	\$9.04	\$9.40	\$9.81	\$10.24	\$10.67	\$11.14	\$11.63	\$12.08
7	\$9.40	\$9.81	\$10.24	\$10.67	\$11.14	\$11.60	\$12.10	\$12.55
8	\$9.81	\$10.24	\$10.67	\$11.14	\$11.60	\$12.09	\$12.59	\$13.04
9	\$10.24	\$10.67	\$11.14	\$11.60	\$12.09	\$12.66	\$13.26	\$13.70
10	\$10.67	\$11.14	\$11.60	\$12.09	\$12.66	\$13.15	\$13.66	\$14.09
11	\$11.14	\$11.60	\$12.09	\$12.66	\$13.15	\$13.75	\$14.25	\$14.69
12	\$11.60	\$12.09	\$12.66	\$13.15	\$13.75	\$14.35	\$14.87	\$15.31
13	\$12.09	\$12.66	\$13.15	\$13.75	\$14.35	\$15.00	\$15.49	\$15.93
14	\$12.66	\$13.15	\$13.75	\$14.35	\$15.00	\$15.66	\$16.15	\$16.60
15	\$13.15	\$13.75	\$14.35	\$15.00	\$15.66	\$16.38	\$16.88	\$17.35
16	\$13.75	\$14.35	\$15.00	\$15.66	\$16.38	\$17.11	\$17.60	\$18.06
17	\$14.35	\$15.00	\$15.66	\$16.38	\$17.11	\$17.88	\$18.39	\$18.84
18	\$15.00	\$15.66	\$16.38	\$17.11	\$17.88	\$18.68	\$19.18	\$19.63
19	\$15.66	\$16.38	\$17.11	\$17.88	\$18.68	\$19.54	\$20.03	\$20.47
20	\$16.38	\$17.11	\$17.88	\$18.68	\$19.54	\$20.48	\$20.98	\$21.44
21	\$17.11	\$17.88	\$18.68	\$19.54	\$20.48	\$21.44	\$21.93	\$22.37
22	\$17.88	\$18.68	\$19.54	\$20.48	\$21.44	\$22.38	\$22.88	\$23.33
23	\$18.68	\$19.54	\$20.48	\$21.44	\$22.38	\$23.41	\$23.91	\$24.35
24	\$19.54	\$20.48	\$21.44	\$22.38	\$23.41	\$24.50	\$25.00	\$25.46
25	\$20.48	\$21.44	\$22.38	\$23.41	\$24.50	\$25.70	\$26.20	\$26.64
26	\$21.44	\$22.38	\$23.41	\$24.50	\$25.70	\$26.90	\$27.40	\$27.85
27	\$22.38	\$23.41	\$24.50	\$25.70	\$26.90	\$28.17	\$28.67	\$29.12
28	\$23.41	\$24.50	\$25.70	\$26.90	\$28.17	\$29.45	\$29.95	\$30.40
29	\$24.50	\$25.70	\$26.90	\$28.17	\$29.45	\$30.87	\$31.37	\$31.82
30	\$25.70	\$26.90	\$28.17	\$29.45	\$30.87	\$32.16	\$32.67	\$33.12
<u>Longevity Pay:</u>								
Beginning with 9 years			-\$0.35-					
Beginning with 14 years			-\$0.69-					
Beginning with 18 years			-\$1.04-					

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	-\$1.43-
	-\$1.73-

**~~Addendum to Collective Bargaining Agreement
Between
Oregon School Employees Association, Chapter 15
And
Medford School District 549e~~**

~~Effective June 1, 2001 the District and the Association have agreed to the following changes to the contract in effect from July 1, 1999 through June 30, 2004:~~

~~Article V Employee Insurance~~

~~Section 5.2 Maintenance of Benefits (change paragraph "a" as follows)~~

- ~~a. Those members employed less than 760 hours per year will not receive any benefits as provided in this article. However, if they choose to purchase the District's hospital medical coverage the District shall pay \$75.00 per month toward the cost of the premium. The employee may purchase dental and vision coverage when they purchase hospital medical coverage. The cost of purchase will be the actual cost to the district.~~

~~Article VII Vacations, Holidays and Leaves~~

~~Section 7.3 Personal Leave delete "b" regarding personal leave donations and replace with new section 7.8 "b" (see below)~~

~~Section 7.8 Sick leave (add letter "a" to first paragraph, then add new "b" as follows)~~

- ~~b. Twice a year during the 1st week of each semester, OSEA leadership may request that interested OSEA members donate sick leave to a pool that could be used to help unit members who have experienced extra ordinary medical circumstances or very serious illness. Employees may donate only two (2) sick leave days each year with the maximum number of days in the sick leave pool capped at 100. Donated days will be assigned by criteria developed and agreed upon at the sole discretion of the Labor Management Team. The decision is not grievable.~~

~~Section 7.10 Release Time for Inservice (add new paragraph "c")~~

- ~~c. During the October inservice day employees who are scheduled to work in the district may request leave with pay to attend inservice activities related to improving their job performance. Leave requests must be approved by their supervisor and the Labor Management Team.~~

~~Section 7.11 Maternity and Family/Child Care Leave (add new paragraph "c")~~

- ~~c. When an employee qualifies for absence under the Family and Medical Leave Act (FMLA) provisions, the employee may choose between taking unpaid FMLA leave or utilizing sick leave. Employees who have sick leave remaining~~

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~~at the end of an FMLA leave may use that leave if their circumstances warrant.
The above Memorandum of Agreement constitutes the entire agreement among the parties and shall be binding upon all parties.~~

Superintendent, Medford School District 549C

President, OSEA Medford #15

Date

Date

Appendix A

Medford School District 549C Classified Agreement 2006-07 (Full Time Agreement)

Step	1	2	3	4	5	6	7	8
<u>1</u>	<u>\$1,345</u>	<u>\$1,397</u>	<u>\$1,444</u>	<u>\$1,507</u>	<u>\$1,56</u> <u>5</u>	<u>\$1,634</u>	<u>\$1,723</u>	<u>\$1,803</u>
<u>2</u>	<u>\$1,397</u>	<u>\$1,444</u>	<u>\$1,507</u>	<u>\$1,565</u>	<u>\$1,63</u> <u>4</u>	<u>\$1,699</u>	<u>\$1,791</u>	<u>\$1,871</u>
<u>3</u>	<u>\$1,444</u>	<u>\$1,507</u>	<u>\$1,565</u>	<u>\$1,634</u>	<u>\$1,69</u> <u>9</u>	<u>\$1,773</u>	<u>\$1,863</u>	<u>\$1,943</u>
<u>4</u>	<u>\$1,507</u>	<u>\$1,565</u>	<u>\$1,634</u>	<u>\$1,699</u>	<u>\$1,77</u> <u>3</u>	<u>\$1,851</u>	<u>\$1,939</u>	<u>\$2,018</u>
<u>5</u>	<u>\$1,565</u>	<u>\$1,634</u>	<u>\$1,699</u>	<u>\$1,773</u>	<u>\$1,85</u> <u>1</u>	<u>\$1,930</u>	<u>\$2,017</u>	<u>\$2,097</u>
<u>6</u>	<u>\$1,634</u>	<u>\$1,699</u>	<u>\$1,773</u>	<u>\$1,851</u>	<u>\$1,93</u> <u>0</u>	<u>\$2,014</u>	<u>\$2,101</u>	<u>\$2,184</u>
<u>7</u>	<u>\$1,699</u>	<u>\$1,773</u>	<u>\$1,851</u>	<u>\$1,930</u>	<u>\$2,01</u> <u>4</u>	<u>\$2,097</u>	<u>\$2,187</u>	<u>\$2,268</u>
<u>8</u>	<u>\$1,773</u>	<u>\$1,851</u>	<u>\$1,930</u>	<u>\$2,014</u>	<u>\$2,09</u> <u>7</u>	<u>\$2,186</u>	<u>\$2,275</u>	<u>\$2,358</u>
<u>9</u>	<u>\$1,851</u>	<u>\$1,930</u>	<u>\$2,014</u>	<u>\$2,097</u>	<u>\$2,18</u> <u>6</u>	<u>\$2,289</u>	<u>\$2,398</u>	<u>\$2,476</u>
<u>10</u>	<u>\$1,930</u>	<u>\$2,014</u>	<u>\$2,097</u>	<u>\$2,186</u>	<u>\$2,28</u> <u>9</u>	<u>\$2,377</u>	<u>\$2,469</u>	<u>\$2,547</u>
<u>11</u>	<u>\$2,014</u>	<u>\$2,097</u>	<u>\$2,186</u>	<u>\$2,289</u>	<u>\$2,37</u> <u>7</u>	<u>\$2,485</u>	<u>\$2,576</u>	<u>\$2,655</u>
<u>12</u>	<u>\$2,097</u>	<u>\$2,186</u>	<u>\$2,289</u>	<u>\$2,377</u>	<u>\$2,48</u> <u>5</u>	<u>\$2,594</u>	<u>\$2,687</u>	<u>\$2,768</u>
<u>13</u>	<u>\$2,186</u>	<u>\$2,289</u>	<u>\$2,377</u>	<u>\$2,485</u>	<u>\$2,59</u> <u>4</u>	<u>\$2,711</u>	<u>\$2,801</u>	<u>\$2,880</u>
<u>14</u>	<u>\$2,289</u>	<u>\$2,377</u>	<u>\$2,485</u>	<u>\$2,594</u>	<u>\$2,71</u> <u>1</u>	<u>\$2,831</u>	<u>\$2,919</u>	<u>\$3,001</u>
<u>15</u>	<u>\$2,377</u>	<u>\$2,485</u>	<u>\$2,594</u>	<u>\$2,711</u>	<u>\$2,83</u> <u>1</u>	<u>\$2,962</u>	<u>\$3,052</u>	<u>\$3,136</u>
<u>16</u>	<u>\$2,485</u>	<u>\$2,594</u>	<u>\$2,711</u>	<u>\$2,831</u>	<u>\$2,96</u> <u>2</u>	<u>\$3,092</u>	<u>\$3,182</u>	<u>\$3,264</u>
<u>17</u>	<u>\$2,594</u>	<u>\$2,711</u>	<u>\$2,831</u>	<u>\$2,962</u>	<u>\$3,09</u> <u>2</u>	<u>\$3,233</u>	<u>\$3,324</u>	<u>\$3,406</u>
<u>18</u>	<u>\$2,711</u>	<u>\$2,831</u>	<u>\$2,962</u>	<u>\$3,092</u>	<u>\$3,23</u> <u>3</u>	<u>\$3,376</u>	<u>\$3,467</u>	<u>\$3,548</u>
<u>19</u>	<u>\$2,831</u>	<u>\$2,962</u>	<u>\$3,092</u>	<u>\$3,233</u>	<u>\$3,37</u> <u>6</u>	<u>\$3,533</u>	<u>\$3,621</u>	<u>\$3,700</u>

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<u>20</u>	<u>\$2,962</u>	<u>\$3,092</u>	<u>\$3,233</u>	<u>\$3,376</u>	<u>\$3,53</u>	<u>\$3,701</u>	<u>\$3,792</u>	<u>\$3,877</u>
					<u>3</u>			
<u>21</u>	<u>\$3,092</u>	<u>\$3,233</u>	<u>\$3,376</u>	<u>\$3,533</u>	<u>\$3,70</u>	<u>\$3,875</u>	<u>\$3,965</u>	<u>\$4,044</u>
					<u>1</u>			
<u>22</u>	<u>\$3,233</u>	<u>\$3,376</u>	<u>\$3,533</u>	<u>\$3,701</u>	<u>\$3,87</u>	<u>\$4,046</u>	<u>\$4,136</u>	<u>\$4,216</u>
					<u>5</u>			
<u>23</u>	<u>\$3,376</u>	<u>\$3,533</u>	<u>\$3,701</u>	<u>\$3,875</u>	<u>\$4,04</u>	<u>\$4,232</u>	<u>\$4,322</u>	<u>\$4,402</u>
					<u>6</u>			
<u>24</u>	<u>\$3,533</u>	<u>\$3,701</u>	<u>\$3,875</u>	<u>\$4,046</u>	<u>\$4,23</u>	<u>\$4,428</u>	<u>\$4,520</u>	<u>\$4,602</u>
					<u>2</u>			
<u>25</u>	<u>\$3,701</u>	<u>\$3,875</u>	<u>\$4,046</u>	<u>\$4,232</u>	<u>\$4,42</u>	<u>\$4,645</u>	<u>\$4,735</u>	<u>\$4,815</u>
					<u>8</u>			
<u>26</u>	<u>\$3,875</u>	<u>\$4,046</u>	<u>\$4,232</u>	<u>\$4,428</u>	<u>\$4,64</u>	<u>\$4,863</u>	<u>\$4,954</u>	<u>\$5,035</u>
					<u>5</u>			
<u>27</u>	<u>\$4,046</u>	<u>\$4,232</u>	<u>\$4,428</u>	<u>\$4,645</u>	<u>\$4,86</u>	<u>\$5,092</u>	<u>\$5,182</u>	<u>\$5,263</u>
					<u>3</u>			
<u>28</u>	<u>\$4,232</u>	<u>\$4,428</u>	<u>\$4,645</u>	<u>\$4,863</u>	<u>\$5,09</u>	<u>\$5,323</u>	<u>\$5,415</u>	<u>\$5,495</u>
					<u>2</u>			
<u>29</u>	<u>\$4,428</u>	<u>\$4,645</u>	<u>\$4,863</u>	<u>\$5,092</u>	<u>\$5,32</u>	<u>\$5,580</u>	<u>\$5,670</u>	<u>\$5,751</u>
					<u>3</u>			
<u>30</u>	<u>\$4,645</u>	<u>\$4,863</u>	<u>\$5,092</u>	<u>\$5,323</u>	<u>\$5,58</u>	<u>\$5,814</u>	<u>\$5,942</u>	<u>\$6,019</u>
					<u>0</u>			

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<u>Step</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>1</u>	<u>\$1,3</u>	<u>\$1,415</u>	<u>\$1,462</u>	<u>\$1,525</u>	<u>\$1,585</u>	<u>\$1,655</u>	<u>\$1,745</u>	<u>\$1,826</u>
	<u>61</u>							
<u>2</u>	<u>\$1,4</u>	<u>\$1,462</u>	<u>\$1,525</u>	<u>\$1,585</u>	<u>\$1,655</u>	<u>\$1,720</u>	<u>\$1,814</u>	<u>\$1,894</u>
	<u>15</u>							
<u>3</u>	<u>\$1,4</u>	<u>\$1,525</u>	<u>\$1,585</u>	<u>\$1,655</u>	<u>\$1,720</u>	<u>\$1,795</u>	<u>\$1,886</u>	<u>\$1,967</u>
	<u>62</u>							

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<u>4</u>	<u>\$1,525</u>	<u>\$1,585</u>	<u>\$1,655</u>	<u>\$1,720</u>	<u>\$1,795</u>	<u>\$1,874</u>	<u>\$1,963</u>	<u>\$2,043</u>
<u>5</u>	<u>\$1,585</u>	<u>\$1,655</u>	<u>\$1,720</u>	<u>\$1,795</u>	<u>\$1,874</u>	<u>\$1,954</u>	<u>\$2,042</u>	<u>\$2,123</u>
<u>6</u>	<u>\$1,655</u>	<u>\$1,720</u>	<u>\$1,795</u>	<u>\$1,874</u>	<u>\$1,954</u>	<u>\$2,039</u>	<u>\$2,127</u>	<u>\$2,211</u>
<u>7</u>	<u>\$1,720</u>	<u>\$1,795</u>	<u>\$1,874</u>	<u>\$1,954</u>	<u>\$2,039</u>	<u>\$2,123</u>	<u>\$2,214</u>	<u>\$2,296</u>
<u>8</u>	<u>\$1,795</u>	<u>\$1,874</u>	<u>\$1,954</u>	<u>\$2,039</u>	<u>\$2,123</u>	<u>\$2,213</u>	<u>\$2,304</u>	<u>\$2,388</u>
<u>9</u>	<u>\$1,874</u>	<u>\$1,954</u>	<u>\$2,039</u>	<u>\$2,123</u>	<u>\$2,213</u>	<u>\$2,318</u>	<u>\$2,428</u>	<u>\$2,507</u>
<u>10</u>	<u>\$1,954</u>	<u>\$2,039</u>	<u>\$2,123</u>	<u>\$2,213</u>	<u>\$2,318</u>	<u>\$2,407</u>	<u>\$2,500</u>	<u>\$2,579</u>
<u>11</u>	<u>\$2,039</u>	<u>\$2,123</u>	<u>\$2,213</u>	<u>\$2,318</u>	<u>\$2,407</u>	<u>\$2,516</u>	<u>\$2,608</u>	<u>\$2,688</u>
<u>12</u>	<u>\$2,123</u>	<u>\$2,213</u>	<u>\$2,318</u>	<u>\$2,407</u>	<u>\$2,516</u>	<u>\$2,626</u>	<u>\$2,721</u>	<u>\$2,803</u>
<u>13</u>	<u>\$2,213</u>	<u>\$2,318</u>	<u>\$2,407</u>	<u>\$2,516</u>	<u>\$2,626</u>	<u>\$2,745</u>	<u>\$2,836</u>	<u>\$2,916</u>
<u>14</u>	<u>\$2,318</u>	<u>\$2,407</u>	<u>\$2,516</u>	<u>\$2,626</u>	<u>\$2,745</u>	<u>\$2,866</u>	<u>\$2,956</u>	<u>\$3,039</u>
<u>15</u>	<u>\$2,407</u>	<u>\$2,516</u>	<u>\$2,626</u>	<u>\$2,745</u>	<u>\$2,866</u>	<u>\$2,999</u>	<u>\$3,090</u>	<u>\$3,175</u>
<u>16</u>	<u>\$2,516</u>	<u>\$2,626</u>	<u>\$2,745</u>	<u>\$2,866</u>	<u>\$2,999</u>	<u>\$3,131</u>	<u>\$3,222</u>	<u>\$3,305</u>
<u>17</u>	<u>\$2,626</u>	<u>\$2,745</u>	<u>\$2,866</u>	<u>\$2,999</u>	<u>\$3,131</u>	<u>\$3,273</u>	<u>\$3,366</u>	<u>\$3,449</u>
<u>18</u>	<u>\$2,745</u>	<u>\$2,866</u>	<u>\$2,999</u>	<u>\$3,131</u>	<u>\$3,273</u>	<u>\$3,418</u>	<u>\$3,510</u>	<u>\$3,592</u>
<u>19</u>	<u>\$2,866</u>	<u>\$2,999</u>	<u>\$3,131</u>	<u>\$3,273</u>	<u>\$3,418</u>	<u>\$3,577</u>	<u>\$3,666</u>	<u>\$3,746</u>
<u>20</u>	<u>\$2,999</u>	<u>\$3,131</u>	<u>\$3,273</u>	<u>\$3,418</u>	<u>\$3,577</u>	<u>\$3,747</u>	<u>\$3,839</u>	<u>\$3,925</u>
<u>21</u>	<u>\$3,131</u>	<u>\$3,273</u>	<u>\$3,418</u>	<u>\$3,577</u>	<u>\$3,747</u>	<u>\$3,923</u>	<u>\$4,015</u>	<u>\$4,094</u>
<u>22</u>	<u>\$3,273</u>	<u>\$3,418</u>	<u>\$3,577</u>	<u>\$3,747</u>	<u>\$3,923</u>	<u>\$4,097</u>	<u>\$4,188</u>	<u>\$4,269</u>
<u>23</u>	<u>\$3,418</u>	<u>\$3,577</u>	<u>\$3,747</u>	<u>\$3,923</u>	<u>\$4,097</u>	<u>\$4,285</u>	<u>\$4,376</u>	<u>\$4,457</u>
<u>24</u>	<u>\$3,577</u>	<u>\$3,747</u>	<u>\$3,923</u>	<u>\$4,097</u>	<u>\$4,285</u>	<u>\$4,483</u>	<u>\$4,576</u>	<u>\$4,659</u>
<u>25</u>	<u>\$3,747</u>	<u>\$3,923</u>	<u>\$4,097</u>	<u>\$4,285</u>	<u>\$4,483</u>	<u>\$4,703</u>	<u>\$4,795</u>	<u>\$4,876</u>
<u>26</u>	<u>\$3,923</u>	<u>\$4,097</u>	<u>\$4,285</u>	<u>\$4,483</u>	<u>\$4,703</u>	<u>\$4,924</u>	<u>\$5,016</u>	<u>\$5,098</u>
<u>27</u>	<u>\$4,097</u>	<u>\$4,285</u>	<u>\$4,483</u>	<u>\$4,703</u>	<u>\$4,924</u>	<u>\$5,156</u>	<u>\$5,247</u>	<u>\$5,329</u>

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<u>28</u>	<u>\$4,2</u>	<u>\$4,483</u>	<u>\$4,703</u>	<u>\$4,924</u>	<u>\$5,156</u>	<u>\$5,389</u>	<u>\$5,483</u>	<u>\$5,564</u>
	<u>85</u>							
<u>29</u>	<u>\$4,4</u>	<u>\$4,703</u>	<u>\$4,924</u>	<u>\$5,156</u>	<u>\$5,389</u>	<u>\$5,650</u>	<u>\$5,741</u>	<u>\$5,823</u>
	<u>83</u>							
<u>30</u>	<u>\$4,7</u>	<u>\$4,924</u>	<u>\$5,156</u>	<u>\$5,389</u>	<u>\$5,650</u>	<u>\$5,886</u>	<u>\$6,017</u>	<u>\$6,095</u>
	<u>03</u>							