# COLLECTIVE BARGAINING AGREEMENT between

SCIO SCHOOL DISTRICT #95C

and

# OREGON SCHOOL EMPLOYEES ASSOCIATION

on behalf of

**OSEA SCIO CHAPTER 137** 

JULY 1, 2025- - JUNE 30, 2028

### **Table of Contents**

Articl	e 1 – Recognition4				
1.2	Nondiscrimination				
1.5	Job Rotation/Developmental Opportunities				
1.7	Substitute5				
Articl	Article 2 – Separability of Provisions6				
Articl	e 3 - Association Dues/Payroll Deductions7				
Articl	e 4 – District Functions Rights and Responsibilities8				
Articl	e 5 – Association Rights and Responsibility10				
5.1.	Designated Representatives				
5.2.	Use of District's Facilities and Equipment for Meeting/Communication with Employees 10				
5.3.	Employee Orientation				
5.4.	OSEA Representation Time				
5.5.	Release Time for Designated Representatives				
5.6.	Bargaining Unit Member Notifications				
Articl	e 6 - Workweek - Overtime13				
6.2	Call In/Call Back				
Articl	e 7 - Job Posting14				
Articl	e 8 – Transportation15				
8.1	SENIORITY				
8.2	ROUTE VACANCIES				
8.3	TRIPS AND EXTRA TRIP ASSIGNMENT				
8.4	ABSENT DRIVERS				

8.5 DRIVER PAY	16
Article 9 – Seniority	18
Article 10 – Job Vacancies	19
10.5 Re-employment of retirees:	19
Article 11 – Layoff & Recall	20
11.6 Recall	20
Article 12 - Emergency School Closures/Involuntary Absences	22
12.1 REPORTING TIME	22
12.2 EMERGENCY SCHOOL CLOSURE	22
12.3 Involuntary Absence Due to Quarantine or Other Health Emergency	22
12.4 TELE-WORKING	23
Article 13 – Dismissal/Employee Rights	24
Article 14 - Rest Periods	25
14.1 REST BREAKS	25
14.2 MEAL PERIODS	25
Article 15 - Salary	26
Article 16 - Holidays	28
16.1 Paid holidays for twelve (12)-month employees	28
	20
16.2 Paid holidays for ten (10)-month employees	40
16.2 Paid holidays for ten (10)-month employees	
	29
Article 17 - Vacation	31
Article 17 – Vacation	31

18.5 PERSONAL LEAVE	32		
18.6 LEAVE WITHOUT PAY	32		
18.7 MILITARY LEAVE	33		
18.8 LEGAL LEAVE/JURY DUTY	33		
18.9 SICK LEAVE BUYOUT	34		
18.10 SICK LEAVE SUPPLEMENT	35		
Article 19 - Insurance	36		
Article 20 - Grievance procedure	38		
Article 21 - Work Action	40		
Article 22 - Funding	41		
Article 23 - Term of Agreement42			
Appendices	43		

#### ARTICLE 1 - RECOGNITION

This collective bargaining agreement, herein referred to as the "Agreement" is reached between the Board of Education on behalf of the Scio School District, Scio, Linn County, Oregon, herein referred to as the "Board" or the "District," and Oregon School Employees Association, (OSEA), Scio Chapter 137, herein referred to as the "Association."

The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours and conditions of employment for classified personnel included in the bargaining unit.

- 1.1 The Board recognizes the Association as a sole and exclusive bargaining representative for all regularly employed classified employees of the District, except temporary and seasonal employees, substitutes, supervisors and confidential employees.
- **1.2 NONDISCRIMINATION** The Association and the District agree that neither party shall discriminate against any employee covered by this Agreement because of membership or non-membership in the Association. Grievances regarding this provision are not subject to arbitration nor are they subject to an unfair labor practice complaint for breach of contract. This exclusion does not apply to other potential unfair labor practice charges.
- 1.3 A Seasonal employee is an employee hired for a period not to exceed ninety (90) days, and/or hired to fill a position created for the purpose of completing a specific task or assignment. Seasonal employees shall not be used to permanently replace a regular bargaining unit member in a position.
- 1.4 A Temporary employee is an employee hired to fill the position of a regular employee who is on extended leave for a period not to exceed one (1) year. Temporary employees shall not be considered members of the bargaining unit. Temporary employees shall not be used to permanently replace a regular bargaining unit member in a position.

#### 1.5 JOB ROTATION/DEVELOPMENTAL OPPORTUNITIES.

Regularly employed classified employees who accept a Temporary Position will be considered to be on a Job Rotation. Employees volunteering for these assignments retain their regular position classifications, remain on the District payroll, retain the representation status of their regular positions while on the assignment and return to their regular positions on completion of the assignment. Employees participating in job rotation/developmental opportunities will continue to receive compensation at the rate of their regular position and shall continue to accrue rights and benefits, including step movement, related to their regular position.

The position vacated by the employee that has accepted a job rotation will be considered to be a Temporary position.

- 1.6 The District shall provide to each newly hired employee, or employee changing positions, a copy of the Agreement, a position description for their position, and all other information pertaining to the workplace, and other job-related options and materials.
- **SUBSTITUTE** For the purposes of this contract a "substitute employee" is one who is hired for the purpose of filling the position of an absent employee.
- 1.8 Re-employed retired bargaining unit members will be considered temporary employees and shall remain members of the bargaining unit.

#### ARTICLE 2 - SEPARABILITY OF PROVISIONS

- 2.1 In the event that any provisions, words or sections of this Agreement are declared to be invalid by any court of competent jurisdiction, by ruling by the Employment Relations Board, by statute or constitutional amendment, such provisions, words or sections of the Agreement shall be determined to be invalid. All other provisions, words or sections shall remain in full force and effect.
- 2.2 In the event that any provisions, words or sections of this Agreement are declared to be invalid then upon request by either party the invalid provisions, words or sections of this Agreement shall be reopened for negotiations. Renegotiation of the Agreement is pursuant to ORS 243.698.
- 2.3 The invalidation of any Article of this Agreement by a court of competent jurisdiction will not affect the validity of Articles not declared invalid by the court.

#### ARTICLE 3 - ASSOCIATION DUES/PAYROLL DEDUCTIONS

- 3.1 The Board agrees to deduct from the wages of each Association member the dues of the Association upon receipt of a written dues' deduction authorization. Authorizations shall be in writing by each employee on the form provided by the Association.
- 3.2 The Board further agrees to continue to honor dues deduction authorizations executed by the employee in favor of the Association unless the Board receives written notification by the Association of an employee's withdrawal of the dues' authorization.
- 3.3 The Board agrees to transmit the dues deducted with a check-off list to the State office of the Oregon School Employees Association by the fifteenth (15<sup>th</sup>) of the month following payroll deduction.
- 3.4 The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article.
- 3.5 The Board agrees to deduct, upon the written request of the employee on appropriate forms, such amounts as the employee may authorize for District insurance, credit unions of choice, United Way, and IRS Section 125 allowed by the District. To carry out this Section the Association shall annually designate up to eight (8) annuity carriers to the district by September 1, with an effective date, for deductions as requested by the employee, of September 1. Deductions to the selected carriers must be made monthly.
- 3.6 Payroll deduction for insurance premiums shall be deducted monthly on a prorated basis.

#### ARTICLE 4 - DISTRICT FUNCTIONS RIGHTS AND RESPONSIBILITIES

- 4.1 It is recognized that the Board has and will continue to retain the rights and responsibilities to operate and manage the school system and its programs, facilities, properties and activities of its employees.
- 4.2 Without limiting the generality of the foregoing Section 1, it is expressly recognized that the Board's operational and managerial responsibility includes:
  - 4.2.1 The right to determine location of the schools and other facilities of the school system, including the right to establish new facilities and to relocate or close old facilities.
  - 4.2.2 The determination of the financial policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures and public relations.
  - 4.2.3 The determination of the management, supervisory or administrative organization of each school or facility in the system and the selection of employees for promotion to supervisory, management or administrative positions.
  - 4.2.4 The maintenance of discipline and control and use of the school system property and facilities.
  - 4.2.5 The determination of safety, health and property protection measures where legal responsibility of the Board or other governmental entity is involved.
  - 4.2.6 The right to enforce the rules and regulations now in effect and to establish the new rules and regulations from time to time not in conflict with this Agreement.
  - 4.2.7 The direction and arrangement of all the working forces in the system, including the right to hire, suspend, discharge, discipline or transfer employees.
  - 4.2.8 The determination of the size of the working force, the allocation and assignment of work to employees, the determination of policies affecting the selection of employees, and the establishment of quality standards and judgment of employee performance.
  - 4.2.9 The determination of the layout and the equipment to be used and the right to plan, direct and control school activities.
  - 4.2.10 The right to establish and revise the school calendar, establish hours of employment, to schedule classes and assign workloads.
  - 4.2.11 The right to make assignments for all programs of extracurricular nature.

- 4.2.12 The District will provide the Association notice and the opportunity to meet and discuss with the District prior to actions which the District believes may lead to contracting out bargaining unit jobs.
- 4.2.13 Bus drivers and other employees that drive District vehicles will be subject to the District's random drug testing pool.
- 4.2.14 As a condition of employment, all new hires will be subject to taking a drug test.

#### ARTICLE 5 - ASSOCIATION RIGHTS AND RESPONSIBILITY

#### **5.1. DESIGNATED REPRESENTATIVES**

OSEA chapter "designated representatives" for the purposes of this Article shall include District employees, who are trained OSEA chapter executive board officers or building representatives. The assigned OSEA field representative may provide additional representation to bargaining unit members but is not considered a "designated representative" for the purpose of this Article.

## **5.2.** USE OF DISTRICT'S FACILITIES AND EQUIPMENT FOR MEETING/COMMUNICATION WITH EMPLOYEES

For the purpose of discussing grievances, complaints and other workplace related matters:

- a. OSEA designated representatives shall be allowed to meet with and have access to employees within the bargaining unit during regular work hours using employer facilities at no cost. These meetings may occur at the employees' regular work location before or after the employees' regular work hours, during meal periods and during any other break periods.
- b. The Association shall also be allowed to use District facilities and/or property for purposes of conducting meetings with the represented employees in the bargaining unit.
- c. The Association shall be allowed the use of the electronic mail systems or other similar communication systems of the District to communicate with the employees in the bargaining unit, including bulletin boards, staff mailboxes and intra-district courier.
- d. The Association may use office equipment for Association business when such equipment is not otherwise in use provided that the equipment is not assigned to an individual. The Association will pay for the reasonable costs of all materials and supplies.

#### 5.3. EMPLOYEE ORIENTATION

OSEA shall be allowed to meet with all classified bargaining unit members before or after the employees' regular work hours, during meal periods and during any other break periods without undue interference.

OSEA shall be allowed to meet with newly hired classified employees, without loss of compensation or leave benefits, for a period of sixty (60) minutes, during new employee orientation or, if the District does not conduct new employee orientations, at individual or group meetings, provided that the meetings do not interfere with the District's operations.

#### **5.4. OSEA REPRESENTATION TIME**

Designated representatives shall be allowed reasonable time to engage in the following activities during regular work hours and at the District's facilities:

- (a) Investigate and process grievances and other workplace-related complaints on behalf of OSEA;
- (b) Attend investigatory meetings, hearings, and other due process proceedings involving represented employees;
- (c) Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
- (d) Act as a representative of OSEA for employees within the bargaining unit for purposes of collective bargaining;
- (e) Attend labor-management meetings, held by a committee composed of employers, employees and representatives of OSEA to discuss employment relations;
- (f) Provide information regarding the collective bargaining agreement to newly hired bargaining unit employees during new employee orientation or at individual/group meetings that may be arranged for new employees;
- (g) Testify in a legal proceeding in which the designated union representative has been subpoenaed as a witness; and
- (h) Perform any other duties agreed upon by a public employer and an exclusive representative in a collective bargaining agreement or any other agreement.

The District will not be obligated to pay overtime compensation due to the provisions of this Article. The parties agree that this constitutes a waiver of overtime within the meaning of ORS 653.268.

Designated chapter representatives shall provide their immediate supervisor with notice of the need to perform the activities listed above at least forty-eight (48) hours prior to the time the activities will be performed whenever possible. The supervisor will make a good faith effort to provide a job accommodation or coverage to ensure there is no disruption to student services.

#### 5.5. RELEASE TIME FOR DESIGNATED REPRESENTATIVES

Designated representatives shall be allowed release time to conduct union business, including attending outside training and activities or to serve as a full-time representative of OSEA. The designated representative shall use accrued leave time for absences of less than five (5) days for the above-listed activities. OSEA shall reimburse the District for any compensation that is paid to the

designated representative during the period of release time, including any District contributions made toward any employee benefits, including benefits under PERS.

When a designated representative on release time discontinues or ends the release time for any reason, the employee shall be returned to their prior position or, if not feasible, to a substantially similar position without loss of seniority, rank, or classification. The designated representative shall receive full retirement credit for the entire duration of the release time, as long as the designated representative continues to meet any retirement contribution obligations pursuant to ORS Chapter 238 or pursuant to the collective bargaining agreement or any other written agreement entered into between the District and OSEA.

The designated representative shall request release time through the established District leave process.

#### **5.6. BARGAINING UNIT MEMBER NOTIFICATIONS**

By the tenth (10th) day after a new classified employee begins employment, if the District has the information in their records, the District shall provide the OSEA chapter president, the OSEA field representative, and the OSEA director of fiscal operations (at classified@osea.org) the following information for the new employee: name, date of hire, position title, worksite location, annual salary, work phone number, personal phone number, personal address, and personal email. Information shall be provided in an editable digital file format (Excel preferred).

Every one hundred and twenty (120) days, if the District has the information in their records, the District shall provide the OSEA chapter president, the OSEA field representative, and the OSEA director of fiscal operations (at classified@osea.org) the following information for all classified employees: name, date of hire, position title, worksite location, annual salary, work phone number, personal phone number, personal address, and personal email. Information shall be provided in an editable digital file format (Excel preferred).

#### ARTICLE 6 - WORKWEEK - OVERTIME

- 6.1 The regular time of employees' normal workweek shall consist of forty (40) hours within seven (7) consecutive days for full-time employees. All work beyond forty (40) hours in one (1) week shall be compensated at time and one-half (1.5) the employee's regular rate of pay. The workweek shall be defined as 12:00 a.m. on Sunday through 11:59 pm on Saturday
  - a. The employee may choose to be compensated for work over forty (40) hours in the workweek with compensatory time accrued at time and one-half (1.5) times the hours worked to be taken at mutually agreed upon time(s). Compensatory time cannot be carried past June 30 of the current school year, and any unused compensatory time shall be paid out at the overtime rate.
  - b. Overtime shall be computed to the nearest quarter hour. In no circumstance shall overtime be paid more than once for the same hour(s). Overtime is paid only for time worked over forty (40) hours in a workweek, not for over eight (8) hours in a work day. All overtime must be approved by the supervisor in advance.
- **6.2 CALL IN/CALL BACK** Any employee who has left work after completing their regular working day and who is subsequently called back to the District or who is called back to the District on a Saturday or Sunday or other non-work day, shall be compensated for a minimum of two (2) hours. The employee may be required to work the full two (2) hours or beyond, if necessary. Compensation for this time shall be as in Article 6.1 above, either as compensatory or paid time by mutual agreement of the parties, with the same parameters as in Article 6.1 above.
- 6.3 The District and the employee may mutually agree to alter the regularly scheduled work hours for the employee, so long as the employee works the same total number of hours during the workweek.

#### ARTICLE 7 - JOB POSTING

- 7.1 The District shall post a list of openings for classified employees on the appropriate district bulletin boards, including the Bus Barn for five (5) working days prior to the closing of the position. At the time the list is posted, a copy will be given to or mailed to the OSEA Scio Chapter 137 president. If the list of openings must be mailed, it shall be sent to the OSEA Scio Chapter 137 president at an address provided to the District by that employee.
- 7.2 An employee who is part of the bargaining unit may apply for any open position, and if the District determines that they meet the minimum qualifications, they shall receive an interview.

#### 8.1 SENIORITY

Seniority will be based upon Article 9 Seniority. Drivers' names shall be maintained on a list according to seniority order, and the list shall be posted in the driver's work area.

#### 8.2 ROUTE VACANCIES

Vacant regular bus routes will be posted in the driver's work area for five (5) workdays or as far in advance as possible. Routes will be awarded to the most senior driver applying for the route. Should the route be declined by all drivers, the transportation supervisor will assign a driver for the route or post the vacant position if unavailable. If a driver is assigned a route in this manner, the transportation supervisor will not bump the driver from the next available route.

For example, when a route becomes available, if the most senior driver accepts or declines the vacant route, that route or the next vacant route will then be available to the second senior driver, and so on, until all drivers on the list have accepted or declined a vacant route. Then subsequent vacant route offers will start at the point on the list after the last route offer was accepted.

#### 8.3 TRIPS AND EXTRA TRIP ASSIGNMENT

- 8.3.1 Emergency trips and extra trips (i.e., field trips, athletic/activity trips) will be assigned based on seniority, if time permits.
- 8.3.2 When a trip is available, the most senior driver has their choice of accepting or declining the trip.
- 8.3.3 If the most senior driver accepts the trip, the next trip will be available to the second senior driver, and so on, until all drivers on the list have accepted or declined a trip. Then the subsequent trip offers will start at the point on the list after the last trip was accepted.
- 8.3.4 If the most senior driver declines a trip, the trip is then passed to the second name (second most senior driver), and so on, through the list until a driver accepts the trip. Should the trip be declined by all drivers, the transportation supervisor will assign a driver for the trip. If a driver is assigned a trip in this manner, the transportation supervisor will not bump the driver from the next available trip.
- 8.3.5 Drivers who give up their regular route for a trip assignment shall complete that trip unless cancelled. No other driver may drive the trip.

Emergency trips (repair trips, etc.) will be assigned on the basis of seniority if time permits. Each driver will have the opportunity to accept or decline an emergency trip before starting at the top of the seniority list again.

8.3.6. Extra trips will be posted as far in advance as possible and will be awarded to the most senior applicant. Should the trip be declined by all drivers in order of seniority, the trip will be assigned to the driver who was next in line for a trip, at the discretion of the transportation supervisor. If a driver is assigned a trip in this manner, the transportation supervisor will not bump the driver from the next available trip.

#### **8.4 ABSENT DRIVERS**

When drivers are expected to be absent for more than (10) days, drivers will have the opportunity in order of seniority to fill the route of the absent driver before a substitute is brought in to cover the absence.

a. Drivers filling vacant routes due to other drivers' absences must be available to fill the entire daily assignment and for the number of days needed. Failure to fill the entire assignment may result in the route going to the next senior driver who is interested in filling the position.

Example: If the most senior driver accepts the absent driver's route, the next absent driver route will be available to the second senior driver, and so on, until all drivers on the list have taken or declined an absent driver's route. Then subsequent absent driver's route offers will start at the point on the list after the last route was accepted. If no drivers want to take the absent driver's route, the route will be assigned to the substitute.

#### 8.5 DRIVER PAY

- 8.5.1 If the trip falls outside of their posted hours, drivers will be paid a minimum of one (1) hour driving time each way per bus trip (2 hours total including the pre and post trip inspections) and a minimum of one (1) hour driving time per individual shuttle trip (1 hour total including the pre and post trip inspections). Multiple continuous shuttle trips will be paid at the driver's rate rather than by trip.
- 8.5.2 Bus drivers will be compensated at their regular rate of pay for all driving time and for work time spent on maintenance, fueling, safety checks, sanitizing and preparing the bus for travel. These duties shall be included in the employee's assigned route time (e.g., Route-4 hours).
- 8.5.3 Stand-by time is paid at step one (1), column A rate. Time spent waiting stand-by for students or for an activity to end will be compensated at the stand-by rate; and the bus driver may be required to provide student supervision during stand-by time.
- 8.5.4 Bus drivers will be paid at their regular rate time for in-service time.
- 8.5.5 Bus drivers who are called in for, or who show up for a trip that is then cancelled, shall be paid at their regular pay rate for a two (2)-hour call back/show up fee.
- 8.5.6 Fleet bus washing/detailing shall be paid as follows:

- 8.5.6.1 <u>Washing Mini bus:</u> Mini bus/Van washing (both inside and out) will be paid at step one (1), column A rate. Should mini bus/van washing takes more than one (1) hour, the employee must contact the Bus Manager for additional directions. If the Bus Manager requests that the employee continue to wash the bus, the driver will be paid at the step one (1), column A rate for any work done after one (1) hour.
- 8.5.6.2 Washing-Standard: Standard-size bus washing (both inside and out) will be paid at the step one (1), column A rate. Should washing take more than two (2) hours, the employee must contact the Bus Manager for additional direction. If the Bus Manager requests that the employee continue to wash the bus, the driver will be paid at the step one (1), column A rate for any work done after two (2) hours.
- 8.5.6.3 **<u>Detailing Mini bus:</u>** Mini bus/Van annual detailing (both inside and out) will be paid at step one (1), column A rate. Should the detailing take more than one and a half (1.5) hours, the employee must contact the Bus Manager for additional direction. If the Bus Manager requests that the employee continue to detail the bus, the driver will be paid at step one (1), Column A rate for any work done after one and a half (1.5) hours.
- 8.5.6.4 **<u>Detailing Standard size bus:</u>** Annual detailing (both inside and out) will be paid at step one (1), column A rate. Should the detailing take more than three (3) hours, the employee must contact the Bus Manager for additional direction. If the Bus Manager requests that the employee continue to detail the bus, the driver will be paid at the step one (1), column A rate for any work done after three (3) hours.

#### ARTICLE 9 - SENIORITY

- 9.1 District seniority shall be defined as the total length of unbroken service as a classified employee within the District and shall be computed from the first date of actual service.
- 9.2 Classification seniority shall be defined as the total length of unbroken service within the employee's present job classification and shall be computed from the first date of actual service.
- 9.3 Employees who are laid off and subsequently recalled within two (2) years from the layoff date shall retain all accrued seniority except the layoff period.

#### ARTICLE 10 - JOB VACANCIES

- 10.1 Members of the bargaining unit may apply for job openings under the normal District procedures.
- 10.2 If a job vacancy occurs in a bargaining unit position, qualified applicants in that job classification shall be given preference by the District if they are as equal as other applicants for the position. Qualified employee applicants will be given an interview. If the in-district employee does not get the job they may request a meeting with the Superintendent or designee to find out why.
- 10.3 The District shall post the vacancy notice with the hours of work and the position description.
- 10.4 As a condition of employment, all new hires will be subject to drug testing.

#### **10.5 RE-EMPLOYMENT OF RETIREES:**

- 10.5.1 Employees who retire from the District, and who are subsequently hired by the District, shall remain members of the bargaining unit. All contractual rights and benefits, under the Agreement, will be afforded to such re-employed bargaining unit members, except those rights and/or benefits expressly set forth below as exclusions.
- 10.5.2 Re-employed retired bargaining unit members will be considered temporary employees for purposes of layoff and recall, however they will remain members of the bargaining unit.
- 10.5.3 In the event of a layoff, retired re-employed employees will be the first in the bargaining unit to be laid off.
- 10.5.4 Re-employed retired employees, who are hired by the District and laid off have no right to recall.
- 10.5.5 The District will not be obligated to forward payments to PERS for the retired employees who are already drawing PERS benefits.
- 10.5.6 It is the intent of the Association and the District to re-employ retired bargaining unit members for up to one year. At the agreement of the Association and the District this time can be extended.

#### ARTICLE 11 - LAYOFF & RECALL

- 11.1 Seniority shall be defined by Article 9 Seniority.
- 11.2 When a layoff occurs within the bargaining unit, the Association and those employees affected will be notified.
- 11.3 Layoff of bargaining unit employees will be based upon seniority and will occur within classifications. Laid off employees will not be paid any salary or benefits during the period of layoff. Notwithstanding, a laid off employee may, at their own expense, continue insurance coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) provisions. subject to the approval of the insurance carrier(s). In addition, laid off employees may choose to work and be paid as District substitute employees.
- 11.4 Should the District reduce an employee's yearly hours by more than twenty percent (20%) within a two (2) year period, then the employee shall be considered displaced and bumping rights shall apply. The employee may choose to instead accept the reduction in hours and shall be given first choice of additional hours as they become available during the next twelve (12) months.
- 11.5 A laid off employee who previously worked in a different classification for the District (within the definition of seniority in Article 9) may "bump" an employee in the other classification as long as two conditions are met:
  - 11.5.1 The laid off employee has greater classification seniority than the person to be "bumped;" and,
  - 11.5.2 The laid off employee's last evaluation in the previous classification had to be at least satisfactory.
- **11.6 RECALL.** Recall rights shall exist for twenty-four (24) months from the date of layoff. Any laid off employee not recalled according to this procedure within the twenty-four (24) months will be deemed to have resigned in good standing.
- 11.7 Whenever the District determines that a regular vacancy exists within a classification which has experienced a layoff (within the last twenty-four (24) months), laid off employees from that classification will be recalled in reverse order of layoff.
  - a. The recall notice will be sent by certified and regular mail to the last address the District has on record for the laid off employee. The District will also call the last phone number that the District has on record for the laid off employee.
  - b. The laid off employee will have ten (10) workdays to respond to the recall notice. Failure to respond within the ten (10) days or rejection of any recall notice declining an offered position in their own classification, that is at least eighty percent (80%) of their yearly hours

shall result in the employee's forfeiture of all recall rights, and the employee will be deemed to have resigned in good standing

- c. Once such a position is posted, any employee on layoff status may apply for the position, and they shall not lose their layoff rights if they are not hired for the position.
- 11.8 For the purpose of administering this Article, and solely for this purpose, "classifications" for layoff shall be the following:
  - 1. Food Service
  - 2. Food Service Assistant
  - 3. Teacher Assistant 1
  - 4. Teacher Assistant 2 (Paraprofessional\*)
  - 5. Teacher Assistant 3 (Special Education\*)
  - 6. Teacher Assistant 4 (associate or bachelor's Degree\*)
  - 7. Teacher Assistant 5 (High Needs Special Education\*)
  - 8. Library Assistant
  - 9. Special Education Secretary
  - 10. Bus Barn Assistant
  - 11. Office Assistant
  - 12. Office Manager
  - 13. YTP Coordinator
  - 14. Custodian
  - 15. Head Custodian
  - 16. Interpreter
  - 17. Van/Mini Bus Driver
  - 18. Bus Driver
  - 19. Technology
  - 20. Grounds
  - 21. Mechanic
  - 22. Maintenance Assistant

<sup>\*</sup>A Teacher Assistant 2 (Paraprofessionals) may bump a Teacher Assistant 1 or 2 with less seniority. A Teacher Assistant 3 (Special Education) may bump a Teacher Assistant 1, 2 or 3 with less seniority. A Teacher Assistant 4 (associate or bachelor's Degree) may bump a Teacher Assistant 4 with less seniority. A Teacher Assistant 5 (High Needs Special Education) may bump a Teacher Assistant 1,2,3,4, or 5 with less seniority.

#### 12.1 REPORTING TIME

In case of school closure, if an employee does not receive notice of closure prior to departure to work, the employee will be paid for a minimum of two (2) hours. Employees may, at the discretion of the District, be expected to work the minimum of two (2) hours.

#### 12.2 EMERGENCY SCHOOL CLOSURE

On days when school is not in session due to emergency conditions, such as inclement weather, the Superintendent, or designee, shall determine which employees will be required to work. Notice to employees will be in accordance with the District's standard operating procedures.

- a. No classified employee shall suffer a loss in pay during a closure or delayed opening. The District may reschedule any lost days without any additional compensation.
- b. Employees required to report to work will be paid time and a half for hours worked.
- c. If the employee does not work on the designated make-up day, the pre-paid pay for the closure will be docked during the make-up day's pay period. If the school year employee leaves employment with the district prior to working the make-up day, the prepaid day will be docked form the employee's final check.

#### 12.3 INVOLUNTARY ABSENCE DUE TO QUARANTINE OR OTHER HEALTH EMERGENCY

- 12.4.1 In the event of any of the following circumstances, an employee will be deemed to have an excused absence, and an employee shall be allowed to use any available leave to cover the absence.
  - 12.4.1.1 a local, state, and/or federal health authority determines that the presence of an employee in the workplace would jeopardize the health of others;
  - 12.4.1.2 a licensed medical provider (including but not limited to physicians and licensed physician assistants) determines that the presence of an employee in the workplace would jeopardize the health of others;
  - 12.4.1.3 the employer elects to close any or all of its operations due to concerns for the health of its workforce, other members of the community, or both;

- 12.4.1.4 the employer elects to send an employee home out of concern that the employee's continued presence in the workplace could jeopardize the health of others; or
- 12.4.1.5 an order by a public official closing any or all of the employer's operations due to concerns for the health of its workforce, other members of the community, or both, including but not limited to a public health emergency.

#### 12.4 TELE-WORKING

In the event of one of the occurrences listed in 12.4.1, the District will work with employees on an individual basis to determine what, if any, accommodation may be provided for the employee. If one of the accommodations includes tele-working. The supervisor will issue the employee expectations for the tele-work based on that employee's job duties.

#### ARTICLE 13 - DISMISSAL/EMPLOYEE RIGHTS

- 13.1 An employee shall not be disciplined or dismissed except for just cause.
- 13.2 The probationary period for newly hired employees shall be six (6) months.
  - a. Upon completion of the probationary period. an employee shall immediately become a regular status employee. At the end of the six (6)-month period, the supervisor shall hold a meeting with the employee to discuss the position, the meaning of the change from probationary to regular status and to answer any questions the employee may have.
- 13.3 The District shall maintain one (1) personnel file in the District office or another designated place. No evaluation document, disciplinary action, or complaint shall be placed in a personnel file unless the employee has been given a copy of the document and given the opportunity to sign the document. Should the employee refuse to sign, the supervisor will sign and date the document indicating the employee's refusal to sign. An employee has the right to submit a written statement to be attached to any material placed in the personnel file.
  - a. An employee shall have the right to view the contents of their file at reasonable times and to have an Association representative present. When an employee gives written approval, an Association representative may obtain a copy of the contents of the personnel file.
  - b. An employee may request removal of disciplinary materials that have been placed in the personnel file for at least two (2) years. The District's decision on such matters shall be final and binding.

#### ARTICLE 14 - REST PERIODS

#### 14.1 REST BREAKS

Employees working six (6) hours or less, but more than two (2) hours, shall receive a fifteen (15)-minute break.

Employees working more than six (6) hours and up to eight (8) hours shall receive two (2) fifteen (15)-minute breaks.

Full-time eight (8) hour employees shall receive a fifteen (15) minute break during the first four (4) hours of a shift before lunch break and a fifteen (15) minute break during the second four (4) hours of their shift after the lunch break.

Employees working more than ten (10) hours will be provided with additional meal and/or rest breaks according to state law.

It is intended that the breaks will be granted near the middle of the applicable work shift or segment thereof.

Due to emergency circumstances which only rarely occur, it may not be possible to provide a break during a segment of work. In such cases the parties agree to add fifteen (15) minutes for each segment when a break could not be provided to the end of the workday. Following notification to a supervisor of this occurrence within 24 hours, employees shall add these fifteen (15) minutes as extra time to their timecards and shall leave work at the end of their regular shift. Employees may not use this time to shorten their regular scheduled hours of work.

#### 14.2 MEAL PERIODS

Employees working four (4) or more hours per day are entitled to receive a one-half (1/2) hour unpaid meal period near the middle of their workday.

a. Due to emergency circumstances which only rarely occur, it may not be possible to provide an employee with a one-half (1/2) hour unpaid meal period. Should an employee be required to work part or all their meal period, they shall be paid for the entire one-half (1/2) hour, and the employee will add this time to their timecard, following notification to a supervisor of this occurrence within 24 hours. Employees may not use this time to shorten their regular scheduled hours of work.

#### ARTICLE 15 - SALARY

#### The increase in the salary schedule has incorporated the following factors:

- FY25-26 Salary Schedule implementation starting July 1, 2025.
- Incorporation of Incentive Pay into the salary schedule.
- 15.1 The 2025-26 salary schedule shall be effective July 1, 2025. The base rate of the contract for 2025-2026 will increase \$2.23. The base rate will increase 4% for 2026-2027 and 3% for 2027-2028. The salary schedules for 2026-27 and 2027-28 shall be effective July 1 of each year. Salary schedules are located in Appendices A1 A3 of this Agreement.

Step advancement adjustments for all eligible employees shall be effective for 2025-26 on July 1, 2025, and on July 1 of each year thereafter.

Classification adjustments for all eligible employees shall be effective for 2025-26 on July 1, 2025. (Special Education Assistant, High Needs Special Education Assistant, Office Manager, Van/Mini-Bus Drivers, Larger Bus Driver).

The parties acknowledge that in years when there is no negotiated Cost of Living Adjustment (COLA increase (amount added to the base), that some bargaining unit members may not receive wage increases.

- 15.2 The base salary shall always be considered to be column A, step 1.
- 15.3 A regular employee who is hired for a higher range position shall be placed on the new classification salary schedule according to their years of applicable experience and with an increase in pay of no less than a one (1) step increase from their previously held position.
- 15.4 An employee who is in the following classifications will fill in for their Manager when they are out for up to twelve (12) weeks:

Bus Barn Assistant Food Service Assistant Maintenance Assistant Office Assistant

If for some reason they are not available to fill the position, the worker who is temporarily assigned to work in a higher classification will receive the step rate compensation of the higher classification performance of those duties or the base rate of the assistant for that category whichever is at least five percent (5%) higher. Such compensation shall not be less than a one-step increase in the employee's permanent range.

15.5 Classified employees who perform extra duty assignments for school activities shall be paid from the same salary schedule as other groups who perform the same work.

- 15.6 The District shall pay the established mileage and per diem allowance for any authorized travel for the District. The District will reimburse bus drivers up to seventy-five (75) dollars or one hundred fifty (150) dollars for an EKG, for out-of-pocket expenses not covered by medical insurance for the physical examination required for renewal of the commercial driver's license. Expenses of any required drug testing shall also be borne by the District. The cost of any required preemployment or post-employment fingerprinting and criminal history checks shall be borne by the District.
- 15.7 Employees hired after July 1, but before January 15, will be advanced one step on the salary schedule at the beginning of the next fiscal year. Employees hired after January 15 and prior to July 1 will be advanced one step on the salary schedule after completing the next full fiscal year.
- 15.8 Each year two thousand (\$2,000) dollars shall be placed in a District-wide fund for professional development for Association members. The professional development shall be related to the work the employee does for the District. The funds must be requested along with reasons for attendance and how attendance will benefit the District. These will be issued on a first come first served basis.
- 15.9 The District shall "pick up" the six percent (6%) employee contribution required by PERS (Ch.238)/OPSRP (Ch. 238(a)). T
- 15.10 Association members must give notice by March 1 of their intent to move to Teacher Assistant 2: Paraprofessional column or the Teacher Assistant 3: associate or bachelor's Degree. All official transcripts or certificates must be received by the payroll deadline of the month that it is to take effect. Such moves will not be retroactive.

#### ARTICLE 16 - HOLIDAYS

#### 16.1 Paid holidays for twelve (12)-month employees shall be:

New Year's Day Veterans' Day

Martin Luther King Jr. Day Thanksgiving Day

Memorial Day Day following Thanksgiving

Independence Day Day prior to Christmas

Labor Day Christmas Day

#### 16.2 Paid holidays for ten (10)-month employees shall be:

New Year's Day Veterans' Day

Martin Luther King Jr. Day Thanksgiving Day

Memorial Day Day following Thanksgiving

Labor Day Christmas Day

16.3 New hires shall not be entitled to any paid holiday until they have commenced work within the District.

#### ARTICLE 17 - VACATION

- 17.1 Vacation time will be based on the School District fiscal year (July 1 through June 30).
- 17.2 All full-time twelve (12)-month employees will earn vacation time according to the schedule below. Full-time twelve (12)-month employees who have started work after the start of the fiscal year will be entitled to vacation prorated to the nearest month rounded to the nearest hour.

Vacation schedule:

Current Year of District Service	Days
0-1	5 Days (prorated to the nearest month)*
1 - 3	5 Days
4 – 8	10 Days
9 – 14	15 Days
15+	20 Days

\*For example: If an employee was hired any time in November of 2025, they would receive vacation prorated for December through June (7 months) (5 days / 12 Months x 7 Months x 8 hours per school day = 23.3 hours) rounded to 23 hours of vacation awarded for use in the 2025-26 school year. On July 1 of 2026 the employee would be awarded 5 days of vacation. On July 1 of 2029 the employee would be awarded 10 days of vacation.

- 17.3 Part-time employees (those employed for less than twelve (12) months each year and/or less than forty (40) hours per week) will not be eligible to receive paid vacation time.
- 17.4 Vacation schedules must be approved by the building principal according to building needs. If more than one request is made for the same time period, the building administrator will first consider building needs, then seniority in scheduling vacations.
- 17.5 All vacation time will be kept on record and submitted on the appropriate District reporting system to the building administrator, and submitted by the administrator to District office.
- 17.6 Vacation time cannot be accrued past June 30 of each year. Any accrued vacation time as of June 30 will be paid to the employee in the following July pay period.
- 17.7 Vacation is awarded on July 1 for the year. In the event the employee does not finish the contract year, vacation time would be prorated according to the number of months worked.

17.8 In order to use vacation time before or after a holiday or the week befolast week of school, the employee must submit a leave request to be first approfoliowing the supervisor's approval, the supervisor will forward the request for final approval.	oved by the supervisor.
Scio School District/OSEA Collective Bargaining Agreement 2025-2028	Page 30

#### ARTICLE 18 - LEAVES

#### 18.1 SICK LEAVE

Sick leave shall be awarded on the basis of one day per month employed for the number of hours worked in a regular workday in accordance with the School Employee Sick Leave Law

Sick leave hours shall accrue and be carried forward from year to year.

Employees on extended unpaid leave shall not earn sick leave days when no days are worked in any work month.

18.2 All full-time and part-time classified employees shall be awarded one day of sick leave prorated to the hours per month worked, except when employees are on extended unpaid leave as described in Section 18.1.

Example: Classified employees working twenty (20) hour workweek will receive four (4) hours sick leave per month.

Changes to awarded sick leave will be based on an employee's increased or decreased hours and will take effect the month after the employee has worked the majority of a pay period with the changed hours.

For example, an employee's hours change from 5.25 hours per day to 6.25 hours per day. If their hours changed on the 20th of November, their new sick leave award would start in December. If their hours changed on the 28th of November, their new sick leave award would start in January.

18.3 After five (5) consecutive days of sick leave absence the District may request a note from medical provider to explain the absence. The District may also request a note from a medical provider if an employee suffers from chronic absences due to illness.

#### 18.4 EMERGENCY/BEREAVEMENT LEAVE

- 18.4.1 Five (5) days of emergency leave with pay per year shall be allowed for personal emergencies of a serious nature. Three (3) of the five (5) emergency days may be taken due to flood, storm, or other catastrophic weather conditions. This leave shall be deducted from the employee's accumulation of sick leave.
- 18.4.2 In compliance with the Oregon Family Leave Act, employees can take up to ten (10) days of bereavement leave, in the event of the death of a member of the immediate family, which may be drawn from accrued, unused sick leave. The immediate family shall be defined as spouse, child, children towards whom the employee stands in loco parentis, parent, grandparent, grandchild, brother, sister, mother-in-law, father-in-law, sister-in-law,

brother-in-law and any other person residing as a member in the immediate household or as provided in OFLA regulations.

- 18.4.3 The leave is not cumulative and must normally be approved in advance unless circumstances prohibit advance notification. Employees shall complete the designated District form to receive this benefit.
- 18.4.4 If a classified employee has exhausted emergency leave, the employee may request up to an additional four (4) days of the employee's sick leave, not to exceed the balance of their accumulated sick leave.
- 18.4.5 If any additional time is still needed because of the classified employee's responsibilities, additional leave time without pay is available upon request.

#### 18.5 PERSONAL LEAVE

- 18.5.1 Three (3) of the five (5) emergency days may be taken as personal leave for family or business matters that cannot be attended to before or after normal work hours. Personal leave shall be deducted from the employee's accumulation of sick leave.
- 18.5.2 Personal Leave that is requested for the days before or after a Holiday must be approved by the supervisor. Following the supervisor's approval, the supervisor will forward the request on to the superintendent for final approval. District approval or denial shall be received by the employee within five (5) workdays of the submission of the request to the supervisor.

#### 18.6 LEAVE WITHOUT PAY

The District may grant the use of unpaid leave days of short- or long-term duration when in the District's judgment, such leave would not hamper the District's operations. Such leave shall not be granted for the purpose of other employment.

Leave without pay without prior Superintendent authorization may result in disciplinary action.

18.6.1 **Extended Leave Without Pay.** The District may grant extended unpaid leaves of absence for a specific period up to one (1) year.

**Extended Leave Without Pay Authorization.** Extended leave without pay must first be approved by the supervisor. Following the supervisor's approval, the supervisor will forward the request to the Superintendent for recommendation to the Board. Board approval or denial shall be received by the employee within five (5) workdays of the Board action.

An employee on such leave shall maintain, but not add to, seniority and sick leave. Upon return, the employee shall be returned to the same position or one of the same classifications and pay.

18.6.2 **Short-term Leave Without Pay.** The District may grant short-term unpaid leave days.

<u>Short-term Leave Without Pay Authorization</u>. Except in an emergency, leave without pay must first be approved by the supervisor. Following the supervisor's approval, the supervisor will forward the request on to the Superintendent for final approval, District approval or denial shall be received by the employee within five (5) workdays of the submission of the request to the supervisor.

One-on-one aides taking leave without pay when their students are absent from school shall not be required to receive such approval or have their sick leave or benefits docked.

18.6.3 Benefit coverage when on leave without pay. After three (3) days of Leave without Pay the employee's benefits will be prorated, except when leave without pay is used when a one-on-one aide's student is absent or for protected leave.

#### **18.7** MILITARY LEAVE

18.7.1 Military leave will be provided pursuant to applicable federal and state laws relating to such leaves.

#### **18.8 LEGAL LEAVE/JURY DUTY**

- 18.8.1 A leave of absence will be authorized when an employee is summoned to jury duty or subpoenaed. The employee must provide advance notice of jury duty or subpoena obligations of not less than twenty-four (24) hours to the District.
- 18.8.2 Employees may secure support from the District in seeking release from jury duty when the jury duty interferes with the employee's job obligations.
- 18.8.3 Fees received for services performed during working hours while on jury or court duty shall be submitted to the District office, excluding expenses. Subpoena leave is not available when the employee is a complainant against the District, unless they are a part of a complaint by the Association.
- 18.8.4 The employee must report for work promptly after being released from legal leave/jury duty obligations, providing the time of release falls within the employee's normal shift.
- 18.8.5 For employees who work a shift that begins later than the normal morning work shifts, upon completion of legal leave/jury duties for the day, the employee will report for their regular work shift. The employee will be allowed to deduct the time spent on legal leave/jury duty from their regular work schedules.
- 18.8.6 Whenever any bargaining unit employee is required to participate during working hours in grievance proceedings or negotiations, there shall be no loss of pay or leave. Other Association Leave is addressed in Article 5 Association Rights.

#### 18.9 SICK LEAVE BUYOUT

- 18.9.1. At the District's discretion, the District will determine at the end of each year any unspent balance in the budget to be allocated for classified substitutes which will fund the classified "Sick Leave Buyout Pool."
- 18.9.2. By June 1st of each year, classified employees may submit a request to the District Office with the number of sick leave hours that they would like to have bought out by the District for that year end. In May of each year the District will notify the Association president if there are any funds available for sick leave buy out. If an employee voluntarily resigns before the end of the next school year, they must repay the bought-out amount from the prior school year.
  - 18.9.2.1. Employees may not go below eighty (80) hours of remaining sick leave. Unless they are retiring in PERS and leaving the district than they can take their balance to zero (0).
  - 18.9.2.2. Sick leave will only be bought out in whole hour increments.
  - 18.9.2.3. Payments for buyouts will be based on the substitute rate for the employee's job classification (base rate of their range).
  - 18.9.2.4. Employees receiving the sick leave buyout will have their sick leave and sick time balance reduced by the amount of hours that they have been bought out.
- 18.9.3. The priority for the distribution of the Sick Leave Buyout Pool will be as follows:
  - 18.9.3.1. Employees with five (5) years left before they are eligible to retire will be given first priority and may receive a distribution at a five (5) to one (1) ratio to other employees.
  - 18.9.3.2. The remainder of the Sick Leave Buyout Pool will be distributed on the basis of seniority, with all employees who have requested a sick leave buyout being able to receive one hour before a second hour is bought out.
  - 18.9.3.3. For example:

If two employees within five (5) years of retirement each request a buyout of one hundred (100) hours of sick leave bought out. Three additional employees would like to have one hundred (100) hours of sick leave bought out.

The Sick Leave Buyout Pool has enough funding to buy out three hundred and eighty (380) hours;

Then the two employees within five (5) years of retirement eligibility would each be paid out for one hundred (100) hours of sick leave (and have the time deducted from their leave balances) and this would leave one hundred and eight (180) hours in the Sick Leave Buy out Pool to be paid out at sixty (60) hours each for the additional three employees (and have the time deducted from their leave balances).

18.9.4. Aside from the Sick Leave Buyout program described in this Section, employees are not entitled to the buyout of sick leave or sick time upon separation from the District's employment.

18.9.5. This Sick Leave Buyout may impact employees' PERS calculations and benefits; the District is not responsible for any such impact upon any employee's PERS benefits, and any employee is advised to seek outside advice prior to making a request to the District to buyout sick leave hours.

18.9.6 At either the District's or the Association's discretion, with a one-year notice, Section 18.9 of this Article the "Sick Leave Buyout" program may be terminated.

#### 18.10 SICK LEAVE SUPPLEMENT

When an employee suffering from a serious health condition as defined by FMLA exhausts their sick leave due to illness or injury and the employee is not eligible for salary replacement benefits (either on a full or partial basis) through another source, such as Workers' Compensation, disability insurance, PERS benefits, Paid Leave Oregon, or Social Security, the Association and/or a member of the Association may request for a sick leave donation from members of the bargaining unit with the following conditions:

- 1. It is understood the donation is voluntary and a minimum of four hours and a maximum of eight hours can be donated for any occurrence.
- 2. An additional donation may be made if all donated hours are exhausted before the employee qualifies for other benefits.
- 3. It is understood that once an employee agrees to make a donation, that decision is irreversible.

18.11 Nothing in this Article is intended to limit the employee's right to use paid accrued leave in combination with any form of state leave as provided in statute.

## ARTICLE 19 - INSURANCE

Implementation of insurance premium contribution increases will take place with the start of the new insurance year on October 1, 2025, with the September 10<sup>th</sup> time card or in the insurance month following execution of the contract, whichever occurs last.

19.1 For the 2025-2026 school year, the District agrees to contribute up to \$1,551.00 per month) for full-time employees to purchase health insurance at the tiered rate from the Oregon Educator Benefit Board (OEBB). See Appendix C1.

For the 2026-2027 school year, the District agrees to contribute up to \$1,603.73 per month (a 3.4% increase) for full-time employees to purchase health insurance at the tiered rate from the Oregon Educator Benefit Board (OEBB). See Appendix C2.

For the 2027-2028 school year, the District agrees to contribute up to \$1,658.26 per month (a 3.4% increase) for full-time employees to purchase health insurance at the tiered rate from the Oregon Educator Benefit Board (OEBB). See Appendix C3.

Employees who select a high-deductible medical insurance plan with a Health Savings Account ("HSA") option (currently Plan H, medical), along with dental and vision insurance, will have the difference between the District's insurance contribution ("cap") and the total premium cost below the cap contributed to the employee's HSA.

The District retains the right to select or change the plan selections from OEBB. The District will consult with the Association with regard to program selection and alteration.

19.2 If an employee chooses to opt out of insurance, the District will contribute 50% of the employee's insurance cap per month into an HRA/VEBA Account for a full insurance opt out ("VEBA Contribution").

For partial opt outs, the VEBA Contribution will be prorated as follows:

Medical – eighty- nine percent 89%) of the VEBA contribution,

Dental –nine percent (9%) of the VEBA contribution, and

Vision -two percent (2%) of the VEBA contribution.

For the 2025-2026 school year, the monthly VEBA contribution for full-time employees will be \$775.50. *See* Appendix D1.

For the 2026-2027school year, the monthly VEBA contribution for full-time employees will be \$801.87. See Appendix D2

For the 2027-2028school year, the monthly VEBA contribution for full-time employees will be \$829.13. See Appendix D3

- 19.3 When an employee resigns and they choose to continue to carry insurance through COBRA, they may do so at the tiered rate.
- 19.4 When an employee retires and they choose to continue to carry insurance, they may do so at the tiered rate. After an employee goes on Medicare, they may self-pay dental and vision insurance through the District at the tiered rate.
- 19.5 Employees who work ten (10) months of the school year can opt to have insurance premium payments deducted from ten (10) or twelve (12) paychecks. Bus drivers will only have the ten (10)-month paycheck option.
- 19.6 Changes to insurance benefits based on an employee's increased or decreased hours will take effect the month after the employee has worked the majority of a pay period with the changed hours.

For example, an employee's hours change from 5.25 hours per day to 6.25 hours per day. If their hours changed on the 20<sup>th</sup> of November, their new insurance benefit would start in December. If their hours changed on the 28<sup>th</sup> of November, their new insurance benefit would start in January.

19.7 If an employee is hired before the District's monthly payroll cut off, their insurance benefits will start the month after their hire date. If an employee's hire date is after the OEBB monthly cutoff, their insurance benefit will start the second month after their hire date.

- 20.1 A grievance is defined to be an alleged violation of this contract.
- 20.2 **Step 1** <u>Informal with Supervisor</u> When such alleged violations arise, an attempt will be made by the employee(s) and the immediate supervisor to settle them informally. A problem which cannot be resolved informally will be processed as a grievance.
- **Step 2** Formal to Supervisor Within ten (10) working days after the occurrence of the alleged violation, the employee(s) involved and/or the Association representative will reduce the grievance to writing, stating the reasons therefore, the provision violated, the date of occurrence, and the remedy requested. This will be presented to the employee's(s') supervisor.

Within ten (10) workdays after the Step 2 grievance was submitted to the supervisor, the supervisor will respond in writing to the member(s) and /or the Association representative. The employee(s) involved may be accompanied by a representative at any meeting resulting from a written grievance.

- **Step 3** Formal to Superintendent If the employee(s) and /or Association is not satisfied with the supervisor's decision concerning the grievance, the employee(s) and/or Association may, within ten (10) working days of receipt of such decision, forward the grievance to the Superintendent. Within ten (10) working days following such appeal, the Superintendent shall respond with the decision in writing.
- **Step 4** Formal to Board If the employee(s) and/or Association is not satisfied with the disposition of the grievance by the Superintendent, the employee and/or Association may request within ten (10) working days upon receipt of said decision that the grievance be brought before the Board. The grievant(s) shall have the option to bring the grievance forward in regular open or closed session. The Superintendent, upon receipt of such request, shall cause said matter to be placed upon the agenda of the next regular Board meeting and notice of the time and place of said meeting shall be provided to the employee(s). The employee(s) and/or Association shall be given the opportunity to be heard at the time of the said meeting and will have the right to present statements from witnesses. The Board shall then render a written decision within ten (10) days of the date of said meeting.
- **Step 5** <u>Arbitration</u> If the employee(s) and/or Association is not satisfied with the decision of the Board, the employee(s) may, with the concurrence of the Association, notify the District and request a list of arbitrators from ERB within ten (10) working days from receipt of the Board's decision. The arbitrator may not substitute, add, alter or amend the language of the contract. The arbitrator's decision shall be final and binding. The parties shall be responsible for the costs involved in presenting their own cases, i.e., witnesses, travel, etc., but shall equally share the cost of the arbitrator.

- 20.3 Unless the parties have agreed to an abeyance of timelines, if the grievance procedures are not initiated within the time limits established by this Article, the grievance shall be considered not to have existed.
- 20.4 Any grievance not taken to the next step of the grievance procedure shall be considered settled on the basis of the last reply made and received according to the provisions of this Article.
- 20.5 If the District fails to meet or answer any grievance within the time limit prescribed for such action by this Article, such grievances shall automatically advance to the next step.
- 20.6 The time limits prescribed in this Article for the initiation and completion of the steps of the grievance procedure may be extended by mutual consent of the parties. Mutual consent shall be indicated in writing and shall be agreed to by both parties.

## ARTICLE 21 - WORK ACTION

- 21.1 The Association and its bargaining unit members, as individuals or as a group, will not initiate, cause, permit, participate or join in any strike, work stoppage, or slowdown, picketing, or any other restriction of work during the duration of this contract. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by the Association or by any other labor organization when called upon to cross such picket line in the line of duty. Disciplinary action, including discharge, may be taken by the District against any employee or employees engaged in a violation of this Article. Such disciplinary action may be undertaken selectively at the option of the District and shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the District.
- 21.2 In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Association will immediately, upon notification, attempt to secure an orderly return to work. This obligation and the obligations set forth in Section 1 above shall not be affected or limited by the subject matter involved in the dispute giving rise to the stoppage or by whether such subject matter is or is not subject to the grievance provisions of the Agreement.

## **ARTICLE 22 - FUNDING**

- 22.1 The parties recognize that the revenue needed to fund this Agreement must be approved by the established budget procedures.
- 22.2 The parties also recognize that there can no longer be levy elections to raise funds if needed, and that all funds are now attached to Ballot Measure 5, local property tax limits, and to the state general fund monies. These general fund monies are further subject to action of the legislature as it meets in each biennium.
- 22.3 All compensation and benefits are, therefore, contingent upon revenue from the state general fund and the declining local property tax funding.
- 22.4 The District cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement.

- 23.1 This contract shall be in effect from July 1, 2025, and shall be binding upon the Board, the Association and their members and shall remain in full force and effective through June 30, 2028.
- 23.2 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the Board's direction and control.
- This Agreement shall automatically be renewed from year to year and shall be binding for 23.3 additional periods of one year unless either the Board or the Association gives written notice to the other not later than January 15, next, prior to the aforesaid expiration date of the Agreement of its desire to modify the Agreement for a successive term or to terminate the Agreement.

This Agreement was ratified by the Association on August 21, 2025.

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

Chapter President, Association

## **APPENDICES**

Classified	25-26																					
Salary Sch	nedule																					
Appendix A	<b>A1</b>																					
	Food Service	TA:1 Teacher Assistant	Food Service Assistant	TA 2: Paraprofessiona Is	Special Ed Assitant	Library Assistant	Sped Secretary	High Needs Spec Ed Assistant	Bus Barn Assistant	TA 3: Baschelors or Associates	Office Assistant	YTP Coordinator	Custodian	Office Manager	Head Custodian	Van/Mini Bus Drivers	Interpreter	Technology	Grounds	Mechanic	Maintenance Assistant	Large Bus Driver
1	16.28	16.38	16.58	16.58	16.68	16.88	16.88	16.88	16.88	16.98	16.98	18.19	18.73	18.78	19.24	19.24	19.69	19.69	19.69	19.69	19.69	24.23
2	16.61	16.71	16.91	16.91	17.01	17.21	17.21	17.21	17.21	17.31	17.31	18.52	19.06	19.11	19.57	19.57	20.02	20.02	20.02	20.02	20.02	24.56
3	16.94	17.04	17.24	17.24	17.34	17.54	17.54	17.54	17.54	17.64	17.64	18.85	19.39	19.44	19.90	19.90	20.35	20.35	20.35	20.35	20.35	24.89
4	17.27	17.37	17.57	17.57	17.67	17.87	17.87	17.87	17.87	17.97	17.97	19.18	19.72	19.77	20.23	20.23	20.68	20.68	20.68	20.68	20.68	25.22
5	17.60	17.70	17.90	17.90	18.00	18.20	18.20	18.20	18.20	18.30	18.30	19.51	20.05	20.10	20.56	20.56	21.01	21.01	21.01	21.01	21.01	25.55
6	17.93	18.03	18.23	18.23	18.33	18.53	18.53	18.53	18.53	18.63	18.63	19.84	20.38	20.43	20.89	20.89	21.34	21.34	21.34	21.34	21.34	25.88
7	18.26	18.36	18.56	18.56	18.66	18.86	18.86	18.86	18.86	18.96	18.96	20.17	20.71	20.76	21.22	21.22	21.67	21.67	21.67	21.67	21.67	26.21
8	18.59	18.69	18.89	18.89	18.99	19.19	19.19	19.19	19.19	19.29	19.29	20.50	21.04	21.09	21.55	21.55	22.00	22.00	22.00	22.00	22.00	26.54
9	18.92	19.02	19.22	19.22	19.32	19.52	19.52	19.52	19.52	19.62	19.62	20.83	21.37	21.42	21.88	21.88	22.33	22.33	22.33	22.33	22.33	26.87
10-14	19.25	19.35	19.55	19.55	19.65	19.85	19.85	19.85	19.85	19.95	19.95	21.16	21.70	21.75	22.21	22.21	22.66	22.66	22.66	22.66	22.66	27.20
15-19	19.58	19.68	19.88	19.88	19.98	20.18	20.18	20.18	20.18	20.28	20.28	21.49	22.03	22.08	22.54	22.54	22.99	22.99	22.99	22.99	22.99	27.53
20-24	19.98	20.08	20.28	20.28	20.38	20.58	20.58	20.58	20.58	20.68	20.68	21.89	22.43	22.48	22.94	22.94	23.39	23.39	23.39	23.39	23.39	27.93
25-29	20.48	20.58	20.78	20.78	20.88	21.08	21.08	21.08	21.08	21.18	21.18	22.39	22.93	22.98	23.44	23.44	23.89	23.89	23.89	23.89	23.89	28.43
30+	20.98	21.08	21.28	21.28	21.38	21.58	21.58	21.58	21.58	21.68	21.68	22.89	23.43	23.48	23.94	23.94	24.39	24.39	24.39	24.39	24.39	28.93

Classified	26-27																					
Salary Sc	hedule																					
Appendix	A2																					
	Food Service	TA:1 Teacher Assistant	Food Service Assistant	TA 2: Paraprofessiona Is	Special Ed Assitant	Library Assistant	Sped Secretary	High Needs Spec Ed Assistant	Bus Barn Assistant	TA 3: Baschelors or Associates	Office Assistant	YTP Coordinator	Custodian	Office Manager	Head Custodian	Van/Mini Bus Drivers	Interpreter	Technology	Grounds	Mechanic	Maintenance Assistant	Large Bus Driver
1	16.93	17.03	17.23	17.23	17.33	17.53	17.53	17.53	17.53	17.63	17.63	18.84	19.38	19.43	19.89	19.89	20.34	20.34	20.34	20.34	20.34	24.88
2	17.27	17.37	17.57	17.57	17.67	17.87	17.87	17.87	17.87	17.97	17.97	19.18	19.72	19.77	20.23	20.23	20.68	20.68	20.68	20.68	20.68	25.22
3	17.61	17.71	17.91	17.91	18.01	18.21	18.21	18.21	18.21	18.31	18.31	19.52	20.06	20.11	20.57	20.57	21.02	21.02	21.02	21.02	21.02	25.56
4	17.95	18.05	18.25	18.25	18.35	18.55	18.55	18.55	18.55	18.65	18.65	19.86	20.40	20.45	20.91	20.91	21.36	21.36	21.36	21.36	21.36	25.90
5	18.29	18.39	18.59	18.59	18.69	18.89	18.89	18.89	18.89	18.99	18.99	20.20	20.74	20.79	21.25	21.25	21.70	21.70	21.70	21.70	21.70	26.24
6	18.63	18.73	18.93	18.93	19.03	19.23	19.23	19.23	19.23	19.33	19.33	20.54	21.08	21.13	21.59	21.59	22.04	22.04	22.04	22.04	22.04	26.58
7	18.97	19.07	19.27	19.27	19.37	19.57	19.57	19.57	19.57	19.67	19.67	20.88	21.42	21.47	21.93	21.93	22.38	22.38	22.38	22.38	22.38	26.92
8	19.31	19.41	19.61		19.71	19.91	19.91	19.91	19.91	20.01	20.01	21.22	21.76	21.81	22.27	22.27	22.72	22.72	22.72	22.72	22.72	
9	19.65	19.75	19.95		20.05	20.25	20.25	20.25	20.25	20.35	20.35	21.56	22.10	22.15		22.61	23.06	23.06	23.06	23.06	23.06	27.60
10-14	19.99	20.09	20.29	20.29	20.39	20.59	20.59	20.59	20.59	20.69	20.69	21.90	22.44	22.49	22.95	22.95	23.40	23.40	23.40	23.40	23.40	27.94
15-19	20.33	20.43	20.63	20.63	20.73	20.93	20.93	20.93	20.93	21.03	21.03	22.24	22.78	22.83	23.29	23.29	23.74	23.74	23.74	23.74	23.74	28.28
20-24	20.73	20.83	21.03	21.03	21.13	21.33	21.33	21.33	21.33	21.43	21.43	22.64	23.18	23.23	23.69	23.69	24.14	24.14	24.14	24.14	24.14	28.68
25-29	21.23	21.33	21.53	21.53	21.63	21.83	21.83	21.83	21.83	21.93	21.93	23.14	23.68	23.73	24.19	24.19	24.64	24.64	24.64	24.64	24.64	29.18
30+	21.73	21.83	22.03	22.03	22.13	22.33	22.33	22.33	22.33	22.43	22.43	23.64	24.18	24.23	24.69	24.69	25.14	25.14	25.14	25.14	25.14	29.68

Classified	27-28																					
Salary Sc	hedule																					
Appendix	A3																					
	Food Service	TA:1 Teacher Assistant	Food Service Assistant	TA 2: Paraprofessiona	Special Ed Assitant	Library Assistant	Sped Secretary	High Needs Spec Ed Assistant	Bus Barn Assistant	TA 3: Baschelors or Associates	Office Assistant	YTP Coordinator	Custodian	Office Manager	Head Custodian	Van/Mini Bus Drivers	Interpreter	Technology	Grounds	Mechanic	Maintenance Assistant	Large Bus Driver
1	17.44	17.54	17.74	17.74	17.84	18.04	18.04	18.04	18.04	18.14	18.14	19.35	19.89	19.94	20.40	20.40	20.85	20.85	20.85	20.85	20.85	
2	17.79	17.89	18.09		18.19	18.39	18.39	18.39	18.39	18.49	18.49	19.70	20.24	20.29	20.75	20.75	21.20	21.20	21.20	21.20	21.20	
3	18.14	18.24	18.44		18.54	18.74	18.74	18.74	18.74	18.84	18.84	20.05	20.59	20.64	21.10	21.10	21.55	21.55	21.55	21.55	21.55	
4	18.49	18.59	18.79		18.89	19.09	19.09	19.09	19.09	19.19		20.40	20.94	20.99	21.45	21.45	21.90	21.90	21.90	21.90	21.90	
5	18.84	18.94	19.14		19.24	19.44	19.44	19.44	19.44	19.54	19.54	20.75	21.29	21.34	21.80	21.80	22.25	22.25	22.25	22.25	22.25	
6	19.19	19.29	19.49		19.59	19.79	19.79	19.79	19.79	19.89	19.89	21.10	21.64	21.69	22.15	22.15	22.60	22.60	22.60	22.60	22.60	
7	19.54	19.64	19.84		19.94	20.14	20.14	20.14	20.14	20.24	20.24	21.45	21.99	22.04	22.50	22.50	22.95	22.95	22.95	22.95	22.95	
8	19.89	19.99	20.19		20.29	20.49	20.49	20.49	20.49	20.59	20.59	21.80	22.34	22.39	22.85	22.85	23.30	23.30	23.30	23.30	23.30	
9	20.24	20.34	20.54	20.54	20.64	20.84	20.84	20.84	20.84	20.94	20.94	22.15	22.69	22.74	23.20	23.20	23.65	23.65	23.65	23.65	23.65	28.19
10-14	20.59	20.69	20.89	20.89	20.99	21.19	21.19	21.19	21.19	21.29	21.29	22.50	23.04	23.09	23.55	23.55	24.00	24.00	24.00	24.00	24.00	28.54
15-19	20.94	21.04	21.24	21.24	21.34	21.54	21.54	21.54	21.54	21.64	21.64	22.85	23.39	23.44	23.90	23.90	24.35	24.35	24.35	24.35	24.35	28.89
20-24	21.34	21.44	21.64	21.64	21.74	21.94	21.94	21.94	21.94	22.04	22.04	23.25	23.79	23.84	24.30	24.30	24.75	24.75	24.75	24.75	24.75	29.29
25-29	21.84	21.94	22.14	22.14	22.24	22.44	22.44	22.44	22.44	22.54	22.54	23.75	24.29	24.34	24.80	24.80	25.25	25.25	25.25	25.25	25.25	29.79
30+	22.34	22.44	22.64	22.64	22.74	22.94	22.94	22.94	22.94	23.04	23.04	24.25	24.79	24.84	25.30	25.30	25.75	25.75	25.75	25.75	25.75	30.29

Classified	25-26																					
Salary Inc	lex																					
Appendix	B1																					
	Food Service	TA:1 Teacher Assistant	Food Service Assistant	TA 2: Paraprofessiona	Special Ed Assitant	Library Assistant	Sped Secretary	High Needs Spec Ed Assistant	Bus Barn Assistant	TA 3: Baschelors or Associates	Office Assistant	YTP Coordinator	Custodian	Office Manager	Head Custodian	Van/Mini Bus Drivers	Interpreter	Technology	Grounds	Mechanic	Maintenance Assistant	Large Bus
1	0.00	0.10	0.30	0.30	0.40	0.60	0.60	0.60	0.60	0.70	2.50	1.91	2.45	2.50	2.96	2.96	3.41	3.41	3.41	3.41	3.41	7.95
2	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
3	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
4	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
5	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
6	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
7	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
8	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	
9	0.33	0.33	0.33		0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	
10-14	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
15-19	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
20-24	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
25-29	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
30+	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50

Classified	26-27																					
Salary Ind	ex																					
Appendix	B2																					
		TA:1 Teacher	Food Service	TA 2: Paraprofessiona	Special Ed	Library		High Needs Spec Ed	Bus Barn	TA 3: Baschelors or		YTP				Van/Mini Bus					Maintenance	Large Bus
	Food Service	Assistant	Assistant	Is	Assitant	Assistant	Sped Secretary	Assistant	Assistant	Associates	Office Assistant	Coordinator	Custodian	Office Manager	Head Custodian	Drivers	Interpreter	Technology	Grounds	Mechanic	Assistant	Driver
1	0.00	0.10	0.30	0.30	0.40	0.60	0.60	0.60	0.60	0.70	2.50	1.91	2.45	2.50	2.96	2.96	3.41	3.41	3.41	3.41	3.41	7.95
2	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
3	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
4	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
5	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
6	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
7	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
8	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
9	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
10-14	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
15-19	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
20-24	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
25-29	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
30+	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50

Classified	27-28																					
Salary Ind	ex																					
Appendix	B3																					
		TA:1 Teacher		TA 2: Paraprofessiona	Special Ed	Library		High Needs Spec Ed	Bus Barn	TA 3: Baschelors or		YTP				Van/Mini Bus					Maintenance	
	Food Service	Assistant	Assistant	Is	Assitant	Assistant	Sped Secretary	Assistant	Assistant		Office Assistant	Coordinator		Office Manager		Drivers	Interpreter	Technology	Grounds	Mechanic	Assistant	Driver
1	0.00	0.10	0.30	0.30	0.40	0.60	0.60	0.60	0.60	0.70	2.50	1.91	2.45	2.50	2.96	2.96	3.41	3.41	3.41	3.41	3.41	
2	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	
3	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
4	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
5	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
6	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
7	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
8	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
9	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
10-14	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
15-19	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
20-24	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
25-29	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
30+	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50

Classifi	ed 25-26							
Insurand	ce							
Append	lix C1							
	Hours	Hrs	Contract	Total	Insurance		Monthly	Yearly
	Per Day	Per Day	Days	Hours	Index	Months	Contribution	Contribution
1	8hr 12Mo	8	260	2080	1.00	12	\$1,551.00	\$18,612.00
2	8hr 10Mo	8	210	1680	0.81	10	\$1,252.73	\$15,032.77
3	7 to <8	7	180	1260	0.61	10	\$939.55	\$11,274.58
4	6 to <7	6	180	1080	0.52	10	\$805.33	\$9,663.92
5	5 to <6	5	180	900	0.43	10	\$671.11	\$8,053.27
6	4 to <5	4	180	720	0.35	10	\$536.88	\$6,442.62
7	0 to <4	0	0	0	0.00	10	\$0.00	\$0.00
Classifi	ed 25-26							
Opt Out	VEBA							
Append	lix D1							
	Hours	Insurance		Monthly	Yearly			
	Per Day	Index	Months	Contribution	Contribution			
1	8hr 12Mo	1.00	12	\$775.50	\$9,306.00			
2	8hr 10Mo	0.81	10	\$626.37	\$7,516.38			
3	7 to <8	0.61	10	\$469.77	\$5,637.29			
4	6 to <7	0.52	10	\$402.66	\$4,831.96			
5	5 to <6	0.43	10	\$335.55	\$4,026.63			
6	4 to <5	0.35	10	\$268.44	\$3,221.31			
7	0 to <4	0.00	10	\$0.00	\$0.00			

Classifi	ed 26-27							
Insurand	ce							
Append	lix C2							
	Hours	Hrs	Contract	Total	Insurance		Monthly	Yearly
	Per Day	Per Day	Days	Hours	Index	Months	Contribution	Contribution
1	8hr 12Mo	8	260	2080	1.00	12	\$1,603.73	\$19,244.76
2	8hr 10Mo	8	210	1680	0.81	10	\$1,295.32	\$15,543.84
3	7 to <8	7	180	1260	0.61	10	\$971.49	\$11,657.88
4	6 to <7	6	180	1080	0.52	10	\$832.71	\$9,992.47
5	5 to <6	5	180	900	0.43	10	\$693.92	\$8,327.06
6	4 to <5	4	180	720	0.35	10	\$555.14	\$6,661.65
7	0 to <4	0	0	0	0.00	10	\$0.00	\$0.00
Classifi	ed 26-27							
Opt Out	VEBA							
Append	lix D2							
	Hours	Insurance		Monthly	Yearly			
	Per Day	Index	Months	Contribution	Contribution			
1	8hr 12Mo	1.00	12	\$801.87	\$9,622.38			
2	8hr 10Mo	0.81	10	\$647.66	\$7,771.92			
3	7 to <8	0.61	10	\$485.75	\$5,828.94			
4	6 to <7	0.52	10	\$416.35	\$4,996.24			
5	5 to <6	0.43	10	\$346.96	\$4,163.53			
6	4 to <5	0.35	10	\$277.57	\$3,330.82			
7	0 to <4	0.00	10	\$0.00	\$0.00			

Classifi	ed 27-28							
Insuranc	e							
Append	ix C3							
	Hours	Hrs	Contract	Total	Insurance		Monthly	Yearly
	Per Day	Per Day	Days	Hours	Index	Months	Contribution	Contribution
1	8hr 12Mo	8	260	2080	1.00	12	\$1,658.26	\$19,899.12
2	8hr 10Mo	8	210	1680	0.81	10	\$1,339.36	\$16,072.3
3	7 to <8	7	180	1260	0.61	10	\$1,004.52	\$12,054.27
4	6 to <7	6	180	1080	0.52	10	\$861.02	\$10,332.24
5	5 to <6	5	180	900	0.43	10	\$717.52	\$8,610.20
6	4 to <5	4	180	720	0.35	10	\$574.01	\$6,888.16
7	0 to <4	0	0	0	0.00	10	\$0.00	\$0.00
Classifi	ed 27-28							
Opt Out	VEBA							
Append	ix D3							
	Hours	Insurance		Monthly	Yearly			
	Per Day	Index	Months	Contribution	Contribution			
1	8hr 12Mo	1.00	12	\$829.13	\$9,949.56			
2	8hr 10Mo	0.81	10	\$669.68	\$8,036.18			
3	7 to <8	0.61	10	\$502.26	\$6,027.14			
4	6 to <7	0.52	10	\$430.51	\$5,166.12			
5	5 to <6	0.43	10	\$358.76	\$4,305.10			
6	4 to <5	0.35	10	\$287.01	\$3,444.08			
	0 to <4	0.00	10	\$0.00	\$0.00			