

# Portland Public School District 1<sup>st</sup> Reading

DATE OF FIRST READING FOR RECISSION: SEPTEMBER 14, 2021

## PUBLIC COMMENT FOR THE FOLLOWING POLICY RECISSIONS:

**5.70.060-P Personnel File**  
**5.70.054-P Compensation – Miscellaneous**  
**5.50.073-P Health and Welfare Trust Fund**  
**5.60.040-P Administrator Consultations**

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The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

**Last Date for Comment: October 05, 2021**

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**Summary:**           **5.70.060-P Personnel File**  
                          **5.70.054-P Compensation – Miscellaneous**  
                          **5.50.073-P Health And Welfare Trust Fund**  
                          **5.60.040-P Administrator Consultations**

**1<sup>st</sup> Reading by:**   **Julia Brim-Edwards**  
                                  Portland Public School Board

**Recommended for a 1st Reading by:**  
                                  Portland Public Schools Board of Education Policy Committee

**Draft Policy Web Site:** <https://www.pps.net/Page/11911>

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**Date:** September 10, 2021  
**To:** School Board  
**From:** Mary Kane, Senior Legal Counsel  
**Subject:** Recommendations for policy rescissions

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In 2018, the Human Resources Department conducted a review of all “Personnel” policies. It determined that many of the policies did not provide substantive information or were out of date and inconsistent with current and/or best practices. A number of policies were rescinded in 2018-2019, but the work was paused by the Policy Committee when the District began working with OSBA to conduct a review of all District policies. The current Board Policy Committee met on September 8 to discuss resumption of review of policies to determine which were in need of updates and which should be rescinded. Four personnel policies were put forward by staff with recommendations that they be rescinded. After discussion, the Policy Committee recommended that the following four policies be forwarded to the full Board with a recommendation for First Reading en route to rescission:

a. **5.50.073-P Health and Welfare Trust Fund**

The text of this policy states only “See provisions in Professional Agreement.” It is true that Health and Welfare Trust Fund provisions are contained in the District’s Collective Bargaining Agreements, but that does not constitute a policy.

b. **5.60.040-P Administrator Consultations**

This policy was adopted in 1971 to comply with ORS 342.460 which was repealed in 1973.

c. **5.70.054-P Compensation – Miscellaneous**

This policy was adopted in 1971 and amended in 1972; OSBA also recommends rescission of this policy. The policy is outdated in both content and language, and it is largely redundant of collective bargaining agreements and the compensation information that is approved annually by the Board.

d. **5.70.060-P Personnel File**

The text for this one simply states “See provisions in Professional Agreement,” which does not constitute a policy. There is a separate “Personnel File” policy that provides substantive policy statements [5.20.110-P Personnel Records].

# 5.50.073-P Health And Welfare Trust Fund

See Provisions in the Professional Agreement

History:



## 5.60.040-P Administrator Consultations

- (1) Unless determined otherwise in subsequent elections conducted according to Board adopted procedure, and ORS 342.460(4), the administrators of this district included in that statute shall be represented individually in conferring, consulting and discussing with the Board of Directors, or a committee thereof, matters of salary and related economic policies affecting their services.
- (2) Outside the scope of the statute, however, and in order to facilitate this arrangement, the Board or its representative(s) shall meet with a representative group of administrators for discussions on salaries and related economic benefits.

Legal References: ORS 332.107; ORS 332.505

History: Adpt. 6/71



## 5.70.054-P Compensation - Miscellaneous

- (1) All administrative-clerical and school-secretarial personnel on a monthly or annual salary shall, upon initial employment only, receive an increment if employed prior to March 1 of their established working year.
- (2) The annual salary increment for regularly employed classified personnel shall be granted on July 1 of each year.
- (3) Any employee who is at the maximum of his/her salary schedule, if his/her salary schedule is increased or if he/she is transferred to a higher salary schedule, shall receive his/her earned increment at the time the transfer to a higher schedule becomes effective following the date that normal increments are granted.
- (4) An employee must be regularly employed 50 percent of the established work year to be eligible for an increment the following year. Regularly granted sick leave shall be counted as days worked.

Legal References: ORS 332.107; ORS 332.505

History: Adpt. 6/71; Amd. 11/72



## 5.70.060-P Personnel File

See provisions in Negotiated Agreement.

History:

