

AGREEMENT

**School District No. 1
Multnomah County Oregon**

and

**Portland Association of
Teachers**

July 1, 2023- June 30, 2026

April 5, 2024

2023-2026

PAT Contract Table of Contents

PREAMBLE	1
ARTICLE 1: STATUS AND EFFECT OF AGREEMENT	2
ARTICLE 2: ASSOCIATION RIGHTS	5
ARTICLE 3: MANAGEMENT RIGHTS	8
ARTICLE 4: DUES AND PAYROLL DEDUCTIONS	9
ARTICLE 5: GRIEVANCE PROCEDURE	11
ARTICLE 6: WORK YEAR	17
ARTICLE 7: WORKDAY	22
ARTICLE 8: WORKLOAD	26
ARTICLE 9: STUDENT SUPPORT, DISCIPLINE AND SAFETY	35
ARTICLE 10: ACADEMIC FREEDOM AND INSTRUCTION	44
ARTICLE 11: SCHOOL IMPROVEMENT COUNCILS	45
ARTICLE 12: COMPENSATION	46
ARTICLE 13: INSURANCE PROTECTION	51
ARTICLE 14: MILEAGE, PARKING AND PROCUREMENT CARDS (P-CARDS)	53
ARTICLE 15: RETIREMENT	55
ARTICLE 16: EXTENDED RESPONSIBILITY	58
ARTICLE 17: LEAVES	60
ARTICLE 18: TRANSFERS	68
ARTICLE 19: BUILDING AND CLASSROOM MOVES	74
ARTICLE 20: REDUCTION IN STAFF/LAYOFF	75
ARTICLE 21: MENTOR PROGRAM	78
ARTICLE 22: PROFESSIONAL GROWTH	80
ARTICLE 23: PROFESSIONAL EDUCATOR RIGHTS AND JUST CAUSE	83
ARTICLE 24: NON-DISCRIMINATION	87
ARTICLE 25: COMPLAINT PROCEDURE	88
ARTICLE 26: PERSONNEL FILE	89

ARTICLE 27: EVALUATION	90
ARTICLE 28: NEGOTIATION PROCEDURES	93
ARTICLE 29: ADMINISTRATION OF AGREEMENT	94
ARTICLE 30: SPECIAL EDUCATION	95
ARTICLE 31: DURATION	99
APPENDIX A-1: SALARY SCHEDULE FOR JULY 1, 2023- JUNE 30, 2024 192 DAYS	100
APPENDIX A-2: SALARY SCHEDULE FOR JULY 1, 2024- JUNE 30, 2025 193 DAYS	102
APPENDIX A-3: SALARY SCHEDULE FOR JULY 1, 2025- JUNE 30, 2026 193 DAYS	104
APPENDIX B: EXTENDED RESPONSIBILITY SCHEDULE	94
APPENDIX C: DOMESTIC PARTNER	98
APPENDIX D: DEFINITION OF SUBJECT	99
APPENDIX E: MAINTENANCE OF INSURANCE BENEFITS	101
APPENDIX F: INSURANCE BENEFIT MODIFICATION LIST	102
APPENDIX H: MEMORANDUM OF AGREEMENT - SAFETY	103
APPENDIX I: BILINGUAL OR MULTILINGUAL ABILITY	105
APPENDIX J: SCHOOL PSYCHOLOGIST TRANSFER AND ASSIGNMENT PROCESS	106
APPENDIX K: LETTER OF EXPECTATION TEMPLATE	109
APPENDIX L: ADMINISTRATIVE LEAVE LETTER TEMPLATE	110
APPENDIX M: MENTAL HEALTH AND WELLNESS SUPPORTS FOR STUDENTS: DEFINITIONS	111
APPENDIX N: MEMORANDUM OF AGREEMENT – MENTAL HEALTH SUPPORT AND RRT	113
APPENDIX O: METHODOLOGY FOR CALCULATING OVERLOAD PAY	114
APPENDIX P: MEMORANDUM OF AGREEMENT – SOCIAL WORKER THRESHOLD/OVERAGE STANDARD	119
APPENDIX Q: MEMORANDUM OF AGREEMENT – HEALTH AND SAFETY IMPROVEMENT INVESTMENTS	120
SIGNATURE PAGE	121
INDEX	122

PREAMBLE

The parties believe that a well-rounded public education should prepare every student for college, career and full participation as an active and informed community member, regardless of race, class, ethnicity, gender, sexual orientation or zip code. The parties also recognize that a well-rounded public education includes, but is not limited to, giving students a strong start, and providing students with an enriched, diverse and comprehensive whole-child curriculum that allows them to:

- obtain essential knowledge and skills
- engage in critical and creative thinking
- develop independent inquiry skills and an appreciation for the arts, music and literature
- improve their physical and emotional health
- develop academic discipline and proficiencies
- develop and use information literacy skills to become college and career-ready
- prepare for leadership roles in their communities

Our goal is to empower productive, ethical, self-confident community members who are ready to participate in a free and democratic society.

This agreement, by and between the Portland Association of Teachers, hereinafter called the “Association,” affiliated with the Oregon Education Association, hereinafter called “OEA,” and the National Educational Association, hereinafter called the “NEA,” and School District No. 1, Multnomah County, Oregon, hereinafter called the “District.”

It is hereby agreed as follows:

ARTICLE 1

STATUS AND EFFECT OF AGREEMENT

1.1 Recognition of Exclusive Representative

- 1.1.1 The District recognizes the Association as the sole and exclusive collective bargaining representative for all regular and temporary professionally and/or academically licensed employees of the District including, licensed teaching personnel employed in the District in a position for which a teaching license is required by state or regulation, School Psychologists, Social Workers, Child Development Specialists, Student Services Specialists and Audiologists. Such recognition also includes those assignments specified in Appendix B of this Agreement.
- 1.1.2 Such recognition excludes supervisory, confidential, and substitute employees and positions appropriately included in another bargaining unit.
- 1.1.3 The Association shall have the exclusive right for members of the bargaining unit to have payroll deductions of organization dues and fees. That right shall not be granted to any competing employee organization.

1.2 Definitions

For this contract, the following definitions apply unless otherwise indicated:

- 1.2.1 District: School District Number 1, Multnomah County Oregon (Portland Public Schools).
- 1.2.2 Association: Portland Association of Teachers (PAT).
- 1.2.3 Agreement: The collective bargaining agreement between the District and the Association covering bargaining unit members other than substitutes.
- 1.2.4 Day or Workday: Unless specifically defined as calendar days, all days in this agreement mean contract days for the bargaining unit included in the 193-day calendar (192-day calendar for 2023-2024 school year); excluding holidays, weekends, and other non-contract days including winter, spring and summer breaks.
- 1.2.5 Professional Educator or Educator: All professional educators represented by the Association in the bargaining unit as defined in Section 1.1.
- 1.2.6 Supervisory Employees: District Administrators including the Superintendent and the Central Office Administrative Staff, Principals, Assistant Principals, and persons ordinarily engaged at least 50% of the time in administration, supervision or evaluation of teaching personnel.
- 1.2.7 Probationary Educator: A professional educator who has not completed the probationary period. A professional educator is probationary for their first three (3) years of employment with the District.
- 1.2.8 Contract Educator: A professional educator who has completed three consecutive years of employment with the District in a bargaining unit represented position and has been retained for a fourth.
- 1.2.9 Professionally or Academically Licensed: All professional educators required, as a condition of employment, to possess an academic certificate, license, degree, or the equivalent, issued by TSPC, the State of Oregon, an institution of higher education, or a professional society, or anyone who performs the functions reserved (under OAR 584-036-0011) for professional educators who hold a professional or academic license.

1.2.10 Substitute: Anyone employed to take the place of a regular educator who is temporarily absent. A substitute may not replace any individual educator for more than forty-five (45) consecutive student contact days in the same school year. Approved leave days and non-student contact work days do not break consecutive days.

1.2.11 Temporary, as referenced in this agreement: Anyone employed to:

1.2.11.1 replace a professional educator on a leave of absence. Such position designation shall not extend beyond two (2) school years;

1.2.11.2 fill a vacancy of more than forty-five (45) consecutive workdays which occurs after the opening of school. (For purposes of this section "opening of school" shall mean the first student day. "Fill a vacancy" shall mean that the temporary educator has initiated employment after the first student day of school.); or

1.2.11.3 fill a position which has been designated as temporary or experimental. Such position designation shall not extend beyond two (2) school years.

1.2.12 Temporary professional educators are probationary professional educators.

1.2.13 Unless noted, all provisions begin on the 2023-2024 school year.

1.3 This Agreement shall modify, replace or add to any policies, rules, regulations, procedures or practices of the District which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and become part of the established policies, rules, regulations, practices and procedures of the District. Existing policies, rules, regulations, practices and procedures which are consistent with this Agreement are not modified.

1.4 There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall be retained by the District and one by the Association. Within one month of the ratification of the Agreement by both parties, the District agrees to print five hundred (500) and additional copies as needed of this Agreement and agrees to deliver those copies to the Association for distribution, and to post a copy of the Agreement on the District's website. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make demands and proposals with respect to any subject appropriate for bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The parties mutually agree that the terms and conditions set forth in this Agreement incorporate the entire understanding and agreements of the parties on all matters which were subject to negotiations. The District and the Association agree that, during the term of this Agreement, the other shall not be obligated to negotiate or bargain collectively with respect to any such matter covered by this Agreement. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual written consent of both of the parties in amendment thereto.

1.5 Nothing contained in this Agreement or mutually relied on in bargaining will be interpreted and/or applied so as to eliminate or reduce any current management right or established working condition that is a mandatory subject for bargaining. The Board, however, may otherwise reserve the right to unilaterally change its policies relating to all matters which do not involve mandatory subjects of bargaining.

1.6 Notice of Proposed Changes in Board Policy or Administrative Directives

The District will provide written notification to the Association President or designee of proposed changes in Board policies prior to Board approval and Administrative Directives prior to implementation in accordance with the Public Employee Collective Bargaining Act.

1.7 Should any provision of this Agreement be declared illegal by a court or agency of competent jurisdiction, said provision, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining provision(s) shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted Article, Section or clause. The subjects of the deleted provision(s)

and the affected provision(s) shall be subject to further collective bargaining during the term of this Agreement with respect to the period covered by this Agreement.

- 1.8 Any contract between the District and an individual professional educator shall be expressly subject to the terms and conditions of the Agreement.
- 1.9 The Association has a process for contract exceptions to allow professional educators at a work site to apply for an exception to the terms and conditions of the Agreement. Contract exceptions must be submitted to the PAT Advocacy Committee using the process required by the Association. Contract exceptions must be approved by the PAT Advocacy Committee and the District prior to implementation. A contract exception is valid only for the school year for which it was approved.
- 1.10 The Association shall continue to be the exclusive collective bargaining representative, as provided in Section 1.1, during the term of this Agreement unless, under applicable law, some other method of representation or some other applicable representative is elected. Should another method or representative of the professional educators be so elected during the term of this Agreement, this Agreement shall not terminate but thereafter no provision of this Agreement shall be construed to require the District to bargain with the Association and the recognition and authority of the Association as contained in this Agreement and its duty of fair representation shall terminate.

ARTICLE 2

ASSOCIATION RIGHTS

- 2.1 Except for Section 2.10 below, the Association rights conferred on the Association in this Agreement shall be exclusive except as provided by law.
- 2.2 The Association or its representatives shall have the right to transact official Association business on District property at all reasonable times; use District facilities and equipment including but not limited to duplicating equipment, audiovisual equipment, and District email, provided the same are not otherwise in use; post notices of activities and matter of Association concern on designated bulletin boards, at least one of which shall be provided in each school building for Association use; use the District mail service and professional educator mailboxes for communications, and place small symbols on such mailboxes but limit the size of logos to one inch (1") or less. A clearly identified Association mailbox at each worksite will be reserved for Association communications. If a box is unavailable, the Association may place a mailbox that is comparable in size and appearance with the staff mailboxes that exist at the individual worksites for Association communications. The Association shall have the right to use the inter-building mail facilities and mailboxes (Pony), unless the use of an employer's mail system by an incumbent labor organization is specifically clarified by Legislation, the U.S. Postal Service, or a court of competent jurisdiction. The Association shall pay for the reasonable cost of all materials, supplies and special services required beyond the normal operation incidental to such uses. The exercise of Association rights under this Section shall not interfere with or interrupt classes or other normal school operations. Association notices should not be made available to students.
- 2.3 The District shall furnish the Association upon request all reasonably available factual information necessary to its function as exclusive bargaining representative.
- 2.4 The Association shall have the right to ten (10) minutes as a scheduled item on the agenda of fifteen (15) of the faculty staff meetings or early release professional learning day of its choice. This portion of the agenda shall be exclusively for bargaining unit members.
- 2.5 Each worksite will organize at least one of the work days before the student year begins with the 30-minute duty free lunch synchronized for all Association staff in the building.
- 2.6 Association Representatives Meeting
- 2.6.1 The District shall notify all schools and departments that no activities are to be scheduled by the District for Association representatives on the Monday preceding the beginning of the work year.
- 2.6.2 The Association may call general meetings of its Association representatives during school time up to five (5) times during the school year. Such representatives shall be released without loss of pay but the Association shall reimburse the District for the cost of substitutes. Two (2) weeks' advance written notice shall be furnished to the Employee and Labor Relations team within Human Resources of a meeting and it shall not be called for a day when other teacher absences eliminate the availability of a sufficient number of substitutes.
- 2.7 Building/Program Area Committees
- Any general standing faculty-administration or administratively appointed faculty committee, at the building level, shall include the Association faculty representative or their designee as a member. Supervisor's team meetings are not included. If evaluation and/or employee performance is to be discussed at a supervisor's team meeting, the Association representative will be invited to attend. Any District committee that included designated Association representatives shall have those Association representatives appointed by the Association.

2.8 Orientation Programs

- 2.8.1 The Association shall be provided time on the agenda at all general orientation programs for new professional educators to provide general information on the Association and its duties as exclusive bargaining agent.
- 2.8.2 The District will provide the Association with a list of all newly hired bargaining unit members and bargaining unit members who have separated employment from the District on a monthly basis which will include their names, assignments, hire dates, separation dates, and worksites.

2.9 Bargaining Unit Member Information

In addition to information included in Article 2.8.2 and pursuant to ORS 243.804(4)(a), each month, the District shall provide the Association a list of all professional educators who are employed by the District. The list will include the data of hire, job title, salary and work site location of each unit member, the unit members' cellular, home and any work telephone numbers; any means of electronic communication, including work and personal electronic mail addresses; and employees' home addresses or personal mailing addresses.

2.10 School Board Meetings

- 2.10.1 The Association shall be provided time on the agenda of each regular Board meeting for brief comments.
- 2.10.2 If the Association has a formal presentation it shall be afforded a reasonable amount of time as determined by the Board. By noon of the fourth calendar day prior to the meeting, the Association shall notify the Office of the Superintendent of the proposed length of the Association's formal presentation, the subject matter thereof, and any specific action to be requested from the Board or administration at the meeting. The Association agrees not to use its right under this Section for the purpose of collective bargaining with the Board or any of its members.
- 2.10.3 Prior to the commencement of each meeting, the Association shall be provided a copy of the "Agenda of Board of Education" and any related informational materials/full Board of Education packet. This information may be provided electronically. However, the Association shall receive a copy of all printed Board materials at the meeting or prior to the meeting.

2.11 Instructional Program Council (IPC)

- 2.11.1 The District recognizes the expertise of professional educators and the value for their participation in education program planning. Therefore, meetings between the Superintendent and/or his designee(s) and representative of the Association shall occur monthly for the purpose of discussing the District's instructional programs.
 - 2.11.1.1 While the District maintains authority over educational programming, items planned as major district-wide change and significant building-based initiatives shall be discussed in these meetings prior to implementation.
 - 2.11.1.2 Agendas of this advisory council will be mutually agreed upon prior to each meeting.
 - 2.11.1.3 Areas of discussion will include topics such as ongoing program implementation, new initiatives, language pathways, special education, school climate, and an overall MTSS approach. The parties agree that sufficient professional development, adequate resources and a clear implementation plan are essential to success of initiatives
- 2.11.2 The Association president may appoint up to six (6) professional educators as representatives to such meetings. Such professional educators shall be released without loss of pay for attending the meetings.

- 2.12 Release of professional educators by the District from their normal work assignments to work on activities jointly sponsored by the Association and the District shall be without loss of pay.

2.13 Curricula And Professional Development Review

- 2.13.1 The District and PAT agree to create a topic called Curricula and Professional Development Review to the IPC agenda at least 4 times a year to evaluate district-wide curricula. The parties agree to discuss

curricula and professional development and its cultural competence, representativeness, adherence to State and professional standards, designated supports and interventions for marginalized and underserved communities including and not limited to ELL and emergent bilinguals; Students receiving IEP services, students with historical and current trauma. IPC meetings will occur during the contracted work day and Educators will be provided release time for attendance.

ARTICLE 3

MANAGEMENT RIGHTS

Subject to the expressed terms of this Agreement, the Board and its designees hereby retain and reserve unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the State of Oregon, including the functions and programs of the District, its standards of services and education, its overall budget, utilization of technology and its organizational structure, the selection, direction and assignment of its personnel, and the use of its facilities, and all areas of discretion in matters of inherent managerial policy.

ARTICLE 4 DUES AND PAYROLL DEDUCTIONS

4.1 Dues

4.1.1 Processing NEA/OEA/PAT Dues Deductions

The District shall deduct dues, fees, and any other assessments or authorized deductions to the Association in accordance with the payroll-deduction authorizations signed by bargaining unit members and provided to the Association. The Association shall provide the District with a list of identifying the employees who have signed such authorizations and the authorized deduction amounts. The District shall rely on the list to make the authorized deductions and to remit payment to the Association.

4.1.2 The Association agrees to defend, indemnify and hold the District harmless for payroll deductions by the District in compliance with these procedures. Authorized payroll deductions shall remain in effect until revoked in a manner set forth in terms of the authorization executed between the employee and the Association.

4.1.3 A record, in a format accessible to the Association, of professional educators on Association that are subject to the deduction of dues, fees, or other assessments shall be sent to the Association, together with the remittance due the United Education Profession (i.e., PAT-OEA-NEA), within five (5) working days, following the end of the calendar month in which the payroll check has been issued, including a listing of all additions and deletions to the list of employees with authorized deductions from the previous month. The District shall complete reasonable Association forms and submit them monthly with the remittance to the Association.

4.2 Additional Bargaining Unit Member Information

The District shall provide, in a format accessible to the Association, a listing of all bargaining unit members (both active members and non-members), each member's employee ID, FTE equivalency, the buildings where the members are assigned by individual member, and all bargaining unit members by ER position and location. The list shall be provided one (1) week after the start of the school year, one (1) week after the District completes fall balancing, and by the third week in January.

4.3 Other Payroll Deductions

4.3.1 Upon appropriate written request from the professional educator, the District shall deduct from the salary of the professional educator and make appropriate remittance for the following approved deductions within five (5) working days following the end of the calendar month in which the payroll check has been issued:

4.3.1.1 Fixed or Variable Tax Deferred Annuity Plans

4.3.1.2 School District No. 1 Health & Welfare Trust Premiums

4.3.1.3 Credit Union

4.3.1.4 Approved Charitable Organizations

4.3.1.5 NFIE

The National Foundation for Improvement of Education is a part of this list and will not be removed except by mutual consent. In addition, the District shall perform the same service for Association members for any insurance plans offered exclusively by the Association for Association members, within the mechanical limits of the District's payroll system.

4.3.2 The District, upon appropriate authorization of the professional educator, shall deduct from the salary of the professional educator and make proper remittance for any other plans or programs jointly approved by the Association and the Board.

- 4.4 Professional educators' payroll checks shall itemize all sources of pay, payroll deductions, accumulated sick leave and retirement contributions.

ARTICLE 5 GRIEVANCE PROCEDURE

5.1 Definitions, Time Limitations

- 5.1.1 Grievance: A "grievance" is defined as an allegation by a professional educator, a group of professional educators or the Association that there has been a violation of any provision of this Agreement.
- 5.1.1.1 "Employee grievance" is a grievance by one (1) or professional educators, provided the conduct complained of directly affects the professional educator(s).
- 5.1.1.2 "Association grievance" is a grievance by the Association where the conduct complained of affects one or more professional educators or the Association.
- 5.1.1.3 Group grievance: If, in the judgment of the Association, a grievance affects a group or class of professional educators, the Association may submit such grievance in writing to the Chief Human Resources Officer or designee directly and the processing of such grievance shall be commenced at Level II. However, a group grievance affecting professional educators at a single building or an Association grievance affecting professional educators at a single building shall be initiated at Level I with the principal or immediate supervisor.
- 5.1.1.4 If a grievance arises from action or inaction on the part of a member of the administration at a level above the principal or immediate supervisor, the grievant shall submit such grievance in writing to the Chief Human Resources Officer and the processing of such grievance will be commenced at Level II. Grievances regarding salary and/or placement on the Appendix A salary schedule shall be filed with the Chief Human Resources Officer and shall be considered as a Level II grievance. The Level II, Step 1 hearing may be waived by mutual agreement.
- 5.1.1.5 Grievances that are reasonably related shall be joined and processed together.
- 5.1.2 Grievant: A "grievant" is the professional educator or professional educators or the Association making the claim.
- 5.1.3 Day or Workday: Unless specifically defined as calendar days, all days in this agreement mean contract days for the bargaining unit included in the standard calendar; excluding holidays, weekends, and other non-working days including winter, spring and summer breaks. During the summer recess, a grievance may proceed upon mutual consent of the parties.
- 5.1.4 All grievances shall be filed within thirty (30) days after the first knowledge by the injured party of the factual occurrences constituting the basis of the grievance. In case of an assignment, or other continuing classification or condition, a grievance concerning either past or future effects thereof may be limited in its remedy of past effects to adjustment no more than thirty (30) days prior to the filing of the grievance.
- 5.1.5 A grievance may not be filed over a unit determination matter or a 1(e) violation of ORS 243.672 or a matter that would cause the District to commit an unlawful act or a matter imposed upon the District by a higher authority.
- 5.1.6 The District shall continue, with respect to professional educators, to provide the separate grievance procedure in existence with respect to issues arising solely under policies and regulations other than this Agreement, or regarding matters which are not employment relations as defined by law.

5.2 Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise affecting professional educators. Both the parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

5.3 General Procedures

5.3.1 Representation

A professional educator who initiates a grievance may elect to be represented by the Association or the professional educator may elect to represent themselves at Levels I. If the professional educator elects to represent themselves, the professional educator shall so indicate in writing and shall include a statement that the professional educator assumes responsibility for all costs which the professional educator incurs associated with the processing of the grievance.

5.3.2 Parties Present

5.3.2.1 The grievant shall have the right to be present with witnesses at level 2 or above of the grievance process (but may waive this right through the Association representative). The grievant is entitled to Association representation at any meeting or hearing held under this procedure.

5.3.2.2 When it is necessary, pursuant to the grievance procedure provided for in this Agreement, for grievants, building or program representatives, members of the Association's Advocacy Committee, or any other representative designated by the Association to attend a grievance meeting or hearing during a school day, up to two representatives and the grievant(s) shall, upon notice to their supervisor or principal, and to the Superintendent, be released without loss of pay, as necessary, in order to permit participation in the foregoing activities. However, should the participation of witnesses in the grievance procedure necessitate the employment of a substitute, the Association shall assume the responsibility for payment of the cost of the substitute.

5.3.3 Individual Adjustment

Any professional educator may file and process a grievance through Level II of this procedure and have said grievance adjusted without intervention of the Association provided:

5.3.3.1 the adjustment is consistent with the terms of this Agreement; and

5.3.3.2 the Association, or its designated Association representative at Level I, has been notified in advance of and given opportunity to be present at all meetings held pursuant to this Article. Any such grievance decision shall be forwarded to the Association.

5.3.4 Time Extensions

5.3.4.1 Time extensions shall be consented to in writing and shall be with the mutual consent of the grievant, or the Association, on behalf of a grievant, and the District.

5.3.4.2 Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limit shall permit the grievant to proceed to the next step.

5.3.4.3 Failure at any step of this procedure to appeal the decision to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step.

5.3.5 Cooperation

All parties shall cooperate in the investigation of a grievance and promptly supply any readily available relevant information or documents to the other party.

5.3.6 Limitation of Remedies

Except as otherwise provided by law, this grievance procedure shall constitute the exclusive remedy of professional educators and the Association.

5.3.7 Contents of Grievance

The written formal grievance shall, if applicable, contain the specific Agreement article and section that has allegedly been violated (*e.g.*, Article 23.8), and/or identify the basis for the grievance and include a short statement of the facts giving rise to the allegation and the relief sought. The written response shall include the decision and the rationale for such decision.

5.3.8 Separate Files

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file which shall constitute a “personnel file,” within the meaning of the confidentiality provisions of ORS 342.850. Access to those files shall be limited to those with a valid business interest in the case.

5.3.9 Forms

Grievance forms shall be prepared jointly by the administration and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

5.3.10 Privacy

Except as otherwise provided by law or by agreement of the parties, meetings and hearings under this procedure shall not be conducted in public.

5.3.11 Reprisals

No reprisals of any kind shall be taken by the District or by any member of the administration against any grievant, representative, member of the Association, due to participation in the grievance procedure.

5.4 Levels and Steps

5.4.1 Level I. Principal or Immediate Supervisor

5.4.1.1 Step 1: An employee grievance or an Association grievance affecting professional educators at a single building shall be raised by the filing of a formal written complaint setting forth the material required by Section 5.3.7, at the office of the professional educator’s supervisor.

5.4.1.2 Step 2: Within ten (10) days the grievance shall be discussed by the supervisor and the professional educator and, if requested by the professional educator, persons approved by the Association, one (1) of which shall be designated as the official representative for the professional educator.

5.4.1.3 Step 3: In the event no settlement occurs at the Step 1 meeting, the supervisor, within ten (10) days of the meeting, shall set forth the reasons for the decision.

5.4.1.4 Step 4: In the event no settlement occurs at Step 3, the grievance may be appealed to Level II by filing a written appeal within ten (10) days of receipt of the Step 3 response. Such appeal must specify the portions of the Step 3 response which are in disagreement and the manner in which each portion is in error.

5.4.2 Level II. Chief Human Resources Officer or designee

- 5.4.2.1 An appeal of a grievance from Level I or a grievance filed by the Association affecting professional educators in more than one (1) building shall be filed at this level. In addition, certain administrative actions included in Section 5.1.1.4 shall also be initiated at this level. Only the Association may initiate or forward a grievance to Level II.
- 5.4.2.2 Step 1: Within ten (10) days of receipt of the grievance, the Superintendent or designee shall conduct a grievance hearing.
- 5.4.2.3 Step 2: Within ten (10) days following completion of the Level II, Step 1 hearing, the Chief Human Resources Officer or designee shall provide a written decision to the parties. However, at the request of the Chief Human Resources Officer or designee, or the grievant, a meeting will be held within five (5) days to discuss the grievance and decision. In such case, the written decision shall be issued within five (5) days following the meeting.
- 5.4.2.4 Step 3: If the grievance is not settled at Level II, Step 2, a copy of the decision of the Chief Human Resources Officer, or designee shall be submitted to the Superintendent and the Board of Education.

5.5 Arbitration

- 5.5.1 If a grievance is not resolved at Level II, it may be appealed to arbitration within sixty (60) days of receipt of the Level II Step 2 decision. Only the Association may appeal a grievance to arbitration.

5.5.2 Requesting an Arbitrator

After receipt of the Level II, Step 2 response or decision, the Association may request a list of seven (7) Oregon and Washington arbitrators from the Oregon State Conciliation Service who are members of the American Arbitration Association Labor Panel. A copy of the request shall simultaneously be filed with the District. Each party shall then alternately strike one (1) name from the list supplied until one (1) name remains and that person shall be arbitrator. The winner of a coin toss shall be the first to strike names. In the alternative, the parties may jointly agree upon any person to serve as arbitrator.

5.5.3 Authority of Arbitrator

The arbitrator shall be encouraged to issue a decision within twenty (20) days of the close of the hearing or submission of briefs, whichever occurs later. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasons and conclusions. The arbitrator may not add to, subtract from, or modify the terms of this Agreement, and may not award punitive damages. The arbitrator's decision shall be final and binding.

5.5.4 Costs

Fees and expenses for the arbitrator shall be borne equally by the Association and the District.

5.5.5 Attendance

Persons having a direct interest in the arbitration are entitled to attend hearings, but the arbitrator shall have the power to require the retirement of any witness during the testimony of other witnesses.

5.5.6 Evidence

Except for evidence used solely for impeachment or rebuttal or to refresh recollection, evidence shall be restricted to exhibits made known to the other party at least twenty-four (24) hours prior to the first arbitration session and to testimony from witnesses whose names were made known to such party within said time; provided that the arbitrator may, upon a showing of good cause or to prevent injustice, relieve a party from this restriction.

5.5.7 Affidavits

The arbitrator may receive and consider the evidence of witnesses by affidavit, but shall give it only such weight as they deem proper after consideration of any objections made to its admission.

5.5.8 Oaths

Before proceeding with the first hearing, the arbitrator may take an oath of office. The arbitrator may require witnesses to testify under oath administered by any duly qualified person.

5.5.9 Waiver of Oral Hearings

The parties may provide by written agreement for the waiver of oral hearings.

5.5.10 Time and Place

The arbitrator shall fix the time and place for each hearing. At least five (5) days prior thereto, they shall mail notice of the time and place thereof to each party.

5.5.11 Order of Proceedings

The arbitrator may, at their discretion, vary the normal procedure under which the initiating party first presents the claim (except in discipline cases), but in any case, shall afford full and equal opportunity to all parties for presentation of relevant proofs. The hearings may be reopened by the arbitrator on their own motion or on the motion of either party for good cause shown at any time before the award is made, but if the reopening of the hearing would prevent the making of the award within the time specified in these procedures or any other specified time agreed upon by the parties in writing, that matter may not be reopened unless both parties agree upon the extension of such time limit.

5.5.12 Serving of Notices

Each party shall be deemed to have consented and shall consent that any papers, notices or processes necessary or proper for the initiation or continuation of an arbitration under these rules and for any court action in connection therewith or the entry of judgment of an award made thereunder may be served upon such party (a) by mail addressed to such party or their attorney at their last known address, or (b) by personal service on such attorney or the Employee Relations Department or the Office of the Association as applicable.

5.5.13 Communication with Arbitrator

Except as expressly authorized herein, there shall be no communication between the parties and the arbitrator other than at oral hearings and those necessary to accomplish the filing of evidence, briefs and papers, to arrange the order of proceedings and to provide notice. Prior to contacting an arbitrator, the opposing party shall be given notice by the initiator.

5.5.14 Arbitrability / Review of Arbitration Decision

Upon request of either party, the arbitrator shall first hear and rule in writing on questions of procedural and substantive arbitrability. Grievances, in order to be arbitrable, must have been processed according to this grievance procedure. Grievances must include only those issues described in Section 5.1.1 unless otherwise agreed to by the parties. Grievances shall be heard unless the contract clearly is not susceptible to the interpretation cited in the grievance. Ambiguity shall result in the grievance being considered. If neither party requests a separate hearing on grounds of arbitrability, and if the arbitrator still rules that a grievance is not arbitrable, they shall not comment on the merits of the grievance in any way.

5.5.15 Conflict of Interest

No person shall serve as arbitrator in any arbitration in which he or she has any financial or personal interest in the result of the arbitration, unless the parties, in writing, waive such disqualification. Prior to accepting the appointment or immediately upon receiving notice of this rule, whichever is later, the prospective arbitrator shall disclose to the parties any circumstances likely to create a presumption of bias or which might disqualify them. If either party declines to waive the presumptive disqualification, the vacancy shall be filled in accordance with the procedures described below.

5.5.16. Substitute Arbitrator

If any arbitrator shall resign, die, withdraw, refuse or be unable or disqualified to perform the duties of the office, it shall be vacant, and the matter may be reheard by a new arbitrator. A party desiring to fill such vacancy and continue arbitration must give notice thereof to the other party at the Oregon Employment Relations Board within five (5) days of the date of receipt of knowledge of the vacancy and request that the Employment Relations Board furnish an additional list of seven (7) arbitrators. The successor shall then be selected in the same manner as in the original selection.

ARTICLE 6 WORK YEAR

- 6.1 Except as provided by Article 16, paid extended responsibility assignments, paid extra duty assignments, and voluntary attendance at in-service classes are excluded from this Article and are covered by Article 16 and Appendix B.
- 6.2 Standard Work Year
- 6.2.1 The standard work year for professional educators for all grade levels shall be 193 contract days consisting of:
- 6.2.1.1 176 instructional days
 - 6.2.1.2 Four and one half (4 ½) planning days
 - 6.2.1.3 Four (4) grading days
 - 6.2.1.4 Two and one half (2-1/2) Professional Development Days
 - 6.2.1.5 Six (6) paid holidays or seven (7) paid holidays for those professional educators whose work year extends over Juneteenth
- 6.2.2 The traditional state-wide in-service day shall not be part of the standard work year.
- 6.3 Extended/Reduced Work Year
- 6.3.1 The District, at its discretion, may extend the contract year for professional educators who work in schools identified by ODE for comprehensive or targeted support by up to three (3) additional professional development days paid at the professional educator's per diem rate of pay. These days shall be scheduled contiguous to the standard school year through a collaborative process between the professional educators and the building administration. This section may be extended to professional educators for two (2) years after the comprehensive/targeted support designation has ended.
- 6.3.2 The District shall determine the number of additional contract days in a 6.3.1 prior to the beginning of the staffing process in the preceding school year.
- 6.3.3 Professional educators working in schools that have a change in grade levels (e.g.: newly converted middle schools or newly converted PK-5 feeder schools) shall have mandatory additional paid professional development days added to their contract year. This only applies to the school year of the conversion. Added days shall be as follows:
- 6.3.3.1 Newly converted middle schools: two (2) additional professional development days.
 - 6.3.3.2 PK-5 feeder schools: one (1) additional professional development day.
 - 6.3.3.3 Other schools: The District and PAT shall meet to determine if the number of added professional development days shall be one (1) or two (2). If no consensus is reached, one (1) day shall be added.
 - 6.3.3.4 Added days shall be compensated at the professional educator's per diem rate of pay.
 - 6.3.3.5 The District shall include the additional professional development days in the annual calendar and notify the professional educators assigned to work in these buildings at least three months in advance of these days unless newly hired or transferred to the schools within a shorter time period. If professional educators do not receive the three-month notice, they are not required to attend the added professional development days and shall follow the standard published calendar.

6.3.4 Sections 6.3.1 – 6.3.3 are meant to extend the contract year for all positions.

6.3.5 New Professional Educators

6.3.5.1 New Professional Educator Orientation

Newly hired professional educators shall be required to attend one orientation day which shall be paid at the professional educator's per diem rate of pay. At least one-half of the day shall be dedicated to the basic practical details of employment including but not limited to key contract provisions, substitute teacher finder, attendance and record keeping, leaves of absence, hardware and software requests and setup, etc.

The Association and the District Human Resources Department shall jointly create the agenda and jointly coordinate the presentation of material on this day. In addition, the Association shall continue to be afforded at least one (1) hour of time on the agenda to meet with the new professional educators. The new professional educator orientation shall be scheduled within one (1) week preceding the beginning of the standard work year and again on the statewide in-service day for those who have not previously attended this orientation. No other meetings shall be scheduled on the orientation day. Additional new professional educator orientations may be scheduled by mutual agreement between the parties.

The Association will receive (60) minutes with newly hired bargaining unit members who did not attend the New Employee Orientation at the start of the School Year. This orientation will occur monthly and all new employees shall be directed to attend. All new hires and designated Association representatives who attend the orientation shall not suffer a loss of pay or benefits.

Newly employed professional educators who have a position with the District requiring an extended year (202- and 207-day work years) shall be able to attend the orientation.

6.3.5.2 New Professional Educator Training

The District may mandate the equivalent of up to two additional paid training days for newly hired professional educators. If these days are scheduled beyond the start of the standard work year, the newly hired professional educator shall receive at least one month's advance notice of scheduling.

6.3.6 Professional educators who work beyond the 193-day work year shall be paid a daily rate of pay computed at 1/193 of their annual basic salary. With the exception of Sections 6.3.1, 6.3.3, 6.3.4, 6.3.5, 6.3.7, and 6.3.8, professional educators shall not be assigned work beyond the standard work year unless there is mutual agreement between the administrator and the professional educator. Professional educators who work less than the 193-day work year shall have their salary adjusted downward using the same daily rate of pay formula.

6.3.7 Teacher librarians shall be placed by the District on a work year of 202 days or 207 days for those responsible for more than one library. For teacher-librarians with more than one assignment, the principal and teacher-librarian will mutually agree upon the number of days. Up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the librarian. Central Staff Professional Librarians are employed on a twelve-calendar month basis with one (1) month vacation pay.

6.3.8 Counselors shall be placed by the District on a work year of 202 days. At least 5 days will be before the first work day of the 193-day work year calendar and 4 days after. In addition, up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the counselor. Scheduling of the additional days shall be mutually agreed upon.

6.3.9 Mentor-Induction Coaches, School Based Instructional Coaches and professional educators on special assignment shall be placed on a 193-work year.

6.4 Holidays

- 6.4.1 The six paid holidays shall be: Labor Day, Veterans Day, Thanksgiving, New Year's Day, Presidents Day, and Memorial Day. Juneteenth is paid to those professional educators whose work year extends over the Juneteenth holiday.
- 6.4.2 To receive pay for a paid holiday, a professional educator must work (or be on paid leave) on the workday immediately preceding or following the holiday. If the first day of work for the newly hired professional educator is immediately following the holiday the professional educator will not receive pay for the holiday.

6.5 Planning Days and Grading Days

- 6.5.1 A minimum of one full day and one half (1.5) planning days shall be scheduled prior to the first student day in the fall. These days shall be reserved for professional educators to set-up and plan for the beginning of the year.
- 6.5.2 There shall be one (1) planning day scheduled at the end of the first three quarters for a total of three (3) days. No voluntary or mandatory trainings or professional development or meetings may be scheduled for professional educators on these planning days.
- 6.5.3 There shall be one (1) grading day scheduled at the end of each quarterly grading period for a total of four (4) days. Professional educators shall have a minimum of 2 full working days to submit grades/progress reports at the end of quarters 1, 2 and 3. At the end of the 4th grading period, professional educators will submit grades/progress reports before they check out for the school year. No voluntary or mandatory training, professional development or meetings may be scheduled for professional educators on these grading days.
- 6.5.4 One-half (1/2) of each grading day may be used by administration for meetings with professional educators that do not submit grades. Planning days remain educator-directed.

6.6 Professional Development Days

The District will schedule two full and one half (2.5) district-directed professional development days prior to the first student day. All calendared early release days will be used for professional development and learning directed by the district or the administrator.

Administrator directed professional development shall be planned in collaboration with the Instructional Leadership Team. The District shall prioritize providing training for educators on new curriculum and new initiatives within the work day and work year.

6.7 Evening Events/Parent-Teacher Conferences

- 6.7.1 Professional educators may be required to participate in up to three (3) evening school events per school year. However, principals will make a reasonable effort to see that professional educators are not required to attend more than two (2) evening events a year. Evening events shall generally last no more than two (2) hours and end by 9:00 p.m. on Monday through Thursday. Two-week's written notice shall be provided to affected professional educators. Evening events shall generally not be required on holidays as recognized on the district calendar, Fridays or on days preceding holidays. This provision does not apply to Social Workers, Child Development Specialists, School Psychologists, Audiologists and Student Services Specialists.
- 6.7.2 In addition, the District shall schedule two (2) parent conferences in the evening on two consecutive evenings. The two consecutive evening conferences must be scheduled after the planning day that follows the end of the first quarter. The calendar day following the second evening conferences scheduled must not be a workday (e.g.: can be an unworked holiday). A duty-free dinner break of at least sixty (60) consecutive minutes shall be scheduled prior to evening conferences. Evening conferences shall last no longer than three (3) hours and shall conclude by 8:30 p.m.

- 6.7.3 In consideration of the two consecutive evening conferences scheduled, the professional educators shall be given one paid day off which shall be notated as such on the District's published calendar.
- 6.7.4 Modifications to this provision must be processed using the contract exception process described in Article 1 of this Agreement.
- 6.7.5 At the request of a parent/guardian, a professional educator shall schedule a make-up conference for the parents/guardians who missed the regularly scheduled conference. No educator may be required to schedule a make-up conference outside of the standard work-day.
- 6.7.6 The District and PAT will meet to collaboratively define expectations for virtual and in person conferences, including but not limited to attendance, work location and duration.
- 6.7.7 The district will not hold staff meetings or required committee meetings during parent-conference week.

6.8 School Calendar

- 6.8.1 By January 15 of each year, the Association shall submit to the Superintendent its recommendations regarding the school calendar for the subsequent school year. With respect to the calendar ultimately adopted, the District retains the right and authority to change the days on which school shall be held and make other adjustments to the school calendar; provided such adjustments are consistent with this article. No change in this calendar shall result in any reduction of the annual salary provided for professional educators by this Agreement or in increasing the aggregate number of workdays without the consent of the Association.
- 6.8.2 Professional Development days and planning days shall be set in the school calendar before the end of the prior school year.
- 6.8.3 The following shall be considered when determining the school calendar:
 - 6.8.3.1 Instructional days, added Professional Development days for schools identified by ODE for comprehensive/targeted support (per Section 6.3.1), and District organized Professional Development cannot be scheduled on the following days:
 - a. Martin Luther King, Jr. Day
 - b. Day after Thanksgiving
 - c. The calendar week in which July 4th falls
 - d. December 24th to and including January 1st
 - e. Saturdays
 - f. Sundays
 - g. All recognized PAT holidays
 - h. The Monday preceding the beginning of the work year
 - i. Juneteenth
 - 6.8.3.2 This exclusion does not include:
 - a. Extended Responsibility
 - b. Clubs
 - c. Outdoor school
 - d. Field Trips
 - e. Competitions
 - f. Athletics
 - g. Non-District organized Professional Development/Events/ Training
- 6.8.4 Inclement Weather
 - 6.8.4.1 The District may schedule up to a total of three inclement weather make-up days for school closures. Days not scheduled in advance on the District school calendar may not be required make up days. The District will let professional educators know by April 1st of each year if they will be required to make-up any inclement weather days.

- 6.8.4.2 With thirty (30) day notice, the District may use Presidents' Day as one of the three make-up days.
- 6.8.4.3 The four (4) potential make-up days shall be marked on the school calendar, but professional educators will be required to make up a maximum of three unless 6.8.4.4 is required.
- 6.8.4.4 Notwithstanding 6.8.4.1, if the three days are insufficient for the District to meet the state required instructional time, the District and Association shall meet and discuss options. In the absence of an agreement how to make up days, the District may require professional educators to work additional days at the end of the year necessary to meet state requirements.
- 6.8.4.5 The District counts instructional minutes and parent-teacher conference days towards meeting the state required instructional time.
- 6.8.4.6 If the District converts instructional days to professional development days, it will count those days toward state required instructional time up to a maximum allowed by law.
- 6.8.4.7 The District will consider inclement weather when setting the seniors' graduation date.

ARTICLE 7 WORKDAY

- 7.1 Except as provided by Article 16, paid extended responsibility assignments, paid extra duty assignments, and voluntary attendance at in-service classes are excluded from this Article and are covered by Article 16 and Appendix B.
- 7.2 Workdays for professional educators shall only be Monday through Friday.
- 7.3 The standard workday for professional educators, except as provided in Section 7.4 and 7.5 below, shall be eight (8) hours. On ten (10) Tuesdays, planning time outside of the student day may be used for professional learning for up to 60 minutes. This will not extend the professional educators' work day beyond eight (8) hours.
- 7.4 The standard workday for professional educators working at High Schools shall be seven hours and 45 minutes. The last fifteen (15) minutes of the work day shall be designated as individual planning time for professional educators, except on Tuesdays on which educator professional learning is held. On those Tuesdays, the last fifteen (15) minutes of time during the workday will be used as the first part of the 90-minute staff meeting. Up to 1 minute per daily class period of the duty time referenced in Section 7.5 below may be converted to student instructional time.
- 7.5 8-hour workday for all Child Development Specialists, School Social Workers, School Psychologists, Audiologists and Student Services Specialists.
 - 7.5.1 The workday for Child Development Specialists, School Social Workers, School Psychologists, Audiologists and Student Services Specialists shall be eight (8) hours, including a minimum of thirty (30) continuous minutes for duty-free lunch. The daily work schedules shall allow for a fifteen (15) minute rest period in the a.m. and p.m.
 - 7.5.2 With mutual agreement, Child Development Specialists, School Social Workers, School Psychologists, Audiologists and Student Services Specialists may arrange their daily schedule so that time required outside of normal business hours, such as evening or weekend meetings with the parents and students, fall as nearly as possible within the regular eight (8) hour workday and 40-hour work week. The current practices in existence for scheduling the workday for School Psychologists, Social Workers, Child Development Specialists, Audiologists and Student Services Specialists will continue throughout the duration of the Agreement.
- 7.6 The workday for professional educators in the building shall begin at least fifteen (15) minutes before the student day and shall extend at least fifteen (15) minutes beyond the student day. Professional educators shall not be required to perform duties for more than seven-and-one-half (7½) minutes of the fifteen (15) minutes immediately before and/or for more than seven-and-one-half (7½) minutes of the fifteen (15) minutes immediately after the student day. No professional educators shall be required to report prior to 7:45 a.m. or remain later than 4:30 p.m. For program reasons, the afternoon ending time can be adjusted to 5:30 p.m. for a few professional educators in a building providing that volunteers will be solicited whenever possible. The two above exceptions will not extend the number of hours in a standard workday.
- 7.7 Professional educators may make reasonable adjustments to their daily and weekly schedule, with prior written approval of their building administrator, to accommodate professional obligations and to meet personal needs. Any adjustments may not impact student instructional time or other required responsibilities.
- 7.8 If an administrator requests that a professional educator provide instruction (e.g. tutoring or small group instruction), complete required training, or tasks as referenced in 12.5.1, outside of the professional educator's workday, and the professional educator volunteers to do so, such professional educator shall be compensated at their hourly rate of pay.
- 7.9 Duty-free Lunch
 - 7.9.1 All professional educators who work two-thirds (2/3) or more shall have a minimum of thirty (30) continuous minutes of duty-free lunch. Regardless of FTE, any professional educator who works a full day shall have thirty (30) continuous minutes of duty-free lunch on that day.

- 7.9.2 Passing time during which a professional educator has direct responsibility for students shall not be part of the thirty (30) minutes duty-free lunch. Professional educators who leave the school site during such period shall notify the school office.

7.10 Individual Planning Time

- 7.10.1 Professional educators who work two-thirds (2/3) time who directly provide instructional services to students shall be provided planning time during the workday as follows:

- 7.10.1.1 High Schools (Grades 9-12): Not less than the equivalent of one (1) standard class period per day;
- 7.10.1.2 Middle Schools (Grades 6-8, except self-contained 6th grade classes): Not less than the equivalent of one (1) standard class period per day; Starting with the 2024-25 school year, Middle Schools shall provide not less than the equivalent of one (1) standard class period per day and no less than four hundred and ten (410) minutes per standard work week (prorated for partial weeks).
- 7.10.1.3 Not less than three hundred and twenty (320) minutes per standard work week (prorated for partial weeks). Starting with the 2024-25 school year, Elementary Schools shall provide no less than four hundred and ten (410) minutes per standard work week (prorated for partial weeks). There shall be at least one daily block of planning time of at least forty (40) continuous minutes.
- 7.10.1.4 Regardless of FTE, any professional educator who works a full day shall have planning time on that day.

- 7.10.2 Professional educators who work at least half time (0.5) but less than two-thirds (2/3) time who provide instructional services to students shall receive a prorated amount of weekly planning time called for in 7.10.1.1 through 7.10.1.3, and 7.10.1.4 if applicable, based upon the professional educator's FTE.

7.11 Co-Teaching

- 7.11.1 Co-teaching is the practice of pairing teachers together in a classroom to share the responsibilities of planning, instructing, and assessing students. In a co-teaching setting, the teachers are considered equally responsible and accountable for the classroom. This model differs from push-in (one educator responsible for certain students in a group) and team teaching (one educator is responsible for the students for only part of the curriculum).
- 7.11.2 Reasonable effort will be made to provide common planning periods to improve collaboration with general education teachers that are co-teaching. When common planning cannot be achieved, up to ten (10) hours per school year per partnership may be submitted by each co teacher for common co-planning outside the work day.

7.12 Restroom Breaks

The building principal shall ensure that arrangements are made for restroom breaks for professional educators.

7.13 Meetings/Trainings

- 7.13.1 Professional educators may be required on ten (10) Tuesdays during the school year to attend meetings or training sessions starting at the beginning of the teacher's workday and ending fifteen (15) minutes prior to the start of the student day or starting fifteen (15) minutes after the student day ends for up to one hour. This will not extend the professional educators' work day beyond eight (8) hours.
- 7.13.1.1 Professional educators who work in High Schools may be required on thirty (30) Tuesdays during the school year to attend educator professional learning starting at the beginning of the fifteen (15) minute planning time at the end of the day and continuing for up to one hour and fifteen minutes beyond the workday.

- 7.13.2 The District will publish a schedule of the staff meetings before the end of the prior school year.
- 7.13.3 Professional educators will be responsible for completing District mandatory online training during any administrative directed time. For high school educators, there will be no staff meetings on at least two (2) Tuesdays between the start of the school year and the due date of the mandatory online training.
- 7.13.4 For professional educators working in High Schools as Child Development Specialists, School Social Workers, School Psychologists, Audiologists and Student Services Specialists may be required to attend trainings or meetings beyond the work day on Tuesdays only if the trainings or meetings fall within their workday/workweek provisions as set out in paragraph 7.5.
- 7.13.5 Part-time professional educators shall not be required to attend meetings/trainings that are not contiguous with their workday. Required attendance at meetings/trainings contiguous with the workday and at evening events / Parent/Teacher Conferences shall be pro-rated for part-time professional educators.
- 7.13.6 The District shall provide each professional educator professional development on implicit bias, anti-racism, and culturally responsive practices. These trainings will be available to all professional educators within the workday and standard work year. PAT will review providers prior and give feedback after trainings through the IPC.
- 7.13.7 Professional educators may be required to take part in Professional Learning Communities (PLCs) or similar meetings during the workday. PLC time scheduled by administration does not count as planning time.

7.14 Itinerants

- 7.14.1 The workday of a professional educator who works in more than one (1) building or is assigned outside the District shall not exceed the workday above and shall be covered by planning time and other provisions of this Article.
- 7.14.2 An adequate amount of travel time shall be allowed for professional educators who must change worksites during the workday.
- 7.14.3 Neither planning time nor the duty-free lunch time shall be used for travel time between worksites.
- 7.14.4 If there are disagreements over the itinerant professional educator's schedule and workload, the supervisor(s) and the building representative(s) shall write a summary of the dispute and submit the summary to the Human Resources and the Association for resolution.

7.15 Work Spaces

- 7.15.1 All professional educators who are not assigned a dedicated classroom shall be provided adequate storage space (as collaboratively determined by the professional educator and the building administrator) in which to keep students' work, supplies, and equipment.

7.16 Part-time

- 7.16.1 The workday and work load for part-time professional educators shall be proportional to that of full-time professional educators.
- 7.16.2 The workday for part-time professional educators shall be stated as a percentage of full-time in accordance with the chart below. Other percentages shall be calculated in the same manner.

Workday – 7.0 Hours 45 Minutes

<u>Percentage</u>	<u>Time</u>
10% (.10)	47 minutes
20% (.20)	1 hr. 33 minutes
25% (.25)	1 hr. 56 minutes
30% (.30)	2 hrs. 20 minutes
40% (.40)	3 hrs. 06 minutes
50% (.50)	3 hrs. 53 minutes
60% (.60)	4 hrs. 39 minutes
66% 2/3%	5 hrs. 07 minutes
70% (.70)	5 hrs. 26 minutes
75% (.75)	5 hrs. 49 minutes
80% (.80)	6 hrs. 12 minutes
90% (.90)	6 hrs. 59 minutes
100% (1.0)	7 hrs. 45 minutes

Workday – 8 Hours

<u>Percentage</u>	<u>Time</u>
10% (.10)	48 minutes
20% (.20)	1 hr. 36 minutes
25% (.25)	2 hours
30% (.30)	2 hrs. 24 minutes
40% (.40)	3 hrs. 12 minutes
50% (.50)	4 hours
60% (.60)	4 hrs. 48 minutes
66% 2/3%	5 hrs. 20 minutes
70% (.70)	5 hrs. 36 minutes
75% (.75)	6 hours
80% (.80)	6 hrs. 24 minutes
90% (.90)	7 hrs. 12 minutes
100% (1.0)	8 hours

- 7.16.3 FTE for part-time professional educators may fluctuate from year to year from .5 FTE to .66 FTE, .67 FTE to .74 FTE, .75 FTE to .99 FTE based on the needs of the particular assignment. A reduction in FTE that results in a reduction of benefits/planning time/lunch etc. for the professional educator shall be considered a layoff subject to the provisions of Article 20.
- 7.16.4 If there are disagreements over the part-time professional educator's schedule and/or workload, the supervisor and the building representative shall write a summary of the dispute and submit the summary to the Human Resources and the Association for resolution.

ARTICLE 8 WORKLOAD

8.1 Except as provided by Article 16, paid extended responsibility assignments, paid extra duty assignments, and voluntary attendance at in-service classes are excluded from this Article and are covered by Article 16 and Appendix B.

8.2 The work load of professional educators shall be generally comparable to that which existed in the 2017-18 school year.

Portland Public Schools believes all students deserve the full range of educational opportunities and student supports that a robust, well-rounded education affords. A well-rounded education is one that meets the Oregon state education standards by providing students with learning opportunities that give them the skills to succeed in school, college and career. A well-rounded education also provides the parents and students who make up the Portland Public Schools community a safe and productive educational environment.

District Policy 2.10.010-P (Racial Educational Equity Policy) states, "Portland Public Schools will significantly change its practices in order to achieve and maintain racial equity in education." This obligates the District and Association to agree to initiatives aimed at raising achievement for all students while closing gaps among different groups of students and eliminating the racial predictability of disparate academic outcomes.

Beginning in the 2024-2025 school year, the District will make a good faith effort to establish an enrollment and staffing process that ensures the class size, teaching load, and caseload do not exceed the threshold listed in the chart below, except as otherwise provided in the remainder of this article.

8.3 Class size, Caseload and Overload Pay

8.3.1 Language relating to overloads and class/caseload shall remain in effect in a status quo period.

8.3.2 Both parties recognize and agree that overload numbers are not a staffing model.

8.3.2.1 Student loads will be calculated on the third Monday in October and the third Tuesday in February. If a professional educator's load exceeds the limits in 8.3.3, the District will implement one of these three options:

- a. Within two weeks, move students to meet the limit.
- b. Within two weeks provide .5 FTE educational assistant for an elementary general education classroom, or a paraeducator for a special education classroom. Educational assistant or paraeducators assigned to classrooms to address overage shall not be used for other building needs, except in the case of an emergency. Except as provided in 8.3.2.2, the professional educator may decline the assistant or paraeducator and select the stipend, and at the same time refer the matter to the Class Size Committee process, as set forth below in 8.3.7, or
- c. Pay any professional educator over a threshold a stipend equal to 1.5% of the base BA+15 salary per semester; or in accordance to the amount listed in the chart if different than defined above, and at the same time refer the matter to the Class Size Committee process, as set forth below in 8.3.7.

8.3.2.2 Assistants or paraeducators already assigned to the class due to threshold estimates will count towards this relief and may not be declined in favor of a stipend. Within two weeks of the beginning of each semester, the District shall provide the Association a list of assistants and/or paraeducators who are intended to provide overage relief, and the paraeducators' assignments.

8.3.2.3 The stipend will be paid as part of the next payroll period.

8.3.2.4 The methodologies for determining which classes are regular or performance classes and how to count students in certain class configurations are addressed in Sections 8.3.8 and 8.3.9.

- 8.3.2.5 For professional educators in multiple buildings, or for professional educators working less than 1.0 FTE, the stipend will be prorated.

8.3.3 Guidelines

- 8.3.3.1 The target size identified in the following charts do not trigger overage payments or other relief, but are recognized by the parties as goals.
- 8.3.3.2 Effective July 1, 2018, the following teaching/caseload thresholds shall be established with the expectation of providing overload pay to individual professional educators if the District chooses to exceed these thresholds.

a. Elementary (PK-5)

Position	Target Size	Teaching Load Threshold for Overload Pay	% of Base Salary increased per Student over the Thresholds
K	18	24	3% (1.5% each semester) per Student over the Threshold
1	20	26	3% (1.5% each semester) per Student over the Threshold
2-3	22	26	3% (1.5% each semester) per Student over the Threshold
4-5 (and self-contained 6 th grade)	22	28	3% (1.5% each semester) per Student over the Threshold
Elementary Core Enrichment Professional Educators* including teacher librarians	26	Determined by average overload of the building beginning with the average of 1.0 overage. The average will be rounded to the closest whole number thereafter.	3% (1.5% each semester) per Student over the Threshold

* Elementary "Core Enrichment Professional Educators" are educators who instruct Dance, Visual Arts, Music, Physical Education, Media Arts, Applied Arts, Theater Arts, Teacher Librarians and all educators who were formally referred to as 'specialists'.

b. Middle School / High School Grades (6-12)

Position	Target Size	Teaching Load Threshold for Overload Pay	% of Base Salary increased per Student over the Threshold
MS Professional Educators	125	150	Increase salary by 3% (1.5% each semester) per five Students over Threshold (triggered by first student over)
HS Professional Educators	135	160	Increase salary by 3% (1.5% each semester) per five Students over Threshold (triggered by first student over)
MS/HS Performing Arts Professional Educators	175	220	Increase salary by 3% (1.5% each semester) per five Students over Threshold (triggered by first student over)

MS/HS Physical Education Professional Educators	150	190	Increase salary by 3% (1.5% each semester) per five Students over Threshold (triggered by first student over)
---	-----	-----	---

c. Overload Pay for Special Education Teachers and Specialists

Position	Target Size	Teaching Load / Caseload Threshold for Overload Pay	% of Base Salary increased per Student over the Threshold
Special Education Teachers Special Schools Program (Pioneer)	7	10 students	Increase salary by 5% (2.5% each semester) per student over the Threshold
Special Education Teachers Self Contained-Focus Classrooms	7	13 students	Increase salary by 5% (2.5% each semester) per student over Threshold
Special Ed. Teachers (Learning Center HS)	22	32 students	Increase salary by 3% (1.5% each semester) per Student over Threshold
Special Ed. Teachers (Learning Center MS)	21	31 students	Increase salary by 3% (1.5% each semester) per Student over Threshold
Special Ed. Teachers (Learning Center PK-5)	20	30 students	Increase salary by 3% (1.5% each semester) per Student over Threshold
Speech and Language Pathologists	30	50 students	Increase salary by 3% (1.5% each semester) per Student over Threshold
Speech and Language Pathologists Assistive Tech and Feeding Team	1 to 75	1 to 125	Increase salary by 3% (1.5% each semester) per two (2) Students over Threshold (triggered by first student over)
School Counselors (all levels)	1 to 250	1 to 350 students	Increase salary by 3% (1.5% each semester) per ten (10) Students over Threshold (triggered by first student over)
Middle School Teacher Librarians	1 to 500	1 to 850 students with credit of 375 students for full-time library assistant.	Increase salary by 3% (1.5% per semester) per 100 students over the Threshold (triggered by first student over)
High School Teacher Librarians	1 to 900	1 to 1100 students with credit of 425 students per fulltime library assistant and/or 325 students per fulltime book clerk.	Increase salary by 3% (1.5% per semester) per 100 students over the Threshold (triggered by first student over)

School Psychologists	1 to 110	1 to 135 special education students	Increase salary by 3% (1.5% each semester) per five (5) Students over Threshold (triggered by first student over)
School Social Workers (Elementary)	1 to 400	1 to 500	Increase salary by 3% (1.5% each semester) per twenty (20) Students over Threshold (triggered by first student over)
ELD/ESL/ELL	1 to 30 Newcomers and Students with Interrupted Formal Education shall be counted as 1.5 students	1 to 57	Increase salary by 3% (1.5% each semester) per two (2) Students over Threshold (triggered by first student over)
Adapted PE	1 to 36	1 to 55	Increase salary by 3% (1.5% each semester) per two (2) Students over Threshold (triggered by first student over)
Community Transition Program	Team 1 – 7 Team 2 – 13 Team 3 - 22	Team 1 – 12 Team 2 – 20 Team 3 - 30	Increase salary by 5% (2.5% each semester) per Student over Threshold (triggered by first student over)

- 8.3.4 Elementary specialist classes will not exceed 35 students per class.
- 8.3.5 Annually, the District will provide its staffing ratios as part of its Staffing Guidelines and Core Programing Requirements. In the event the District intends to modify the Staffing Guidelines it shall provide at least thirty (30) days' notice and upon request meet and discuss with the Association prior to making such changes.
- 8.3.6 The District will continue to pay overages in the 2023-24 school year and all subsequent years according to the provisions of this agreement, unless an alternative solution is agreed to by the parties.
- 8.3.7 Class Size Committee Process
- 8.3.7.1 The parties acknowledge that circumstances could arise where there are exceptions to the above class size thresholds. The building level committee will meet when the conditions in Article 8.3.2.1 are met related to class size, caseload and overage pay, as set forth above.
- 8.3.7.2 Teachers will not be asked individually to exceed these limits. To address a single class size or caseload exceeding a threshold, the building administrator may meet with the building Association representative and the affected professional educator to discuss the class size or caseload thresholds and to collaborate on solutions. In no event will a solution be implemented without the review and consultation of the building Association's representative and impacted teacher(s). If the issue is not resolved, it may be brought to the class size committee for resolution; the process described in 8.3.7.3 shall not apply to a single class-size or student issue.
- 8.3.7.3 Schools will form a class size committee on an as needed basis. The Class Size Committee may take into consideration efforts to keep families together, enrollment patterns, population shifts, a decrease in state or federal funding, an unusual variation between school enrollments at different grade levels or to allow the district to avoid creating split grade level (aka "blended") classes. Possible options may include but not limited to: rebalancing classes, multiple grade-level blends or combination classes, assigning educational assistants or other push-in support, using existing licensed FTE, or other school-based options, taking into account programmatic needs, student needs, physical space constraints, and competing needs. The committee shall not discuss personally identifiable information contained in student educational records in order to avoid Family Educational Rights and Privacy Acts (FERPA) violations.
- 8.3.7.4 The committee shall be composed of the following members:
- a. School Principal
 - b. Assistant/Vice-Principal or other administrator selected by the District
 - c. A teacher from an affected classroom or other staff member in the affected license area. This person will be chosen by the PAT Building/Association Representative.
 - d. A building representative or another licensed staff person appointed by the Association
- 8.3.7.5 Upon mutual agreement of the Association and an administrator, two (2) parents/guardians will be invited to attend by the principal and the association building representative to participate in the discussion of possible solutions not centered on a specific student or class, while taking into consideration the diverse school community, including race, gender, ability, language and socio-economic status. Lack of parent/guardian involvement will not preclude the committee from developing recommendations.
- 8.3.7.6 All affected teachers will be invited to attend the Class Size Committee to participate in the discussion of possible solutions.
- 8.3.7.7 The Class Size Committee will convene, if necessary, one to three times between March 1st and October 1st, during the educator work year, and other times as needed.
- 8.3.7.8 If a solution is not reached at the building level, the district's Chief of Schools, or their designee, and a representative from the Association will meet and make a good faith effort to resolve the issue.
- 8.3.7.9 If the previous steps of the process have not resulted in a resolution, the superintendent (or their designee) and the President of PAT (or their designee) shall meet for a final effort to resolve the issue.
- 8.3.7.10 When the building-level above outlined process for addressing class-size concerns is observed, the implemented outcome is not subject to the grievance procedure.

8.3.8 The methodology for identifying performance classes is as follows:
Classes such as, band, choir and theater are performance classes. Any class that is more like a traditional academic class such as history or biology would not be considered a performance class. History and literature of the theater is more akin to literature courses and is not a performance class. Drama – Stage craft is more akin to performance classes like Dance Technique. Classes labeled as “student support, tutorial, and study skills” shall be classified as regular classes. Performance classes are distinguished by being more of the nature of a “performance” or “production” as compared to a traditional “academic” class in which there is direct instruction. The parties shall meet as necessary (but at least annually) to review the list of classes and to determine if new classes should be listed as performance classes for purposes of Article 8.

8.3.9 Special student count rules:

- a. Teaching Assistants and Peer Mentors shall not be counted towards student loads, so long as the teacher voluntarily agrees to have these students in their classroom and so long as the total number of teaching assistants or peer mentors for a full-time teacher does not exceed ten (10). A teacher shall not accept more than ten (10) teaching assistants or peer mentors.
- b. All students shall be counted as a minimum of 1 student for all counts.
- c. Students in an independent study do not count on that teacher’s load, so long as the teacher voluntarily agrees to have the student in their classroom and there are no more than two (2) students in the independent study per class period, and no more than a total of six (6) students in independent study. A teacher shall not accept more than two (2) students per period in independent study or more than six (6) total.
- d. Students in “double blocks” shall be counted in each class.
- e. The threshold size for any blended class shall be the lower of the two grade level groups. For example, a 3rd/ 4th class shall be counted as if it was a 3rd grade class.
- f. Refer to the overage methodology (Appendix O) for any student not specifically identified in this article.

8.4 Relief for Exceeding a Number of Unique Preparations

8.4.1 Section 8.4 shall remain in effect in a status quo period.

8.4.2 The District will pay \$1,000 per semester to a professional educator who functions as a high school, middle school or departmentalized 6-8 grade classroom teacher for each additional unique preparation over three (3). The District will produce a report of preparation each semester to monitor and inform the District and Association of the situation.

8.4.3 Preparations are defined as the number of unique courses for which a professional educator must prepare (e.g., Algebra 1, US History). AP and IB courses shall be considered unique courses.

8.5 Duties

8.5.1 Duties assigned during the workday to professional educators shall not infringe upon their duty-free lunch period and/or planning time. Good faith consideration of fairness and balance will be made in assigning such duties to professional educators.

8.5.2 SLPs, School Psychologists, Counselors, Qualified Mental Health Professional (QMHPs), School Social Workers, and other specialists shall not be assigned more duty time than that assigned to other professional educators.

8.6 Progress/Grade Reports

8.6.1 Professional educators shall be responsible for no more than four (4) progress/grade reports per year,

except a mid-term report may be necessary when a student is in danger of failing or their behavior or achievement shows a significant decline.

- 8.6.2 Professional educators shall make arrangements as may be necessary to meet with students and parents at reasonable times outside the normal workday. Regularly scheduled parent conference days are not covered by this Section.

8.7 Substituting for other Professional Educators

- 8.7.1 Every effort will be made to employ substitute teachers to cover classes of absent teachers. Except in true emergency situations, such as a sudden injury or illness of a teacher when no building administrator is available to respond, and except as otherwise provided in 8.7.3, professional educators shall not be required to substitute for other professional educators. The District shall maintain a system that allows professional educators an option to select their preferred substitutes.

- 8.7.2 Professional Educators may recommend their preferred substitute teaching colleague, to their administrator, for any absence of less than forty-five (45) consecutive days.

8.7.3 Site Support Instructors (SSIs)

- 8.7.3.1 The parties have agreed to establish a licensed teaching personnel position entitled Site Support Instructor (SSI). This position shall fall within the scope of the School District No. 1 Multnomah County Oregon and Portland Association of Teachers Collective Bargaining Agreement (CBA).

- 8.7.3.2 The District may engage up to 30 Site Support Instructors. The number of SSIs and the location shall be determined by the District prior to staffing. The District shall review the data for the current and previous school year and select schools-based on the percentage and number of unfilled substitute jobs in the building. For purposes of Article 18, Transfers the District shall reassign current SSIs to buildings for the next school year prior to the internal staffing process so that SSIs will know their assignment for the following year prior to considering other assignments. SSIs may apply in the internal and external staffing process as otherwise provided in Article 18.

- 8.7.3.3 The SSI is considered a regular member of the staff in the building to which they are assigned and will not be used to fill vacancies at other buildings.

- 8.7.3.4 The SSI will be provided a workstation at the building to which they are assigned with computer access and a District email address.

- 8.7.3.5 The SSI will not be used in place of requesting a substitute through the District substitute system.

- 8.7.3.6 The SSI will not be used for long-term substitute positions.

- 8.7.3.7 The SSI may be used in a variety of classroom settings in any one day. However, a SSI may not be assigned to cover the work of more than one professional educator each day.

- 8.7.3.8 The SSI may be utilized to cover classroom instruction so that another professional educator may attend to a need designated by the building administrator or the building administrator's designee.

- 8.7.3.9 Generally, the SSI will not have a disproportionate amount of duty/supervision in any given day.

- 8.7.3.10 All the terms and conditions of the Agreement shall apply to the SSI except:

- a. The SSI may work an adjusted daily work schedule to meet the demands of planning for instruction with little notification. The daily work schedule will be determined collaboratively between the SSI and the building Administrator or the building Administrator's designee.
- b. The starting time for the SSI shall not be before 7:00 a.m. without a specific contract exception.

- c. Except as provided in Section d below, the workday for the SSI shall not exceed the hours specific to the school to which they are assigned.
- d. The daily work schedule for the SSI may be extended to provide time to attend staff meetings that may normally occur beyond their workday. If the daily schedule is so extended, the individual shall be granted time off with pay within the same workweek equal to the amount of time their schedule was so extended. If the daily schedule is extended but the SSI is not granted time off with pay within the same workweek equal to the amount of time their schedule was so extended, the SSI shall be compensated at their per diem hourly rate for such extended time. The extended workday shall not exceed eight (8) hours without a specific contract exception.
- e. SSIs shall receive the same daily prep/planning time otherwise due to the individual they are assigned to cover.
- f. The SSIs shall be eligible to accept any Extended Responsibility pay opportunities that the building Administrator or the building Administrator's designee merits to be in the best interest of the school.
- g. In collaboration with the building Administrator or the building Administrator's designee, the SSI may pursue District supported professional development that will promote their opportunities for regular employment.
- h. SSI shall be allowed to participate in all professional development and training offered to the general staff. Any such professional development and/or training offered outside the workday shall be paid in accordance with Section 22.2.
- i. For the purposes of Section 18.6 (Administration Initiated Transfers), the SSI are to be treated as an individual classification rather than as a part of the building teaching staff.
- j. For the purposes of the articles on layoff and transfer, SSI shall be considered as a "subject".
- k. Notwithstanding subparagraph (j) above, competency for the purpose of placement within the District but outside of the SSI position shall be defined as the ability to teach a subject or grade level based on recent teaching experience related to that subject (as further defined by Appendix D) or grade level within last five (5) years, or educational obtainments, or both, but not based solely on being licensed to teach.
- l. It is expressly understood that the instances when the SSI is assigned to cover the work of more than one professional educator in a day will be thoughtfully placed and assigned by the building Administrator or the building Administrator's designee so that the SSI can be successful in their coverage.

8.8 Lactation Friendly Workplace

- 8.8.1 The District shall provide reasonable break time for an employee to express breast milk for a nursing child for one year after the child's birth each time such employee has need to express the milk. The District shall post the administrative directive entitled Expression of Milk in the Workplace (5.50.059-AD) at each site and shall include the administrative directive in the new hire materials and child care leave paperwork.
- 8.8.2 If feasible, professional educators shall take the rest periods to express milk at the same time as the break times or meal periods that are otherwise provided to the professional educator. When not feasible, coverage shall be provided.
- 8.8.3 Administrators may assign Site Support Instructors to provide coverage, with no additional compensation. If a Site Support Instructor is not available, Administrators may ask other professional educators to voluntarily provide coverage. When a professional educator (other than a Site Support Instructor) voluntarily agrees to provide coverage, time in consideration of work missed while providing coverage shall be scheduled outside of the standard work day at a time mutually agreed to between the professional educator and the Administrator and shall be paid at the professional educator's per diem hourly rate of pay for such time.

8.9 Student Plans

- 8.9.1 Professional educators who are required to conference regarding 504s shall be afforded time to allow for such meetings to occur within the workday. If a professional educator volunteers to attend a 504 conference outside of the workday, such member shall be compensated at their per diem hourly rate for conferences which take place beyond the contract day. A professional educator who chooses to conference during their individual planning time, including the 15 minutes at the end of the work day, can do an equivalent amount of planning time outside of the work day and be compensated at their hourly rate for the length of the conference.
- 8.9.2 Professional educators who are required to write student plans other than IEPs, including Gifted Student plans or 504 plans, shall be provided at the professional educator's option either release time or compensation at their per diem hourly rate. One hour shall be allotted for each student plan.

- 8.10 The District shall supply and maintain materials in current adoptions. The District shall provide professional educators with related core instructional materials and an opportunity for in-service before requiring implementation of new adoptions, programs or curricula.

8.11 Curriculum Materials in Language of Instruction

The District shall make every effort to provide professional educators working in dual language immersion programs equivalent district-adopted materials to those teachers instructing in English-only classes. An educator may make a request to the Department of Dual Language for the needed materials. If such materials are not available, the Department of Dual Language will either:

- 8.11.1 Arrange for the materials to be translated and provided, or
- 8.11.2 If a professional educator and the Department of Dual Language agree in writing that the professional educator will translate specific materials necessary for core instruction, the professional educator will be compensated at their hourly rate for additional hours agreed upon in advance. To receive compensation, the professional educator must submit the translated materials to the Department. The District will maintain a tracking tool for educators to submit translation requests for the District to provide approval. If a response providing the reasoning for the approval or denial as well as an alternative material that is equivalent to the educator's request is not granted within two (2) days, the educator's request shall be considered approved.
- 8.11.3 When materials are produced by the Department or by a professional educator, the Department will make the materials available to all other educators teaching in the same program.
- 8.11.4 No professional educator will be negatively evaluated for providing culturally or developmentally appropriate material or translation for students receiving instruction, providing they are teaching to state standards.

- 8.12 Each professional educator may request access to a phone in a private area during the contract day, and a good faith effort will be made to provide such access.

- 8.13 Professional educators shall have access to a computer as may be necessary to carry out their responsibilities. All professional educators shall have access to a copy machine and an adequate amount of paper to meet the required needs of instruction. Professional educators must have classrooms and spaces that meet the instructional needs of the program within which they teach.

8.14 Accountability and Class Size Reporting

The District will provide semi-annual reports to the Association and the Board of Education, that will include class size and overage data for all schools.

ARTICLE 9 STUDENT SUPPORT, DISCIPLINE & SAFETY

The District and Association are committed to an approach for student conduct and discipline that aligns with the PPS Vision and utilizes research based in Racial Equity and Social Justice, Restorative Justice, and Trauma Informed Care to minimize the use of exclusionary discipline and to maximize instructional time, while repairing harm done within the school community. Student success will not be predicted nor predetermined by national origin, race, culture, ethnicity, sex, language, socio-economic status, mobility, sexual orientation, disability, and/or religion. Student behavior is a communication of unmet needs, and makes sense when put in context. The disciplinary response process should be aimed at meeting these needs and create an environment that helps students find new ways to meet their needs. With this belief PPS will begin to move from exclusionary discipline to Restorative Practices for all Pre-K to 12th grades. These practices paired with meaningful and accessible instruction and guidance offer students and staff the opportunity to learn, grow and contribute to the school community.

9.1 Key Elements

The District and the Association acknowledge that:

Restorative Justice (RJ) is a philosophy which allows educators and students to focus on repairing harm through engaging all education stakeholders. RJ shifts the focus to learning through mediation and common agreements, and from the individual to the community. It is the basis of a long-term response to disruptive behavior and is effective when combined with MTSS prior to any disruption and with an appropriate use of the Student Rights and Responsibilities Handbook and Guide.

Multi-Tiered System of Support (MTSS) is a framework that includes Response to Intervention (RTI) and Positive Behavioral Intervention and Supports (PBIS) frameworks. MTSS is effective when used in conjunction with RJ and appropriate student discipline as defined in the Student Rights and Responsibilities (SRR) Handbook and Guide.

Student Discipline is a response to student behavior that disrupts the learning environment. It is used as a short-term District response that is effective if used with MTSS prior to student disruption and in conjunction with RJ.

The Association and District further acknowledge that no system, no matter how it is designed, can be effective unless it is implemented with fidelity across the entire school system. Therefore, the District shall annually train all existing and newly-hired professional educators in the District's school climate systems, including RJ, MTSS and appropriate use of the SRR Handbook. The trainings shall be differentiated to meet individual building and professional educator need and experience.

9.2 Professional Educator Authority and Protection

The following sources for determining professional educator authority and protection shall be provided for an Association representative in each building:

- 9.2.1 Oregon Statutes on Discipline, Attendance and Exclusion of Students, Chapter 339 Oregon Revised Statutes;
- 9.2.2 Current District Disciplinary Procedures: *The Student Rights and Responsibilities Handbook and Guide*;
- 9.2.3 All administrative directives which are for the general knowledge of professional educators including building handbooks/rules; and
- 9.2.4 "Policies and Regulations" of the Board related to student discipline

It is recognized that there may be normal delays between the time of adoptions and delivery of such materials to the building.

9.3 Definitions

For the purposes of this article, the following definitions shall apply:

- 9.3.1 Physical Attack/Harm: Intentionally violent contact and/or touching that violates bodily autonomy or striking of another person against their will or intentionally causing bodily harm to an individual.
- 9.3.2 Threat/Causing Fear of Harm: A behavior that indicates an intention to cause injury to the body or property of another person which immediately creates a fear of harm, without displaying a weapon and without subjecting the impacted individual(s) to actual physical attack. Threats may take many forms including verbal, gestural, written, electronic, or through a third person.

9.4 Student Support and Discipline

- 9.4.1 The principal, supervisor or professional staff designee with input from the staff shall include the following minimum procedures in developing a written School Climate plan to outline the procedures for Tier 1, 2, and 3 supports. To preserve student dignity and maintain an environment conducive to learning for all students, prior to the first student day, each plan shall identify a location or locations other than the student's classroom for professional educators, support staff, or building leadership to implement crisis prevention and/or de-escalation strategies. Such procedures shall exist in each building or program. The process must be in accordance with District policies and regulations and State law.
 - 9.4.1.1 Each Professional educator will develop individual, independent in-class expectations, rules, and plans for student classroom management and student-centered intervention, in conformance with the building's School Climate plan. Professional development time shall be allocated to complete these plans.
 - 9.4.1.2 A professional educator may temporarily remove a student from class who is disrupting the educational program in a manner requiring immediate action by the professional educator, or who after repeated Tier 1 interventions or implementation of a pre-existing Tier 2 plan, continues to disrupt instruction. If a student is in crisis or needs support with de-escalation, the professional shall send the student to a location designated by the principal or principal's designee as referenced in article 9.4.1. In such situations, the professional educator shall complete a level 2/3 referral and may need a referral to the Student Intervention Team (SIT).
 - 9.4.1.3 Removal from class as described in 9.4.1.2 does not include needed breaks for students, brief reset and reteaching conferences with students, predetermined time-limited self-regulation strategies, and restorative practices. In those situations, an educator may document the behavior with a level 1 referral.
 - 9.4.1.4 The principal, supervisor or their designee shall, at the professional educator's request, confer with the professional educator without disrupting the professional educator's responsibilities. Such communication to the professional educator generally shall take place prior to returning the student to class unless the principal, supervisor or their professional designee is not available, in which case the conference shall take place when the principal, supervisor or professional designee becomes available.
 - 9.4.1.5 A procedure shall exist for supporting students removed from class when the principal, supervisor or professional designee is out of the building and, therefore, not available for a conference required by the professional educator. Such procedure shall provide that only professional personnel shall have a decision-making role in the supporting of such students.
 - 9.4.1.6 Each professional educator shall be allowed to write referrals for any student under their supervision at any stage of the referral process. The administrator receiving the referral shall provide feedback within a reasonable period of time, generally defined as within three (3) school days. Professional educators shall have access to referrals written by them and shall be able to track or receive documentation of the disposition of the referrals. Building representative/administration meeting referenced in Article 29.5, will review discipline data no less than quarterly.
 - 9.4.1.7 If continuous disruptive student behavior occurs, at either's request, the principal, or supervisor, and the professional educator shall develop and implement a mutually acceptable support plan involving, as appropriate, the principal, supervisor, professional educator, student

and parent(s) and other resource staff. The plan must take into consideration the impact of issues related to the student's trauma, race, gender identity /presentation, sexual orientation, disability, social emotional learning, and restorative justice as appropriate for the student. The plan could include, but would not be limited to, behavior contracts, Student Intervention Team (SIT) referral, involvement of appropriate community agencies, use of reset/self-regulation spaces or other activities. The plan shall include the specific areas of concern to be addressed, the responsibilities of the student, professional educator, administrator or others, and a timeline for completion of the plan. The behavioral assessment and planning will be implemented in alignment with requirements outlined in Oregon State Law and any other applicable requirements of the CBA . If a disability is suspected, a special education referral or 504 plan may be considered. If the student has an IEP, the Special Education case manager shall be included in the development of the plan.

9.4.1.8 If the support plan does not result in a change in the disruptive behavior, the administrator in conference with the professional educator will review the student support plan for the student and take additional steps as may be appropriate which are consistent with and guided by the *Students' Rights and Responsibilities Handbook/Guide*.

9.4.1.9 An allegation that a student has committed Threat/Causing Fear of Harm or Physical Attack/Harm upon a professional educator shall result in the temporary removal of the student from the responsibility of the professional educator pending administrative investigation of the incident consistent with state and federal law. The administrator shall exercise appropriate progressive discipline as set forth above.

9.4.1.10 Any student found to have committed Threat/Causing Fear of Harm or Physical Attack/Harm upon a professional educator shall be immediately subject to appropriate discipline in accordance with the *Students' Rights and Responsibilities Handbook/Guide*. However, the student shall be removed from class or school. A relevant and actionable Tier III intervention will be identified prior to their scheduled return. Prior to student reentry to the classroom a safety plan will be developed with the impacted professional educators' input and a restorative reentry meeting will be held. The intervention shall be communicated in writing to the student's guardians and all professional educators who are responsible for the student prior to the student's return to school or class. Regardless of the student's age or grade, the District shall ensure that student-services makes regular contact with the student while the student is out of the school.

9.4.1.10.1 Any student making a serious or menacing threat of harm to the person, property or family members of a professional educator shall be immediately subject to appropriate discipline in accordance with the *Students' Rights and Responsibilities Handbook/Guide*.

9.4.1.11 In accordance with Oregon Law and the *Students' Rights and Responsibilities Handbook/Guide*, any student who has been involved in a violation of state or federal law regarding weapons at school shall be immediately suspended pending administrative investigation. If the investigation confirms that the student was in violation of state or federal law regarding firearms at school, the student shall be reported to the appropriate law enforcement agency. The student shall be expelled from school for a period of not less than one calendar year for possession of a firearm in accordance with ORS 339.250 (7). The Superintendent, the Deputy Superintendent or Senior Director may modify the disciplinary consequences on a case-by-case basis. A report of the modifications of disciplinary consequences shall be provided to the Superintendent at least twice a year.

9.4.2 Climate Plan and Culturally Responsive Tiered Fidelity Inventory (CR-TFI)

9.4.2.1 The building discipline procedure (School Climate Plan) is under continuous review in a process as outlined in a District approved Inventory of Multi-Tiered System of Supports (e.g.: Tiered Fidelity Inventory (TFI)) as well as those domains included in the Fidelity of Implementation Tool (FIT) Assessment that pertain to strong and positive school culture and inclusive behavior/social emotional instruction. The principal and the Building Climate Team shall include the following minimum procedures in developing a written School Climate Plan to outline the building

procedures for Tier 1, 2, and 3 supports and each building's behavioral matrix based off of the Student Rights and Responsibilities Handbook. Such procedures shall exist in each building or program. The process must be trauma-informed in accordance with District policies and regulations and State law.

- 9.4.2.2 Copies of the specific building discipline procedures/school climate handbook shall be clearly communicated to all staff during Professional Development (PD) before the start of each school year. Copies of the specific building procedures/school climate handbook shall be distributed to students and families by the end of the first week of school in the languages spoken in the building. Copies shall also be posted online on the school's website in all supported languages.
- 9.4.2.3 The District shall ensure that all School Climate Handbooks are in accordance with the District/PAT Collective Bargaining Agreement, District policy, and State and Federal laws. De-escalation strategies, relevant to the school, will be included in the building climate plan and implemented as designated in the plan.
- 9.4.2.4 The District shall ensure that all schools shall maintain a School Climate Team. Each member of the School Climate Team will complete training and the District shall provide substitutes when this training is taking place. Additionally, the School Climate Team will participate in ongoing training in implicit bias, antiracism, and culturally responsive practices. These would be in addition to the required implicit bias, antiracism, and culturally responsive practices training received by all staff. The Tier III Rapid Response Team(s) will be provided training in Nonviolent Crisis Intervention for responding to student crises.
- 9.4.2.5 During the preservice school climate professional development time, all staff will receive training in de-escalation strategies from the relevant portion of the Nonviolent Crisis Intervention training.
- 9.4.2.6 The District shall ensure that all schools establish and maintain a process to identify and implement school wide expectations (as contemplated by the CR-TFI) with students, teachers, and families using the following components of the CR-TFI as a guide:
 - a. 1.3 – Behavioral Expectations
 - b. 1.10 – Faculty Involvement
 - c. 1.11 – Student/Family/Community Involvement
- 9.4.2.7 Using 1.10 (Faculty Involvement) and 1.11 (Student/family/Community Involvement) of CR-TFI, the District shall direct all schools to continue working towards the level of "Fidelity" in their Tier 1 work.
- 9.4.2.8 The District shall ensure that supports are available to facilitate this work including but not limited to:
 - a. Scheduled trainings on the district-designated online learning platform (required)
 - b. Funds available to provide site-based trainings (e.g. implicit bias, antiracism, and culturally responsive practices) and provide sub coverage for staff, as well as extended hours to participate in identified professional development opportunities
 - c. Educator Directed access to TOSAs, such as MTSS TOSAs for development and follow-up
 - d. Professional development time that is relevant and provided by the building climate team with educator input before the first student day designated to update staff on past climate plan work and to review school wide expectations
 - e. At least an hour a month in professional learning and/or staff meetings, as professional learning time allows, designated to building climate team work.
- 9.4.2.9 The District shall direct Office of School Performance (OSP) Leadership to seek monthly updates of school process implementing the CR-TFI.

9.4.2.10 The District shall facilitate in-depth training for new building administrators on CR-TFI.

9.4.2.11 In the exercise of authority by a professional educator to maintain an environment that is conducive to teaching and learning, the professional educator may use reasonable and professional judgment concerning matters not provided for by specific policies adopted by the Board and/or federal and state laws or regulations.

9.5 Behavioral Supports

9.5.1 The purpose of the District-level program of behavioral supports and strategies is to foster a sense of agency, self-efficacy, belonging and a safe and supportive environment for students and professional educators. This will be accomplished through the implementation of a multi-tiered system of support, which includes school-based mental health professionals, access to the district-level mental health team(s), and other practices and engagement strategies.

9.5.2 The work of the Office of Student Support Services (OSSS) will include:

9.5.2.1 Overseeing and assessing the behavioral support needs of the District;

9.5.2.2 Building capacity within each school/program by working collaboratively with professional educators, building principals, and OSP Leadership;

9.5.2.3 Reviewing school-based behavioral Tier 1 and Tier 2 supports in place at the school and in classrooms.

9.5.2.4 Identifying and supporting implementation of appropriate Tier 2 and Tier 3 evidence-based behavior interventions to support all schools and programs.

9.5.2.5 Stabilizing critical situations for students and professional educators in a temporary capacity, until recommendations for support are communicated to the building principal, affected Professional Educators, and OSP Leadership.

9.5.3 Access to Mental Health and Tier III Rapid Response Teams:

9.5.3.1 Mental Health Teams will regularly connect with schools in their cluster to support building staff in the ongoing mental wellness of students.

9.5.3.2 The Tier III Rapid Response Team will be deployed to schools when a student's behavior is unsafe or disruptive and when the school's climate team has determined building level support is insufficient.

9.5.3.3 The terms of this article do not in any way modify or replace the current staffing models for the school based mental health professional educators as jointly defined in Appendix M. No positions current to the 2023-24 school year shall be eliminated or moved due to the outcome of the RRT MOA.

9.5.4 The responsibilities of the Tier III Rapid Response Team (RRT) include but are not limited to:

9.5.4.1 Stabilizing crisis situations for student and professional educators;

9.5.4.2 Determining what existing personnel in the District and in the building can do to meet the support needs of students and professional educators identified by the team to support Tier III Behavioral Support; and

9.5.4.3 Determining when additional personnel and/or resources are needed to meet the support needs of students and professional educators identified by the team as follows:

- a. Unless the professional educators and the RRT (s) working with the student determined the support is no longer needed; RRT staff will continue support of the student as a behavior/support plan is finalized and staff receive training through modeling on how to implement the determined plan.

- b. Weekly meetings with the RRT as well as all adults supporting the student in the form of an Individual Student Support Team (ISST) assembled for the student.

9.6 Duty Safety

- 9.6.1 All duty assignments will ensure that at least two professional educators/ administrators/ adults shall be assigned for student safety. At no time, will the number of assigned adults create a circumstance where students can be out of the line of sight of an adult.
- 9.6.2 The building administrator(s) shall make reasonable efforts to assign mental health professional educators (counselors, social workers, school psychologists, QMHP and similar individuals) duty with a professional educator outside of this job type. This language shall not preclude mental health professional educators from duty responsibilities.

9.7 Personal Injury Benefits and Property Loss

- 9.7.1 Any case of Physical Attack/Harm or Threat/Causing Fear of Harm upon a professional educator while acting within the scope of their duties shall be promptly reported in writing to the immediate supervisor who shall forward a copy to the appropriate Central Office Administrator and the Superintendent for investigation and resolution.
- 9.7.2 The District will create and maintain a packet of materials for professional educators who experience a physical attack/harm at work. Items in this packet will include but not be limited to information about workers' compensation, the collective bargaining agreement, leaves of absence, insurance benefits, and the employee assistance program.
- 9.7.3 The District shall reimburse professional educator for loss of or damage to personal property excluding the professional educator's automobile under the following circumstances:
 - 9.7.3.1 when the loss is a result of any Physical Attack/Harm or Threat/Causing Fear of Harm on the professional educator's person suffered during the course of employment.
 - 9.7.3.2 property stolen or damaged by the use of forcible entry on a locked container. Every school shall provide a secure and lockable location for professional educators to use for such storage.
 - 9.7.3.3 loss of the professional educator's work-related equipment when the use of that equipment has been approved in writing by the principal/supervisor providing that the equipment was stored in a locked container when otherwise not in use.
- 9.7.4 Reimbursement shall be at replacement cost (not exceeding actual cost) less any insurance or worker's compensation reimbursement. Reimbursement shall not be made for losses of less than Five dollars (\$5.00) or that portion in excess of one thousand dollars (\$1,000) and shall not be made when carelessness or negligence on the part of the professional educator was evident.
- 9.7.5 Professional educators shall cooperate and support the District in its investigation and resolution of any reported loss. The District shall provide assistance in attempting to investigate and/or reclaim other stolen or damaged personal property including automobiles.

9.8 Field Trips

A professional educator may request additional supports for a field trip or other excursions to reasonably ensure the safety of all involved. The District will provide additional supports to special education students as specified in their IEPs.

9.9 Student Behavioral Records

- 9.9.1 Student behavioral records shall be accessible to the receiving professional educator.
- 9.9.2 School officials shall set up procedures so that information about students with records of violence including weapon violations shall be available, in accordance with the law, to members who "need to know" as a result of an assignment to teach or supervise the student.

9.9.3 Reports from county/state/city law enforcement/courts concerning student information that may inform professional educators about potential safety issues shall be shared on a need to know basis. The District shall maintain a system to distribute these alerts on an ongoing basis.

9.10 The District shall provide a legal defense and indemnification to professional educators arising out of tort claims for any alleged act or omission occurring in the performance of the professional educator's duty in accordance with, but subject to, the limitations provided in ORS 30.285 and 30.287. Professional educators shall cooperate with the Board and counsel in connection therewith as provided in ORS 30.287(2).

9.11 All building handbooks shall be consistent with District policies concerning mandatory reports to the Department of Human Services (DHS). Principals shall not direct or encourage professional educators to make such reports with administration or others in lieu of reporting to DHS as required by law.

9.12 Safety

9.12.1 A professional educator shall have the right to refuse to expose themselves to immediate danger created by an unsafe working condition when such danger threatens substantial bodily injury or would be a significant health hazard to the professional educator. The professional educator shall give notice of the condition to their supervisor and shall be subject to assignment to another location or duty while the condition is being investigated and/or corrected. The District recognizes the responsibility to make every reasonable effort to enhance the security of buildings and grounds as may be required through the use of necessary lighting and other safety precautions. The District shall comply with all state and federal Occupational Safety and Health Administration (OSHA) requirements to post notice when non-routine cleaners, paints, sealants, and other chemicals are to be used at the worksite and shall take all reasonable steps, in good faith, to post such notices even where not required by state or federal OSHA.

9.12.2 Safety Committee

9.12.2.1 The District will provide a template that each building's safety committee will fill in and submit in order to identify school safety needs and priorities. All items must be specific to facility safety concerns and submitted through the established reporting process. At least one member of the school's safety committee will be trained on Heat mitigation and the use of the Heat Index Psychrometer. The Safety Committee's duties will include:

- a. Completing the PPS Safety Committee Inspection Checklist consisting of a facility assessment and site-based response plan that prioritizes a list of items requiring mitigation. The Safety Committee Inspection Checklist will be updated by mutual agreement of the parties within 90 days of the ratification of this agreement. Any updates will abide by OSHA guidelines.
- b. Developing and recommending an Escalation Plan (including the mitigation/immediate relief plan in 9.12.4) as part of the PPS Safety Committee Inspection Checklist.
- c. Developing and recommending a building-specific safety plan as part of the PPS Safety Committee Inspection Checklist for:
 - Loss of electricity, Internet, and/or water
 - Presence of pests
 - Presence of mold, asbestos, smoke or other impacts to air quality
 - Presence of leaks
 - Extreme temperatures as defined in 9.13.3
 - Any other sitewide environmental safety concerns

9.12.2.2 Each safety committee will provide the list of recommendations of safety issues to the school administrator and Facilities Operation Manager before the end of September each year. PPS Facilities will use each building's Safety Committee Inspection Checklist to prioritize and mitigate the environmental factors defined under 9.12.2.1 c that impact learning and teaching.

9.12.2.3 The District is committed to providing all potential immediate relief as well as long-term resolutions which include, but are not limited to, bond funded improvements.

9.12.2.4 This Safety Plan will be posted on each school's website by the end of the first month of the student year in all supported languages, as soon as available, and reviewed and updated throughout the year.

- 9.12.3 The District shall assure that there are emergency protocols at all worksites (including non- district worksites where professional educators work. These protocols shall include procedures for supporting professional educators who experience Physical Attack/Harm and/or Threat/Causing Fear of Harm as well as procedures for reporting and tracking environmental and facilities issues.

9.12.4 Mitigation and Relief Plan

- 9.12.4.1 The District will provide an actionable plan that provides immediate relief for an/or mitigation of issues identified during the initial Safety Committee Inspection Checklist conducted at each building by the Safety Committee. The actionable plan will include:
- An estimated timeline for the completion of the relief action that contains immediate relief, midterm relief, and long-term resolution.
 - “Immediate relief” will mean within 2 weeks, with extreme temperatures (as defined in 9.13.3) mitigation being provided within 24 hours.
 - “Midterm relief” will mean solutions that are not permanent but actionable within the work year.
 - “Long-term resolution” will mean the solution that will resolve the issue completely.

9.13 Environmental Safety

- 9.13.1 The District shall furnish employment and places of employment which are safe and healthful for professional educators, and shall furnish and use such devices and safeguards, and shall adopt and use such practices, means, methods, operations and processes as are reasonably necessary to render such employment and places of employment safe and healthful and shall do every other thing reasonably necessary to protect the life, safety and health of such professional educators.
- 9.13.2 The District shall ensure that the number of students assigned to a CTE classroom meets basic safety standards based upon the equipment required by the CTE course.
- 9.13.3 When temperatures reach below sixty (60) degrees and/or the heat index reaches above eighty (80) degrees in a professional educator’s work setting (for example, classroom or office) the following shall occur:
- 9.13.3.1 The educator will inform their administrator of the conditions outlined in 9.13.3 in writing;
 - 9.13.3.2 The District will provide relief according to the process outlined in 9.12.2 and PPS Heat Mitigation Plan;
 - 9.13.3.3 If the temperature cited in 9.13.3 occurs during the student day, the district will provide an alternative space for learning as outlined in the PPS Heat Mitigation Plan;
 - 9.13.3.4 If the temperatures cited in 9.13.3 occur outside the student day, the professional educator will have the ability to complete their work duties and planning in an area without temperature stress. The professional educator will inform the administrator of their new location in writing.
 - 9.13.3.5 If all of the above do not occur and the hazardous environment continues, educator may use article 9.12.1, if applicable.
- 9.13.4 When there is evidence of hazardous conditions as described under 9.12.2.1.c, in a professional educator’s work setting (for example, classroom or office) the following shall occur:
- 9.13.4.1 The educator will inform their administrator of the conditions outlined in 9.12.2.1.c in writing;
 - 9.13.4.2 The district will provide relief according to the process outlined in 9.12.4
 - 9.13.4.3 If the hazardous conditions cited in 9.12.2.1.c occur during the student day, the district will provide an alternative space for learning;
 - 9.13.4.4 If the hazardous conditions cited in 9.12.2.1.c occur outside the student day, the professional educator will have the ability to complete their work duties and planning in an area that is free of hazardous conditions as described under 9.12.2.1.c

- 9.13.5 A professional educator shall not be made to work in any building whose lack of electricity creates a hazardous environment as described in 9.12.2.1.c. Building administrators shall immediately notify the District and the building shall be closed until the hazardous conditions have been resolved according with 9.12.4. No professional educator shall suffer a reduction in pay due to building closure caused by hazardous conditions as described in 9.12.2.1.c.
- 9.13.6 All classroom/office spaces will have doors that lock from the inside.
- 9.13.7 Professional educators working with student shall have Voice Over Internet Protocol (VOIP) device access by the start of the 2024-2025 school year. Every building will have a school safety plan to account for the lack of VOIP device access during emergencies.
- 9.13.8 All windows in any room in which a professional educator must work shall have working blinds or working window coverings that close.

ARTICLE 10 ACADEMIC FREEDOM AND INSTRUCTION

10.1 Academic Freedom

- 10.1.1 Professional educators shall be guaranteed academic freedom in instructional presentations and discussions and in faculty discussions of education policy. Professional educators may introduce controversial materials provided such presentations, discussions, and materials are appropriate and relevant to course content and grade level subject to accepted standards of professional responsibility (see PPS Academic Freedom in the Instructional Program 6.20.011-AD as of 03-15-13).
- 10.1.2 The District shall consult with professional educators over decisions regarding the selection of districtwide textbooks. Within generally accepted professional and content standards, professional educators are responsible for determining the supporting materials and methods used for day to day instruction, including differentiating instruction based on student needs.

10.2 Student Grades

Student grades issued by a teacher shall not be changed by a supervisor or altered due to software limitations of the District's grading system unless a substantive reason clearly exists. This Section shall not be interpreted to cause a teacher(s) to assign grades in any manner which deviates from general district-wide practices. If an administrator changes a student grade, such administrator will notify the teacher in writing of such change, and the reason(s) for such change.

- 10.3 The parties will convene a work group to evaluate and seek mutually agreeable policies and procedures regarding intellectual property issues.

10.4 Instructional Time

The District and Association recognize and value instructional time. To that extent the district commits to having a standardized assessment footprint that, as a target, aims to have the total average time of all district mandated standardized assessments to not exceed 0.65% of instructional time at each grade level as calculated by the district based on the assessment guidelines of each assessment provider. This does not include State and Federal assessments, and assessments chosen by educators to inform their instruction or required for identification or monitoring of special education services, eligibility or determination of English language proficiency.

- 10.5 Ownership of Materials and Publications: Unless otherwise provided by a separate contract, the respective rights of an employee and the District as to ownership of materials and publications developed by the employee are to depend upon the origins of the material in question, as follows:

- 10.5.1 If the materials were developed by the employee as a project commissioned by the District, or in fulfillment of a specific job assignment, the materials are the exclusive property of the District (e.g., a course outline developed by a TOSA for that purpose).
- 10.5.2 If the materials were developed by the employee independent of regular duties, and on the employee's own time and without use of District resources, the materials are the exclusive property of the employee (e.g., working at home, English teacher with personal interest in computers develops a software package for tracking and computing grades; or teacher writes textbook on own time, drawing upon prior District experience).

ARTICLE 11

SCHOOL IMPROVEMENT COUNCILS

11.1 Purpose

The District and the Association agree to establish a process for involving professional educators in enhancing the quality and effectiveness of education for the purpose of improving student knowledge, skills and attitudes. The District and the Association agree to comply with the school site council requirements of the 21st Century Schools Act.

11.2 District Site Committee

The Joint Contract Administration Committee will function as the District Site Committee in matters related to the 21st Century Schools Act. The Joint Contract Administration Committee shall be solely responsible for establishing its own procedures for compliance with this Act. Any such procedures shall be in compliance with the Agreement between the District and the Association.

11.3 Council Participation

Participation by professional educators on a school site council shall be voluntary. Council members shall be allotted as provided by law. The Association shall develop the rules by which the elections of professional educators shall be conducted. The head PAT representative shall conduct an annual secret ballot election no later than October 15 to select professional educators to the council.

11.4 Council Roles, Responsibilities and Information Access

Actions and decisions of the council will be in accordance with law, existing Board policies, established administrative procedures and applicable collective bargaining agreements. Achieving consensus among site council members is a desired operational goal. If consensus is not reached, the council shall make its determination by majority vote. Professional educator on site councils shall be given copies of the site budget and other public documents upon request. Financial data shall be made available upon request to PAT Bargaining Unit members and parents or caretakers of students.

11.5 Implementation of Decisions

Prior to implementation of a council decision, it shall be communicated in writing to the professional educators at the school worksite. Changes proposed by a site council may not violate any portion of the PAT/PPS Collective Bargaining Agreement (CBA). If the Association believes a council action/program change may violate the CBA, the proposal shall not be implemented until it has been reviewed in Contract Administration and the District and the Association mutually agree that the action/program does not violate the CBA. Once a decision is finally reached, it shall be implemented by all at the site.

11.6 Meetings

When school site council meetings are held, business will be conducted by those members present. If meetings are held during an educator's planning time or outside of regular contract hours, professional educators shall be paid their hourly rate or provided an equivalent amount of release time.

11.7 Training of Councils

The District and the Association will cooperate in the development of training programs. Costs of training shall be paid by the District.

ARTICLE 12 COMPENSATION

12.1 Salary Schedules

- 12.1.1 Index. The salary schedule indices are set forth in Appendix A-1.
- 12.1.2 Appendix A-1 sets forth the basic annual salaries for the period July 1, 2023, through June 30, 2026. The 2023-2024 salary schedule shall be increased by 6.25%. The 2024-2025 salary schedule shall be increased by 4.5%. The 2025-2026 salary schedule shall be increased by 3%.
- 12.1.3 Professional educators with a doctorate degree in field related to assignment shall receive an additional \$2,000 per school year.
- 12.1.4 Professional educators who have received and retain a National Board Certification for Professional Teaching Standards shall receive an additional \$1500 per school year. Professional educators who earn/receive other certifications from National Boards shall also receive the additional \$1,500 per school year.
- 12.1.5 Professional educators who teach in the target language in a DLI program shall receive an annual stipend of \$3,000. Educators who work less than full time in a DLI program will receive a prorated stipend based on their FTE.
- 12.1.6 Professional educators who have bilingual or multilingual ability relevant to the assignment (as defined in I.1.4) and who have demonstrated proficiency (as defined in I.1.1) will receive a \$1,500 annual stipend.

12.2 Salary Placement

All professional educators shall be placed on the salary schedule based upon their prior work experience and education/training level. Additional information about salary placement can be found in the *Guidelines for Professional Growth/In-service* (see reference in Section 22.2).

12.2.1 Educational Credit

- 12.2.1.1 At such time that the State of Oregon requires completion of a “5th year” program for licensure, new professional educators shall be given credit for the hours required following the Bachelor’s degree for completion of a “5th year” program up to a maximum of forty-five (45) quarter hours. Currently employed professional educators, who have completed a “5th year” program but were not given credit at the time of employment, shall be given credit on the salary schedule up to the BA+45 column.
- 12.2.1.2 Career and Technical Education (CTE) professional educators may receive credit for technical coursework taken at a community college. Such courses shall be relevant to the professional educator’s field of preparation and to service as a professional educator in this District.
- 12.2.1.3 In order to receive a salary adjustment retroactive to the beginning of the current school year, a professional educator must, by October 31st, provide the Human Resources Department with proof of completion of coursework. Adjustments based upon proof received after October 31st will be made effective the first day of the next pay period.
- 12.2.1.4 Multiple Graduate Degrees and Graduate Credits

Placement on the salary schedule and salary advancement for professional educators with multiple graduate degrees shall be in accordance with the following:

- a. Educational experience (lane advancement) shall be granted for any fully completed graduate degree (MA, MFA, JD, PHD, etc., regardless of date of licensure.
- b. Column salary credit (lane advancement) will not be limited to a single graduate degree.

- c. Educational experience would be based on the order the graduate degrees were earned.
The first graduate degree earned would advance the professional educator to the MA lane. The second graduate degree earned would count as graduate credits beyond the MA+O lane.
- d. No graduate credits prior to licensure shall be credited towards lane advancement unless/until they become part of a completed graduate degree.
- e. Graduate credits earned outside of a degree program are eligible for salary advancement, as long as they are earned after licensure and are consistent with the requirements in the In-Service Guidelines.

12.2.2 Experience Credit

- 12.2.2.1 Newly hired temporary or probationary professional educators who have previous experience/experience working in a PK-12 school setting where the responsibility was similar to that of professional educators in the Portland Public Schools shall be given experience credit on the following basis:
 - a. one (1) year of credit for each full year of full-time experience (minimum one hundred thirty-five (135) days within the regular school year); and
 - b. one (1) year of credit for each two (2) years of part-time experience that is half-time or more but less than full-time (minimum of one hundred thirty-five (135) days within the school year).
 - c. Verification of experience shall be made by the Human Resources Department.
- 12.2.2.2 Central Staff Professional Librarians, and other Central Office professional educators, shall be placed on the salary schedule in accordance with the educational requirements for teachers. In determining years allowed for the equivalency of outside experience for teacher-librarians, teachers of speech and hearing and teachers in special schools who are otherwise qualified, one hundred thirty-five (135) days, while employed on a professional full-time basis, shall be counted.
- 12.2.2.3 Any professional educator who resigns shall, upon re-employment, be placed on the salary schedule on the same basis as a new hire, except that, if the professional educator completes the year and is re-employed prior to opening of school the succeeding year, the Superintendent may use his discretion in recommending to the District that the resignation be rescinded.
- 12.2.2.4 Teaching experience shall be granted for prior kindergarten or nursery school teaching provided the teaching was in a licensed position and in a standard school administered by the public-school system, or in a private school accredited or approved under state laws of standardization.
- 12.2.2.5 Full-time administrative and teaching experience in an accredited institution of higher education shall be counted as teaching experience, provided such experience consisted of at least one hundred thirty-five (135) days within a school year. Full-time administrative and teaching experience in a PK-12 setting shall be counted as teaching experience, provided such experience consisted of at least one hundred thirty-five (135) days within a school year.
- 12.2.2.6 Credit for a sabbatical leave of absence for study during previous employment with this District shall be allowed as experience, subject to the 135 days school year criterion. No credit for leaves of absence from a school district outside of PPS will be allowed as experience.
- 12.2.2.7 Salary adjustments on the basis of experience will be made only after official verification, and shall become effective during the payroll period in which approved. Such salary adjustments will not be retroactive, except that experience verified within sixty (60) days of the start of employment shall be retroactive to the first day of employment.

- 12.2.2.8 In the event that records have been destroyed, a notarized statement from two (2) responsible adults, other than relatives, having knowledge of the professional educator's experience, may be accepted.
- 12.2.2.9 A professional educator assigned to a CTE teaching position shall be granted salary credit for a related CTE experience on the following basis:
- a. Non-degreed applicants shall be eligible for placement on the "BA" column of the salary schedule provided they have four (4) years of verifiable work experience in an occupational field related to the teaching assignment. They shall receive one (1) salary step for each year of experience in excess of four (4) years but not to exceed ten (10) years of credit. Eight (8) months of experience in a 12-month period shall be considered to be one (1) year of experience.
 - b. Degreed applicants who are required to have related work experience in order to qualify for a CTE license shall receive credit for each year of work experience required for the licensure. Eight (8) months of experience in a 12-month period shall be considered the public-school system, or in a private school accredited or approved under state laws of standardization.
 - c. The District shall use a form appropriate to CTE to verify professional educator experience.
- 12.2.2.10 School and clinical psychologists' placement and progression shall be on the MA+45/BA+105 column of the salary schedule with one (1) step for each full year of experience as a full-time school psychologist and one (1) step for each year of experience as a teacher, counselor, clinical psychologist or similar occupation.
- 12.2.2.11 Speech and Language Pathologists' placement and progression shall be on the MA+45/BA+105 column of the salary schedule with one (1) step for each full year of experience as a full-time teacher or speech and language pathologist and one (1) step for each two (2) years of experience as a part-time teacher or speech and language pathologist with part-time meaning at least half time.
- 12.2.2.12 Initial placement for social workers shall be determined the following way:
- a. one (1) year of experience credit shall be given for each full year of experience as a social worker with a Master of Social Work degree (MSW),
 - b. one (1) step for each two (2) years of part-time experience as a social worker with a Master of Social Work degree (MSW) with part-time meaning at least half-time,
 - c. and one (1) year of experience credit for each one (1) year of experience (or .5 credit for part-time) as a social worker prior to a MSW or as a teacher, counselor, caseworker, or similar occupation.
 - d. Plus hour credit shall be given for course work taken following obtaining a Master of Social Work degree (MSW).
- 12.2.2.13 Placement on the salary schedule for child development specialists, behavior management specialists and student service specialists shall be as follows:
- a. One step for each full year of experience as a social worker, teacher, counselor, child development specialist, behavior management specialist, student service specialist or in a similar occupation as determined by the District.
 - b. Credit will be given for relevant course work beyond a Bachelor's Degree taken after initial employment in a position similar to that as a social worker, teacher, counselor, child development specialist, behavior management specialist, student service specialist or similar occupation. Credit will be given for Master's degree.

12.3 Salary Advancement

- 12.3.1 Advancement by reason of change in educational status (lane advancement) shall be in accordance with the article on Professional Growth. Additional information about salary advancement can be found in the *Guidelines for Professional Growth/In-service* (see reference in Section 22.2).

- 12.3.2 Plus hours beyond initial salary placement must be based on coursework at accredited colleges or universities.
- 12.3.3 Employees, who earn a credit level necessary to advance to another column on the salary schedule, shall be paid at the new salary level effective the first day of the next pay period after supplying verification to the District. Such salary adjustments will not be retroactive, except that credits verified by October 31 shall be retroactive to the beginning of the school year.
- 12.3.4 Effective July 1 of each year, professional educators, except those on the highest step of each column, shall receive a step increase.
- 12.3.5 A professional educator who works half-time or more shall be entitled to a step increase if they work fifty percent (50%) or more of their work year. Regularly credited sick or other paid leave for which professional educators receive full or partial pay shall count as days worked.

12.4 Payroll Checks

- 12.4.1 Professional educators may individually elect to receive their annual compensation on ten (10) or twelve (12) equal monthly payments by submitting their request in writing to the District's Payroll Office prior to the end of the preceding school year. In the absence of such written request, twelve (12) payments will be deemed to have been selected.
- 12.4.2 The method of payment selected by a professional educator cannot be changed during the course of the school year.
- 12.4.3 In cases where payments on a 10-month basis are selected, the last payment will be subject to the three months of authorized payroll deductions (i.e., professional educator contributions to health and welfare insurance, credit union, etc.).
- 12.4.4 Professional educators shall be paid on the last business day of the month. During the summer period checks shall be mailed to the designated address of the professional educator at the end of each month.
- 12.4.5 If a professional educator is dismissed before receiving the entire number of monthly payments selected under Paragraph 1, the District shall make a lump sum payment within two (2) business days to the professional educator.
- 12.4.6 Salary payments for extended responsibility assignments of a seasonal nature, such as coaching, shall be paid at the professional educator's option: (a) in a lump sum at the end of a season, or (b) prorated over a three-month period during the season, or (c) prorated over the months remaining in the work year following the beginning of that season.

12.4.7 Part-time and Extended Contracts

- 12.4.7.1 Professional educators, who work less than full-time, shall be paid at a pro-rata portion of the full-time salary. Part-time contracts shall be paid out over the regular 10- or 12-month paychecks. Other unpaid leave/time shall be deducted in the next paycheck.
- 12.4.7.2 Professional educators, who are granted an extended contract to work beyond the normal work year, shall be paid at their normal per diem rate for each additional day (or portion thereof). Extended contracts that are known at the beginning of the year shall be paid out as part of the normal paychecks (over 10 or 12 paychecks). Other extended hours/contract days shall be paid in the next month's paycheck after the work has been completed.

12.5 Special Salary Provisions

- 12.5.1 If there are no applicable special salary provisions or extended responsibility provisions listed in the contract, professional educators shall be paid their per diem hourly rate for work specifically requested by the District beyond the work day/year.
- 12.5.2 Upon mutual agreement between the professional educator and the administrator, professional educators may be paid special salary provisions as listed below. Changes in this section are effective upon ratification of this contract.

- 12.5.2.1 The daily rate for the base salary is the per diem rate of the base salary in Appendix A (Step 1 on the BA+15 column).
- 12.5.2.2 Professional educators working in the regular day school, evening high school, and home instruction program shall receive .22 times the daily rate for the base salary per hour or the member's hourly rate; whichever is higher. Such professional educators shall not teach more than ten (10) hours per full workweek under this provision.
- 12.5.2.3 Professional educators assigned as Student Activity Advisors and for student supervision at times after the workday shall be paid 0.13 times the base salary daily rate per hour. Non-paid volunteers may be used in these positions only if such positions would not otherwise be filled by unit members.
- 12.5.2.4 A professional educator appointed to substitute in an administrative or supervisory position shall be paid their teaching salary plus 0.17 times the base salary daily rate per working day for a short-term emergency period not to exceed two (2) consecutive days. When the professional educator assumes full responsibility for the administrative or supervisory position for a period of three consecutive days or more they shall receive the pay of the regular appointment.
- 12.5.2.5 Rate of pay for teachers of in-service classes shall be 2.0 times the base salary daily rate per credit hour.
- 12.5.2.6 Professional Educators of Outdoor School shall receive an additional 0.65 times the base salary daily rate. If Outdoor School is held on a Sunday, and the professional educator volunteers to work, they shall be paid 1.3 times the base salary daily rate.
- 12.5.2.7 Rates of pay for professional educators for each half-day session of Summer School shall be 3.2 times the base salary daily rate.

12.5.3 Each school year the Human Resources Department shall post the rates of pay for all rates included in Section 12.5 Special Salary Provisions.

12.6 Fingerprinting

The District agrees to annually budget a fund to pay for the cost of fees charged by agencies for fingerprinting and the accompanying criminal check required by TSPC or the ODE.

12.7 Materials and Supplies Stipend

Each professional educator shall receive one hundred dollars (\$100) per school year to purchase materials. This stipend is in addition to those materials and supplies that are normally budgeted by the District.

ARTICLE 13

INSURANCE PROTECTION

13.1 Health and Welfare Trust

13.1.1 The District and the Association agree to continue participation in the School District No. 1 Health and Welfare Trust per the Trust Agreement as adopted November 9, 1972, and any amendments thereto.

13.1.2 Subject to the qualifications stated below, the monthly District contribution to the Trust toward the costs of health insurance benefits, including medical, dental, vision, prescription drug, and group term life insurance, and associated administrative costs and Trust reserves for full-time professional educators, and their eligible dependents and domestic partners is as follows:

13.1.2.1 The District shall contribute for full-time eligible professional educators and their eligible dependents and domestic partners ninety-three percent (93%) of the PAT composite premium.

13.1.2.2 The professional educators shall pay any remaining amount of the PAT composite premium as a payroll deduction. Such payments shall continue to be paid as a tax-sheltered employee deduction as permitted by IRS regulations.

13.1.2.3 Group term life insurance with accidental death and dismemberment (AD&D) shall be provided with a benefit of \$50,000. Professional educators covered by health insurance benefits shall have the ability to purchase additional coverage by payroll deduction.

13.1.3 Long Term Disability

All eligible professional educators must enroll in Long Term Disability (LTD) coverage. The Association shall be responsible for setting the eligibility and plan requirements. The full premium cost of the LTD plan shall be paid by the professional educators.

13.1.4 Insurance Coverage

Professional educators may opt out of medical, dental, vision, prescription drug benefits, and additional life insurance. Neither the District nor the professional educator shall make payments to the Trust for those who opt out. However, these professional educators shall be enrolled in the \$50,000 group life insurance with AD&D at the District's expense and in the LTD plan at the professional educator's own expense.

13.1.5 The benefits in existence on the date of execution of this Agreement, including the provisions identified in Appendix F, shall be maintained by the District for the full term of this Agreement, except if mandated by a new state insurance plan.

13.1.6 The District shall make this contribution from September through August of the school year. As used in this Paragraph, the words "through August" refer to the payment made by the District in early August, even though the professional educator contributions remitted by the District for such payment may have been deducted from July payroll checks. Before such payment per month, as indicated above, is required with respect to a professional educator, the Trustees shall certify to the District that the professional educator (himself or herself) has such medical/hospitalization coverage through the Trust. A full contribution shall be made by the District for professional educators having a work schedule of seventy-five percent (75%) or more of a full-time professional educator. The District shall make a contribution of fifty percent (50%) of the composite rate for professional educators having a work schedule of fifty percent (50%) up to seventy-five percent (75%) of a full-time professional educator.

13.1.7 For temporary professional educators, the District shall make a contribution to the Health and Welfare Trust in accordance with 13.1.2 for two (2) months following the end of the standard work year, as defined in Section 6.2, if the temporary professional educator(s):

13.1.7.1 worked at least half-time, and worked at least half of the contract year, and finished the contract year in a bargaining unit position; or

13.1.7.2 worked at least half-time and is retained in a bargaining unit position for the following school year.

13.1.8 Professional educators on unpaid leave of absence shall not suffer loss of benefit in excess of the period of time not worked during the regular work year. If paid leave extends up to the beginning of winter, spring and/or summer recess periods, such recess periods shall not count as time not worked.

13.1.9 The District shall assure the continuation of a tobacco abatement program, through the Health and Welfare Trust, for professional educators and their families.

13.2 Liability Insurance

The District shall provide, on a fully paid basis, bodily injury, liability and property damage insurance coverage, to the limits carried by the District for the use of automobiles owned, leased or hired by a professional educator while in the normal course of their duties as an employee of the District. This coverage shall apply only as excess insurance over and above other valid and collectible liability insurance carried by the professional educator. The District may require as a condition to this coverage that before the vehicle is used on District business, the professional educator provide a license of insurance showing that he or she has at least the minimum amount of insurance required to license a vehicle in the State of Oregon. The District will reimburse the professional educator for any deductible cost the professional educator is required to pay, as a result of an on-duty accident, not to exceed five hundred dollars (\$500). Reimbursement will not be made if the professional educator is convicted of or admits to driving under the influence of intoxicants or with a suspended license.

13.3 Professional Association Insurance Program

The District shall recognize the rights of the Association to select carriers of insurance programs where membership in said program is contingent upon membership in the Association. Subject to the mechanical limits of the District's payroll system, the District shall make available payroll deductions for professional educators participating in such insurance programs.

13.4 The District will continue the I.R.C. Section 125 Flexible Benefit Plan during the term of this Agreement.

13.5 Domestic Partners

Insurance coverage for same sex and opposite sex domestic partners shall be provided the same as spousal benefits. The definition of domestic partner is included as Appendix C.

13.6 Employee Assistance Program (EAP)

The District shall continue to provide an Employee Assistance Program (EAP) that allows each professional educator to refer themselves confidentially to the EAP provider.

ARTICLE 14

MILEAGE, PARKING AND PROCUREMENT CARDS (P-CARDS)

14.1 Mileage

14.1.1 Eligibility

Professional educators who regularly use their automobiles for on-the-job travel shall be entitled to mileage reimbursement provided they have on file with the District a current proof of insurance from their insurance company verifying they have insurance coverage at least equal to the State of Oregon minimum requirement for registering a vehicle in the State.

14.1.2 Reimbursement

Mileage shall be reimbursed at the IRS rate. If during the life of this Agreement, the IRS rate changes, the District will change its reimbursement within thirty (30) days of the effective date of the new IRS approved amount. Professional educators required to use public transportation for on-the job travel, or who are approved for a daily-use car rental, shall receive reimbursement for the fare/rental providing they submit the required verification, or supervisor authorization.

- 14.1.2.1 Each year, any professional educator who must travel frequently as part of the regular assignment shall designate which of their assigned buildings is their home building. The professional educator shall use the District approved form to notify the account payable department of this designation.
- 14.1.2.2 Mileage between the home building and the professional educator's residence is not eligible for reimbursement.
- 14.1.2.3 For the first instance of travel on any given work day, the professional educator will be reimbursed for any mileage greater than the distance between their residence and their designated home building.
- 14.1.2.4 Any travel after the first daily instance, but prior to the end of the work day, shall be reimbursed.
- 14.1.2.5 The mileage between the final work site and a professional educator's residence will only be reimbursed if it exceeds the mileage between the designated home building and their residence. Only the excess mileage shall be reimbursed.
- 14.1.2.6 Consistent with IRS regulations and District policies and procedures, the District's Mileage Expense Reimbursement Request Form must be submitted no later than sixty (60) days from the date the actual expense was incurred. If a professional educator submits for reimbursement beyond the sixty (60) day limit, the amount of reimbursement shall be reduced by the amount of employer and employee associated taxes.

14.2 Parking/Commuting

14.2.1 At locations where the District has parking for teachers:

- 14.2.1.1 Professional educators with disabled person parking permits (either temporary or permanent) shall be given priority to receive teacher parking closest in proximity to entranceways to the work site.
- 14.2.1.2 Itinerants shall be given a reserved staff parking spot.

14.2.2 The District and the Association will jointly explore ways to improve and reduce the costs of commuting for professional educators.

14.2.3 In recognition of the challenges at certain District locations related to parking access for professional educators, the District will convene a work group to assess the parking and other transportation needs for each of its locations and to provide a recommendation for future action no later than June 1, 2024.

14.3 Procurement Cards (P-Cards)

14.3.1 Eligibility

The District shall determine the professional educators who will be authorized for a P-Card based on business needs of the District for the purpose of making authorized purchases or payments on behalf of the District. The District shall place the application for the P-Card on the District website. A professional educator must obtain their supervisor's approval in order to apply. Professional educators shall complete District training on P-Card usage prior to obtaining a card, and reconciliation training prior to the first month's reconciliation for that professional educator's card.

14.3.2 Usage

Professional educators approved for a P-Card are responsible for following the District P-Card Manual(s), assuring that all purchases are for appropriate use as defined in the manual, retaining all documents and receipts, providing those documents when requested by the District, and reconciling P-Card transactions as required by the District.

14.3.3 Notification to the Association

The District shall notify the Association of any changes to the P-Card Manual(s). Upon request, the District will provide a list of professional educators who are currently authorized for P-Cards. In addition, the Association and the District shall mutually agree to changes to discipline resulting from P-Card misuse, and changes to the usage of the P-Card that result in new out-of-pocket expenses for professional educators. The Association may offer suggestions on other changes to the P-Card Manual(s).

ARTICLE 15

RETIREMENT

15.1 Unused Sick Leave

Pursuant to Chapter 646, Oregon Laws 1973 (Senate Bill 622), the District shall request that the Public Employees Retirement Board add to the gross amount of salary used in determining the “final average salary” as defined in ORS 237.003(12) (for utilization in determining total retirement allowances) the monetary value of one-half (1/2) of the accumulated unused sick leave for each professional educator of the District.

15.2 Early Retirement Incentives

15.2.1 Insurance

15.2.1.1 The District shall contribute to the School District No. 1 Health and Welfare Trust the cost of medical/prescription plan for professional educators who:

- a. elect early retirement and are eligible to retire under the Public Employees Retirement System (PERS);
- b. have completed at least fifteen (15) years of service with the District by September 30, 2020;
- c. are eligible to retire with PERS, but not yet eligible for Medicare; and
- d. are eligible under such plan then offered by the Trust.

15.2.1.2 The District shall pay one-half (1/2) of the cost for the spouse/or domestic partner (as defined in Appendix C) of the retiree enrolled in the Plan.

15.2.1.3 For retirees, the list of benefits in existence on the date of execution of this Agreement shall be maintained by the District for the full term of this Agreement.

15.2.1.4 Professional educators eligible under this section may self-pay the cost of benefits following the exhaustion of the entitlement set forth above for up to five (5) years or until eligible for Medicare, whichever comes first, for professional educators who become unable to work because of disability as determined by PERS or the Disability Insurance Program provided by the Health and Welfare Trust. A qualifying retiree below age sixty (60) must elect to have District contributions commence upon retirement, but the District shall then cease its contributions at the end of sixty (60) months. Such professional educator may continue to maintain their coverage on a self-pay basis until age sixty-five (65).

15.2.2 Stipend

15.2.2.1 The District shall provide an early retirement incentive of four hundred twenty-five dollars (\$425) per month to professional educators of half-time or more who elect early retirement.

15.2.2.2 To qualify, professional educators must meet the following criteria:

- a. They must be eligible to retire under the Oregon Public Employees Retirement System; and
- b. They must have accumulated fifteen (15) years of service with the District by September 30, 2020.

- 15.2.3 Such payments shall extend for sixty (60) months or until the professional educator reaches age sixty-two (62), whichever is first. A professional educator must give written notice of retirement no later than sixty (60) days prior to the effective date. Upon death of a professional educator receiving the early retiree incentive, the remaining payments will be made to the surviving spouse or estate of the retiree.
- 15.2.4 The District and Association shall form a workgroup to meet and explore alternatives to early retirement incentives for Tier 3 professional educators that will serve as an incentive to retain mid-career members and to be cost neutral to the District.

15.3 Early Notice of Retirement

Professional educators who give early notice of retirement shall receive early notice incentives in accordance with the provisions of Section 18.2.

15.4 Re-employment of Retirees

Professional educators who retire under the Oregon Public Employee Retirement System ("PERS") on or after December 1, and who the District re-employs between the Retiree's PERS retirement date and June 30 ("Retirees") are eligible for the benefits under this section.

15.4.1 The Retiree

- 15.4.1.1 Must have a PERS retirement date on or after December 1, and no later than June 1;
- 15.4.1.2 Must have submitted a written District Resignation Form ending District employment prior to the Retiree's PERS retirement date; (Note: Under PERS rules the PERS retirement date is the first of the month after an employee ends District employment. For example, if a professional educator ends employment on the last contract day before Winter Break, their PERS retirement date would be January 1. If a professional educator ends employment on January 1, their PERS retirement date would be February 1.); and
- 15.4.1.3 Must declare in writing their request to begin a new employment relationship with the District as a Retiree in the Retiree's prior position through the end of the work year or June 30, whichever first occurs. This written notice must be submitted to the District as part of the District Resignation Form no later than thirty (30) calendar days before the PERS retirement date.

15.4.2 The District will report all unused earned sick leave to PERS, except as stated in Section 15.4.4.2.c.

15.4.3 A Retiree will be re-employed by the District in the position that the Retiree held on the Retiree's date of resignation only if all of the following conditions are met:

- 15.4.3.1 The professional educator elects to retire between December 1, and June 30 of that school year; and
- 15.4.3.2 No internal transfer options are identified; and
- 15.4.3.3 There is no one on layoff status who is qualified for the position.

15.4.4 Any period of reemployment between December 1, and June 30, is a new employment relationship between the Retiree and the District as outlined below:

- 15.4.4.1 A re-employed Retiree is expected to demonstrate reliable and regular attendance at work, unless eligible for a federal and/or state leave of absence, and to meet all expectations of the assignment.
- 15.4.4.2 Pay and benefits for re-employed Retirees are set forth below:

- a. Insurance coverage under the District's insurance for active employees shall continue through July 31, if permitted by the terms of such insurance.
 - b. Retiree will be paid at their pre-retirement rate of pay, less the 6% PERS pickup.
 - c. Retiree will retain one (1) day of sick leave for each month worked, beginning the first month after their retirement date, and ending with the month in which the work is completed or June 30, (whichever comes first), but will not be eligible for any other District paid leaves.
 - d. Retirees will not have access to professional growth or professional improvement funds.
 - e. The PAT/PPS collective bargaining agreement may contain other pay or insurance provisions that apply. A Retiree performing duties such as coaching or advisor work following their retirement date is paid pursuant to the District/PAT collective bargaining agreement and time spent performing such extra work counts as hours for the purpose of the PERS maximum hours calculation.
 - f. For purposes of clarifying the language under the PAT/PPS collective bargaining agreement regarding the Early Retirement Incentive Stipend ("ERI"), a Retiree will begin to receive the ERI upon retirement, which means "separation from service" under Internal Retirement Code Section 409A. The ERI is intended to comply with the requirements of Code Section 409A, and will be interpreted in a manner consistent with the intent.
- 15.4.5 This new employment relationship between the District and the reemployed Retiree will end on the last day of the work year in June. In no event will the Retiree's reemployment extend beyond June 30.
- 15.4.6 Promise of employment as a Retiree after the end of the contract year in which they retire is neither stated nor implied.

ARTICLE 16

EXTENDED RESPONSIBILITY

- 16.1 Professional educators with an extended responsibility assignment as set forth in Appendix B, attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement without deviation.
- 16.2 Extended responsibility pay is for activities and responsibilities performed, primarily outside the standard workday. It is understood that, except for those that are extensions of the classrooms or job assignment, extended responsibility pay positions are voluntary. Extended responsibilities may require work outside of the standard workday and/or work year. If there is a desire to change or increase these requirements, the District or Association must refer the changes to the extended responsibilities committee. Only mutually agreed upon changes shall be implemented.
- 16.3 Extended responsibilities that are an extension of the assignment are indicated in Appendix B by (*). Such extended responsibilities shall be required and shall be automatically calculated in the professional educator's salary. If the school does not have a regular classroom assignment (e.g., no newspaper class), the extended responsibility would not be included under this section. In such cases, the extended responsibility would be voluntary. Extended responsibilities that are an extension of the assignment as indicated in Appendix B by (*) are covered by Article 8.
- 16.4 When part-time professional educators hold an extended responsibility, the percentage of the extended responsibility shall be determined by the portion of the responsibility for which they are responsible. For example, a .5 FTE professional educator who is responsible for a full coaching extended responsibility shall be paid 100% of the extended responsibility rate. However, a .5 FTE TOSA shall receive .5 of the extended responsibility rate with the expectation that they perform .5 of the extended responsibility duties.
- 16.5 Professional Educators shall not be required to participate in non-district sponsored activities as a prerequisite to being placed in extended responsibility positions.
- 16.6 Professional Educators may request information regarding the general expectations for the extended responsibility assignment before accepting the assignment.
- 16.7 The Extended Responsibility Base rate shall be the BA+15, step 1 rate. All extended responsibility percentages in Appendix B shall be calculated using this base rate.
- 16.8 Placement on the extended responsibility schedule shall be based on prior experience in the particular position. However, experience in a category with more than one level shall apply to another level (e.g., vocal music A and B). Experience as an assistant coach shall not be counted toward experience as a head coach.
- 16.9 Experience credit shall be given for each year in a particular extended responsibility position.
- 16.10 With the exception of extended responsibility positions that are an extension of the classroom or assignment, extended responsibility positions are voluntary, but when filling these positions, the District will give first priority to current bargaining unit members.
- 16.11 Educators who volunteer and are approved to lead student affinity groups before school, during student-lunch times, or after school shall be provided a release period or Extended Responsibility at 3% of the base salary. Bargaining unit members who co-lead an affinity group will receive a prorated extended responsibility pay. The district shall dedicate funding for affinity groups. The affinity groups will be determined by the administrator based on the student population, needs, and interest within each school. Whenever practical, affinity group providers should mirror the affinity population of students.
- 16.12 Training for Coaches

The District may require the current hours of online training units and completion deadlines for coaches as long as the coaches can direct when the online training takes place. If other online training is required,

coaches shall be paid at the professional educator's hourly rate, or at the BA+Θ 15 step 1 hourly rate for bargaining unit members who have an ER assignment but no additional classroom/job assignment as a PAT bargaining unit member (ER-only bargaining unit members). Training for coaches other than self-directed online training is voluntary and paid at the professional educator's hourly rate, or at the BA+Θ 15 step 1 hourly rate for ER-only bargaining unit members.

16.13 Extended Responsibilities Committee

16.13.1 A joint committee of six (6) members, three (3) designated by the Association and three (3) by the District, shall be formed within 90 days of the ratification to review the extended responsibility schedule (Appendix B).

16.13.2 This Committee is expected to:

- 16.13.2.1 review and/or develop current job descriptions for all extended responsibilities positions, starting with the technology coordinators and TOSA job descriptions;
- 16.13.2.2 develop a comparison of the extended responsibilities pay with comparable positions in other school districts in the Portland metropolitan area, starting with the athletic director and head coaches' positions;
- 16.13.2.3 develop a classification system for extended responsibilities taking into consideration the number of students, number of events, hours worked and length of season;
- 16.13.2.4 make recommendations to the Superintendent and the Association President in the rate of pay based on the classification system developed above;
- 16.13.2.5 make recommendations to the Superintendent and the Association President for deletions, additions and changes to the list of position on the extended responsibilities schedule; and
- 16.13.2.6 develop a system to review requests to add new extended responsibilities positions or to change the rate of pay for current positions based on the point systems developed above.

16.13.3 Recommendations from the Committee will be considered in the 2025 successor bargaining unless the parties mutually agree otherwise.

ARTICLE 17

LEAVES

17.1 General Provisions

17.1.1 Leave Applications

- 17.1.1.1 All applications for and approval of leaves shall be in writing.
- 17.1.1.2 Leave applications must be made to the appropriate leave category (e.g., sick leave, family illness leave, personal leave, bereavement leave).
- 17.1.1.3 Paid and unpaid leaves for professional educators set forth in this Article are intended to be used only for their intended use.
- 17.1.1.4 A leave day is equal to eight (8) hours of leave time. Professional educators shall not be required to use leave time when missing the staff meetings or training sessions that are beyond the workday as described in Section 7.13.1.1.

17.1.2 The District shall comply with Federal, State and local laws regarding leaves, including but not limited to the Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA), the “School Employee Sick Leave Statute” ORS 332.507, and the “Sick Time Statute” ORS 653.601 – 653.616, and the Paid Leave Family Medical Leave Insurance Law (PLO) ORS 657B.

17.1.3 All PPS Leave Guidelines made available to PAT members shall conform with the provisions of this article and shall not include guidelines/information about other bargaining groups/non-represented employees unless clearly labelled as such.

17.1.4 Professional educators shall have the right to choose whether they wish to supplement PLO benefits with pro-rata share of their accrued sick leave to fully replace their pay.

17.1.5 Employees who need leave for reason that qualify under OFLA/FMLA, PLO or for reasons related to domestic violence, sexual assault, harassment, or stalking may choose to apply for PLO benefits.

17.2 Paid Leaves

17.2.1 Sick Leave

17.2.1.1 Accumulation

- a. Professional educators shall be granted at least ten (10) days sick leave which includes the statutory requirement during each school year. Such sick leave shall be credited to said professional educators on the first contract day of the school year. Professional educators who begin service after the beginning of the school year shall receive one (1) day of sick leave for each payroll month remaining in the school year with all such days being credited on the professional educator’s first day of employment.
- b. A professional educator who uses their annual sick leave accrual and subsequently resigns for reasons other than illness or retirement prior to completing the work year, shall be obligated to refund the District an amount equal to one (1) day sick leave for each month not worked. The District shall deduct such amount from any final pay due the professional educator.
- c. Professional educators on extended work year and/or Summer School shall be credited with one (1) additional sick leave day for each additional twenty (20) days worked not to exceed a total of twelve (12) days of sick leave credit per fiscal year.
- d. The total unused sick leave days can be accumulated and shall be unlimited in accordance with state statutes.

- e. A professional educator who has accumulated sick leave during employment in another Oregon school district shall be entitled to transfer any accumulated sick leave from such district upon proper verification. The transfer of sick leave accumulated with another Oregon district shall be effective when the professional educator has completed thirty (30) working days in the District.
- f. Professional educators who have exhausted their accumulated sick leave may choose to use any accrued, unused family illness days, as provided in 17.2.2, for any purpose for which they could use sick leave.
- g. When a professional educator has exhausted their sick leave, they shall receive additional leave equal to one (1) day for each school year of at least 135 days of service in this district at two-thirds (2/3) of their daily rate under their basic salary. Credit for any year can only be utilized once.
- h. Professional educators shall not be credited with any sick leave with respect to periods during which they are on an unpaid leave of absence from work with the District of more than one (1) month duration.

17.2.1.2 Utilization

- a. Professional educators who are absent because of personal illness or medical/dental appointments shall receive compensation during such absence in accordance with provisions pertaining to sick leave allowances.
- b. A professional educator working an extended contract beyond the normal school year or during Summer School, may charge absences due to personal illness to their sick leave account. The District shall pay the cost of any required substitute.
- c. Professional educators on any extended leave (more than one (1) month) will not be charged with days of sick leave or paid for days of illness during such leave, except when an illness or injury is the factor which entitled the professional educator to the leave in question.
- d. In addition to receiving paid leave benefits under the PLO program or District's approved equivalent plan, a professional educator may charge against their accumulated sick leave following the birth, adoption, or foster care placement of a child to achieve replacement of their pay. If the professional educator has accumulated sick leave remaining after exhausting PLO benefits, they may also use that to continue in paid status, up to the amount provided in Article 17.4.3. The professional educator is entitled to all benefits guaranteed under the FMLA and/or OFLA and PLO which may exceed this provision.
- e. A professional educator's accumulated sick leave shall not be charged on days designated as paid holidays under this Agreement, or when an absence was directed by the District.
- f. The District shall maintain a sick leave bank for use by professional educator who have exhausted their accumulated sick leave. Use of this leave shall only be in accordance with the sick leave bank guidelines. The Association can solicit voluntary contributions up to four thousand (4000) hours per year. Use of the sick leave bank will be monitored through the contract administration process. Employees will be eligible to use the sick leave bank to achieve replacement of their pay while utilizing PLO benefits.
- g. A professional educator may use sick leave in one-hour increments or in per-day units.

17.2.2 Family Illness Leave

- 17.2.2.1 In addition to receiving paid leave benefits under the PLO program or District's approved equivalent plan, professional educators shall receive up to forty (40) hours or five and one third (5.33) days family illness leave per school year with pay in case of illness of a member of the professional educator's immediate family. This leave can be used in lieu of or in addition to PLO family leave benefits or to achieve replacement of their pay while receiving PLO benefits. Professional educators who commence employment after the end of the first semester shall be

entitled to one and one-half (1-1/2) days of family illness leave.

- 17.2.2.2 Inherent in use of this leave is that care or attention by the professional educator is needed. In the event emergency conditions arise, an extension of family leave shall be determined upon individual merit by the Superintendent.
- 17.2.2.3 “Immediate Family” shall be interpreted to mean spouse, domestic partner (as defined in Appendix C), children, parents, brothers, sisters, mother-in-law, father-in-law, grandparents, grandchildren, stepparents, stepchildren, stepsiblings or other persons who regularly live in the professional educator’s home, and any other family member as defined under ORS 657B.010.
- 17.2.2.4 In addition to receiving paid leave benefits under the PLO program or District’s approved equivalent plan, and after utilizing the available days for family illness leave, the professional educator may charge against their accumulated sick leave when additional time is needed to provide care for a member of the professional educator’s immediate family.

17.2.3 Absence due to Injury on Duty

The District shall pay to any professional educator who is unable to work due to an on-the-job injury the difference between their salary benefits received by the professional educator under the Oregon Worker’s Compensation Law and their normal salary. This differential pay shall apply when the absence is due to a compensable injury as defined in ORS Chapter 656 and shall be paid for the period when worker’s compensation benefits are paid but not exceeding 180 days for one injury. Absence due to such compensable injury shall not be charged against the professional educator’s accumulated sick leave. For other periods of work-related injury absence, charge will not be made against the professional educator’s accumulated sick leave. In the event differential payment is made by the District and the absence of the professional educator is subsequently determined to be non-compensable, charge will be made against the professional educator’s accumulated sick leave, if the absence so qualifies, and the professional educator shall be obligated to reimburse the District for payments received in excess of accumulated sick leave time.

17.2.4 Absence Due to Quarantine or Isolation

An employee’s absence from work as a result of direction from public health official to implement quarantine or isolation to prevent the spread of the communicable disease shall not be charged against the employee’s sick leave and the employee shall suffer no loss in pay. Quarantine or isolation pay will not extend past the standard quarantine or isolation period established by the local public health authority. If an absence due to quarantine or isolation exceeds thirty (30) days, the employee must use their sick leave.

To qualify for quarantine or isolation pay under this Section, an employee must be fully vaccinated (if a vaccine is available) as defined under guidelines set by the federal and state health authority, including any boosters.

17.3 Other Paid Leaves

17.3.1 Bereavement Leave

Professional educators shall be granted bereavement leave with pay for each death as follows:

- 17.3.1.1 One (1) day to attend a funeral or memorial service because of the death of a friend or relative. An additional day shall be granted when travel beyond the one day is required.
- 17.3.1.2 Four (4) days because of death in an immediate family; six (6) days in case of parent, spouse, domestic partner, or child). “Immediate family” shall be interpreted to mean spouse, domestic partner (as defined in Appendix C), children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers or sisters, stepparents, stepchildren, stepsiblings; and also any person regularly living in the home of the professional educator for whom the professional educator was responsible.
- 17.3.1.3 In addition, professional educators may use up to six (6) days of accrued and unused leave for the death of an immediate family member, in the order determined by the employee. In the

event a professional educator has exhausted all forms of paid accrued leave, the professional educator shall be able to use up to six (6) days of unpaid leave. The total number of combined leave days for bereavement will not exceed ten (10) days. An employee may apply for other unpaid leave if needed.

17.3.2 Personal Leave

- 17.3.2.1 Each professional educator shall be entitled to three (3) days leave without loss of pay for personal business. Professional educators who commence employment after the end of the first semester shall be entitled to one (1) day of personal leave.
- 17.3.2.2 Except in cases of emergency, the request for such leave shall be made one (1) week in advance in writing.
- 17.3.2.3 It is expected use of such leave will be limited to situations which the professional educators cannot address at times other than during the workday.
- 17.3.2.4 Professional educators may use this leave for religious observances when attendance is mandatory during the workday.
- 17.3.2.5 This leave shall not be used for vacation or recreational purposes.
- 17.3.2.6 Unused personal leave shall not accumulate for use in another school year.
- 17.3.2.7 Also see unpaid personal leave in 17.4.2.

17.3.3 Mandatory Court Appearance

- 17.3.3.1 When a professional educator is required to appear as a witness in court, the District shall authorize such absence without loss of pay. If the professional educator receives a witness fee, such fees shall be turned in to the Business Office. In cases where the professional educator is a party to the action, their absence will be personal leave without pay or, at the professional educator's election, leave days provided in C.2 may be used therefore.
- 17.3.3.2 A professional educator required to appear in court as a party with the District shall be released without loss of pay. If a professional educator is subpoenaed to appear in court as a third-party witness because of their job duties outside of the contract year, they shall receive their per diem hourly rate of pay. Witness check fees shall be signed over to the District.

17.3.4 Jury Duty

Professional educators subpoenaed for jury duty shall be excused for that purpose without loss of pay provided that, when the professional educator receives their jury fee, said fee shall be sent to the Business Office. On days when the professional educator is excused from jury duty they will report to their work assignment provided they are able to do so before the end of the lunch period.

17.3.5 Professional Leave

- 17.3.5.1 At the beginning of each school year, each professional educator shall be credited with two (2) accumulative days to be used for professional leave. However, a professional educator may not use more than four (4) of these days in any year. Professional leave may be used for the following:
 - a. visitation to view instruction techniques or exemplary programs.
 - b. conventions, conferences, workshops or seminars related to PK-12 education, racial equity, climate justice, or the professional educator's assignment with the District.
- 17.3.5.2 The professional educator shall inform their supervisor by submitting a leave request at least one (1) week in advance.
- 17.3.5.3 The professional educator may be required to file a written report within one (1) week of attendance at such convention, visitation, conference, workshop or seminar.

17.3.5.4 Participation by a professional educator in activities on the statewide in-service day shall not be counted against professional leave days.

17.3.5.5 If the length or location of a convention, conference, workshop or seminar requires the professional educator to be in attendance more than two (2) school days, the professional educator may use their personal leave.

17.3.6 Leave for service to education-related state agencies.

Professional educator who are appointed to serve non-paid on education-related state agencies shall be released for meetings/hearings/reviews without loss of pay. The District shall provide substitutes for such professional educators.

17.4 Unpaid Leaves

17.4.1 Requests for a full year unpaid Personal, Exchange, or Career Development leave of absence (whether part-time or full-time) for the next school year must be submitted to Human Resources prior to February 1 or the leave will not be approved, except in extenuating circumstances where such leave requests will not be unreasonably denied.

17.4.2 Personal Leave

17.4.2.1 Professional educators shall be entitled to three (3) days unpaid leave per year for personal reasons. Except in cases of emergency the request for such leave must be made one (1) week in advance in writing.

17.4.2.2 Also see paid personal leave in 17.3.2.

17.4.2.3 Full-year Unpaid Personal Leaves

A personal leave of absence of one (1) year shall be granted to a contract professional educator upon application prior to the deadline in 17.4.1. At the District's discretion one (1) additional year may be granted. Unpaid year-long personal leaves shall not be granted for professional educators to seek employment in other Portland metro area school districts. There shall be a cap of twenty (20) unpaid personal leaves per school year. Applications received by February 1 shall be selected in order of seniority in the District.

For unpaid year-long personal leaves of absence for contract professional educators only, the return from leave language in Section 17.5 would be modified as follows. The contract professional educator would be unassigned from their previous assignment and would be subject to reassignment in the transfer process. Such contract professional educators would be able to participate in the spring staffing process as an unassigned professional educator.

17.4.2.4 An unpaid personal leave of absence of up to one (1) year may be granted to a probationary professional educator upon application. At the District's discretion, one (1) additional year may be granted. Probationary professional educators approved for unpaid leaves of absence shall follow the return from leave language in Section 17.5.

17.4.3 Child Care Leave

17.4.3.1 A child care leave (maternity, paternity or adoption) shall be granted for any period up to one (1) year. Other child care leave may be granted for up to one (1) year. A professional educator requesting such leave shall give at least thirty (30) days written notice except in extenuating circumstances. Requests for a full year leave beyond the first full school year must be made prior to February 1 or the leave will not be approved, except in extenuating circumstances where such leave requests will not be unreasonably denied. The provisions of ORS 342.840 shall apply to probationary unit members. This leave provision shall not apply to temporary professional educators. Professional educators may utilize Paid Leave Oregon benefits if the child care leave qualifies under Paid Leave Oregon regulations.

17.4.3.2 The District may require that the expiration of child care leaves coincide with the natural breaks in the school calendar so that the educational continuity is maintained.

17.4.4 Exchange and Other Teaching Leaves

- 17.4.4.1 A leave of absence of up to two (2) years may be granted to a contract professional educator upon application, for the purpose of participating in:
- a. Exchange Teaching Programs
 - b. Foreign Military Training Programs
 - c. Peace Corps
 - d. Teacher Corps
 - e. Job Corps
 - f. VISTA
 - g. Institutions of Higher Learning
- 17.4.4.2 The professional educator must provide evidence of enrollment in ~~be~~ a full-time program and state their intention to return to the District.

17.4.5 Unpaid Career Development Leave

A leave of absence of up to one (1) year (must be at least one full term) may be granted to a professional educator upon application for the purpose of career development reasonably related to their professional responsibilities. At the District's discretion one (1) additional year may be granted.

17.4.6 Study Leave

- 17.4.6.1 Up to ten (10) FTE study leaves with District paid insurance shall be granted yearly.
- 17.4.6.2 Requirements and Procedures for Study Leaves
- a. Application forms will be available in the Human Resources Department and in the Office of the Association.
 - b. Each candidate for study leave must inform their principal or immediate supervisor.
 - c. Completed applications shall then be sent to the Human Resources Department.
 - d. Completed applications with all necessary information for fall semester for full year study leaves must be filed by the second Monday in February preceding the year of study leave. Such applications for study leave for Spring Semester must be filed by the second Monday in October preceding the Spring Semester.
 - e. Each applicant must submit an explicit outline of the study and proof of enrollment. The professional educator must maintain a minimum of twelve (12) quarter or equivalent semester hours each term for a full-time leave or pro-rated for part-time leave while on leave. The applicant must give their signed assurance that the plans are or are not conditional or dependent upon unresolved grants or other limited factors.
 - f. Professional educators requesting study leaves of absence must submit with the application for such leave a current health form provided by the District for this purpose, properly filled out and signed by a duly licensed physician attesting to the professional educator's satisfactory health.
 - g. Study leaves will not be considered a break in consecutive service for the purpose of calculating salary schedule placement, seniority or retirement credit.
 - h. Educators that have a minimum of three (3) years at the District are eligible for a Study Leave.

- i. Study leaves are granted in order of seniority if they meet the three (3) years of service at the District minimum requirement.
- j. Any member denied Study leave will have the right to appeal the denial to Employee and Labor Relations for reconsideration of the application.

17.4.6.3 Status While on Leave

- a. A professional educator on study leave shall be considered to be in the employ of the District but is not performing work on behalf of or serving as an agent of the District while on leave.
- b. A professional educator on study leave shall retain all rights of contract status, retirement, insurance, sick leave, and automatic increases in salary as if they were working during the period of leave. A study leave shall be counted as a year of service and experience on the salary schedule.
- c. In case of injury to, or other illness of the professional educator during leave which prevents their completing the purpose of the leave, the study leave will be terminated and all provisions for sick leave will apply. These provisions will take effect on the first day of the next pay period following notification of illness to Human Resources and the Superintendent, verified by a medical report.
- d. After illness or injury as in Paragraph (3), upon release by appropriate medical authority the employee shall, when possible, be returned to regular duty for the remainder of the school year or shall be reinstated on study leave.

17.4.6.4 Status Upon Returning from Study Leave

- a. A professional educator taking a study leave who wishes to return to their worksite must have so indicated on the application form at the time the professional educator applied for the leave. In such case, a professional educator replacing the member on study leave shall be subject to re-assignment at the conclusion of the leave. If the professional educator has indicated in writing at the time of the application that they doesn't wish to return to their worksite, they shall be considered as an unassigned professional educator as described in Article 18: Transfers.
- b. Upon returning from study leave to their position, the professional educator is subject to transfer according to the provisions of Article 18: Transfers.

17.4.7 Military Leave

- 17.4.7.1 Military leave of absence, including participation in the reserves, shall be granted to any professional educator who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States.
- 17.4.7.2 Experience credit will be granted to persons on military leave in accordance with ORS 408.270.

17.4.8 Association Leave

- 17.4.8.1 A leave of absence for up to five (5) years for the President of the Association and up to four (4) years for two (2) additional positions shall be granted to a professional educator upon application by the Association for the purpose of serving as an officer of the Association or on its staff. The District shall continue to pay such professional educator(s) and provide benefits in the normal manner but will be reimbursed by the Association for the cost of salary and fringe benefits. Upon completion of such leave, a professional educator will be returned to the previous school or program if there is a vacancy within that professional educator's licensure. When no such vacancy is available, the professional educator will be returned as unassigned. Upon return from such leave a professional educator shall be placed on the salary schedule as if they had been working each year of the leave. A released time PAT officer shall be considered "competent" in the grade level/subject held prior to taking Association leave.

- 17.4.8.2 The Association agrees to consider carefully each request for release time for professional educator. Although leaves for short terms without loss of pay may be granted upon recommendation of the Office of the Superintendent or designee, the District will not pay for substitutes to cover classes while members are away from their classes on business of the Association. The Association shall pay the cost of such substitutes upon receipt of billing from the District Business Office.

17.4.9 Political Leave

A leave of absence for up to two (2) years with up to an additional two (2) years upon request shall be granted to any contract professional educator, upon application, for the purpose of campaigning for, or serving in, public office.

17.4.10 Other Leaves

- 17.4.10.1 When the schools and school offices are officially closed by the Superintendent, all professional educator shall be paid in accordance with the law.
- 17.4.10.2 Unit members who are assigned to tasks outside their regular responsibilities shall not have this time charged to any leave category.
- 17.4.10.3 The District, at its discretion, may extend leaves or grant other leaves requested by professional educator.

17.5 Return from Leave

- 17.5.1 A professional educator taking a leave for up to one (1) school year may return to their previous position unless the position has been discontinued. Professional educators taking leaves for more than one (1) school year may be subject to reassignment. A professional educator taking a leave for more than one (1) school year may return to their previous position upon approval of the District.
- 17.5.2 Professional educators are expected to return from an unpaid leave of absence. A professional educator returning from an unpaid leave due to disability shall, upon request, submit a written statement from a qualified physician attesting to the professional educator's ability to resume their duties.
- 17.5.3 A professional educator shall be returned to employment on the first workday, during the regular school year, following the expiration date as set forth in the Board action approving the professional educator leave. A professional educator returning from an unpaid exchange or other leave, or unpaid leave of less than one-half (1/2) of the school year, or a paid leave shall be placed on the salary schedule as if they had been teaching during said leave. A professional educator returning from any other form of unpaid leave (more than one-half (1/2) of the school year) shall be paid at the next step on the current salary schedule above the one occupied during the last full work year prior to commencement of the leave; provided that, should the professional educator return in the same school year in which the leave commenced, the professional educator shall be placed on the salary step held at the beginning of the leave.
- 17.5.4 All accumulated unused sick leave, and credits toward study leave eligibility and all other accrued benefits at the time a professional educator commences a leave of one (1) or more months duration shall be restored upon return to work.

ARTICLE 18 TRANSFERS

18.1 Assignment Notices

- 18.1.1 “Assignment” is defined as the bargaining unit position in which a professional educator is placed.
- 18.1.2 “Transfer” is defined as a change from one assignment to another.
- 18.1.3 For purposes of determining competence under this Agreement, “subject” shall be defined in accordance with Appendix D. Competence is defined in Section 20.2.2.
- 18.1.4 A professional educator shall not be assigned to a position outside of their licensure and competence except by mutual agreement between the professional educator, and the District.
- 18.1.5 Before the internal job fair, administrators will either publish their initial assignments or notify staff in writing of their tentative assignments for the coming year. Professional educators shall be promptly notified in writing of any assignment changes that occur during the summer recess period.

18.2 Notice of Resignation/Vacancies

- 18.2.1 If a professional educator gives written notice of resignation (excluding resignation in lieu of termination, non-renewal or non-extension) or retirement effective at the end of the current school year no later than January 15th, the professional educator will receive \$1250. If a professional educator gives such written notice no later than February 15th, professional educator shall receive \$700. Such payment shall be received in the professional educator’s final paycheck.
- 18.2.2 When written notice is received by a supervisor that a professional educator is resigning or transferring and will no longer occupy a position for the subsequent school year, the supervisor will promptly forward said notice to the Human Resources Department which will determine and validate that a vacancy exists. A vacancy shall be deemed to exist if the position is continuing for the subsequent year, or when a new position is created by the District.

18.3 Posting Procedures

- 18.3.1 As the District prepares to fill vacancies for the subsequent school year, prior to the consideration of external applicants, a posting of such vacancies, including special assignments, shall be made by the Human Resources Department.
- 18.3.2 Such vacancies shall be posted for a minimum of five (5) workdays. Posting is not required for vacancies to be occupied by unassigned professional educators, or to be occupied by other administrative transfers. Positions previously posted for which there were no qualified internal applicants need not be posted again.
- 18.3.3 Postings shall contain a description of the expected assignment (e.g., chemistry/biology, third grade, SLC-B, etc.) Preferred skills, training, experience and methodologies to be considered may be identified. Other desired building needs may also be included.
- 18.3.4 Professional educators shall have five (5) working days from the date of initial posting to consider posted vacancies.
- 18.3.5 The five-day posting requirement shall be waived after June 1st. After June 1, professional educators may make application for posted positions as they become available. Professional educators who have applied for positions prior to the closing date indicated on the posting will be given consideration as outlined in accordance with this Article. Such positions shall be posted for a minimum of three (3) workdays.
- 18.3.6 New vacancies in ongoing positions which become known after July 31st of the standard school year shall not be subject to the posting requirements in Section 18.3.5. Newly created positions are subject to the posting requirements in Section 18.3.5.

- 18.3.7 Positions which are filled temporarily during the school year must be posted for the subsequent school year if the position continues, unless a position is to be occupied by a professional educator returning from a leave of absence as per Section 17.5.1 or to be occupied by an administrative transfer. A temporary professional educator who has been assigned to the position for forty-five (45) days or more may apply only for the position held during the internal job fair.

18.4 Filling of Vacancies

- 18.4.1 The following shall apply to the filling of vacancies which occur after July 31st :

- 18.4.1.1 Current professional educators or newly hired professional educators are no longer eligible for educator-initiated transfer per section 18.5 during that school year. Administrator initiated transfers per section 18.6 remain an option.
- 18.4.1.2 Substitute teachers may be hired. Hiring the incumbent substitute as a temporary professional educator shall result in retroactive status to their first day in the assignment.
- 18.4.1.3 Hiring a new temporary professional educator.

- 18.4.2 Vacancies due to long-term absences of the incumbent professional educator shall be filled as follows:

- 18.4.2.1 Those of forty-five (45) workdays or less will be filled by substitute teachers.
- 18.4.2.2 Those of more than forty-five (45) workdays will be filled as follows:
 - a. If the length of the absence is not known at its beginning, the substitute shall become a temporary professional educator if retained beyond forty-five (45) workdays. In such assignments, the temporary professional educator may be released at a normal break in the school year to allow for continuity of instruction as the regular professional educator prepares to return to the assignment.
 - b. If a specific ending date beyond forty-five (45) workdays is known at the beginning of the leave, a temporary professional educator shall be hired on the first day.

- 18.4.3 If qualifications are found to be equal, unit members requesting voluntary transfers shall be chosen over outside applicants.

18.4.4 Letters of Intent

- 18.4.4.1 Prior to the initial external phase, the District may hire or issue letters of intent to external candidates for hard-to-fill vacancies and to professional educators of color provided:
 - a. Job applicants receiving a letter of intent or job offer shall be considered external candidates, and shall not receive an assignment until after the internal job fair;
 - b. Job applicants receiving a letter of intent or job offer shall be placed in a position after current educators have received their assignment; and
 - c. Job applicants receiving a letter of intent or job offer shall not cause any professional educator to be unassigned or laid off.

18.5 Professional Educator Initiated Transfer

- 18.5.1 Professional Educator initiated transfers are those in which a professional educator requests a transfer from one assignment to another.
- 18.5.2 A professional educator may initiate a transfer by applying for a posted vacancy. A professional educator who files a transfer request for a posted position shall be subject to assignment in the position unless the professional educator notifies the supervisor by the end of the second day following the interview that the professional educator is no longer interested in the assignment.

- 18.5.3 A professional educator who accepts a transfer is not eligible to apply for a subsequent transfer in the same year. Professional educators who were unassigned and either accepted a position or were placed in a position, during the internal transfer process, retain the right to apply for posted vacancies in the external round.

18.5.4 Voluntary Unassignment with Rights

A professional educator who has served in a building assignment for five (5) or more years may volunteer to be placed on the unassigned list along with other professional educators who are unassigned pursuant to Section 18.6.1 of this Article. Such volunteers shall be considered for voluntary administrative transfer. If no mutually agreeable voluntary administrative transfer occurs, they shall be continued in their present position.

- 18.5.5 A professional educator making a timely transfer request shall be promptly notified when they are no longer under consideration. Professional educators with five (5) or more years of service with the District shall be interviewed except that in no case will a supervisor having three (3) or more vacancies be required to interview more than three (3) applicants for each vacancy. A supervisor with fewer than three (3) vacancies will not be required to interview more than five (5) applicants for each vacancy.

- 18.5.6 A part-time assignment which is identified as full-time for the subsequent school year may be filled by the incumbent professional educator after the internal job fair if mutually agreed by the professional educator and the District, without posting as long as unassigned professional educators who are properly licensed for such assignment have positions.

- 18.5.7 Professional educators on a Plan of Assistance which will continue into the subsequent school year may request a transfer to a posted vacancy. Professional educators on a Plan of Assistance shall not normally be approved for transfers. However, there may be occasions when a transfer into a more suitable assignment makes sense. If a transfer is approved, the Plan of Assistance shall continue in force, and the professional educator will not cite any additional work or adjustment required by the transfer as reason why expectations of the program cannot be accomplished according to the program timelines.

- 18.5.8 Two professional educators may trade assignments by transferring when approved by the responsible administrators and the Human Resources Department.

18.6 Administration Initiated Transfers

- 18.6.1 When the administration is of the opinion that a professional educator should be transferred the situation shall be discussed with the professional educator. All reasonably practicable efforts will be made to effect a suitable re-assignment fairly and objectively, including consideration of the professional educator's preference. A professional educator will be notified of the new assignment through consultation as soon as possible but at least seven (7) calendar days prior to the transfer date. Except in the annual staffing process in 18.6.2, an administrative transfer shall not result in a professional educator being "unassigned".

- 18.6.1.1 A professional educator who is administratively transferred to a different worksite and assignment or to a different grade level at the elementary level during the Summer Break, exclusive of the traditional spring round of transfers, shall be provided two (2) planning days to prepare for the new assignment.

- 18.6.1.2 A professional educator who is administratively transferred to a different worksite and assignment or to a different grade level at the elementary level after the work year has begun, exclusive of the traditional spring round of transfers, shall be provided two (2) planning days to prepare for the new assignment.

- 18.6.1.3 A professional educator who is assigned to a different subject area at the middle or high school level after the work year has begun, shall be provided two (2) planning days to prepare for the new assignment.

- 18.6.1.4 A professional educator who is relocated to a different room within a building after the work year has begun shall be provided one (1) planning day to prepare for the new assignment.

- 18.6.1.5 Such additional planning days shall be provided each time a professional educator is administratively transferred or relocated as described above.

- 18.6.1.6 Professional educators other than teachers shall discuss with their supervisor the revision of their schedule of activities to provide equivalent amounts of preparation time to that specified above.
- 18.6.1.7 Professional educators who are granted planning days to prepare for new assignments as described above shall have the option of receiving substitute time during the work year, or being paid at the professional educator's per diem rate of pay to complete the work outside of the work year or work day.
- 18.6.2 In the event that a tax base or levy failure, declining enrollment, program change, or change in funding results in reduction of staff in a building or program area, transfer of staff will be based on educational criteria as described below with respect to the program requirements as determined by the District. Volunteers will first be requested and considered from among the appropriately licensed professional educators. Such volunteers shall be selected for transfer if they are from within the grade level(s) or subject matter area(s) where the positions are to be eliminated provided the volunteer(s) are not on a Plan of Assistance. In the absence of volunteers, the professional educator having the least seniority in the District shall generally be transferred. Exceptions to seniority may be made by the responsible administrator based only upon any of the following criteria: with the understanding that reference to a professional educator in 18.6.2.1 – 18.6.2.6 refers to within a given job classification, such as Teacher, Social Worker, School Psychologist, Student Services Specialist, Child Development Specialist, and Audiologist:
- 18.6.2.1 The professional educator(s) being retained has/have unique licensure for a specific existing assignment being considered;
- 18.6.2.2 Gender Presentation/Gender Identity balance: Transfer of a professional educator would decrease the building's percentage of under-represented male or female or transgender/nonbinary/gender non-conforming professional educator to less than thirty percent (30%) (or primary/intermediate/upper grades percentage in an elementary building);
- 18.6.2.3 Racial balance: If transfer of a professional educator would decrease the building's percentage of minority teachers to less than the student minority percentage in the building or below the percentage of minority professional educators in the District;
- 18.6.2.4 That professional educator being retained has bilingual (or multilingual) ability relevant to the assignment (See Appendix I);
- 18.6.2.5 The professional educator(s) being retained has an extended responsibility assignment as defined in Appendix B which is an extension of a classroom subject taught (e.g., drama, forensics, music, yearbook, newspaper) or is a department chairperson, head teacher or unit leader; or
- 18.6.2.6 Up to five (5) (with no more than three (3) in athletics) professional educator(s) at the high school level being retained has an extended responsibility assignment as defined in Appendix B. Such designation shall be done at each high school prior to the time of the initial posting for the next school year. A subsequent designation may be made in the event a professional educator transfers by applying for a posted position or resigns, but in no event will the number exceed that specified in each classification in this paragraph. The positions so designated must be only at the highest level of a given extended responsibility category and are those typically found at District high schools. "Highest level" is defined as the following extended responsibility positions:
- a. Head Coach
 - b. Activities Director
 - c. Varsity Cheer
 - d. Testing
 - e. TAG
- 18.6.3 It is understood for purposes of Section 18.6 that Child Development Specialists, School Psychologists, Student Services Specialists, School Social Workers, and Audiologists are to be treated as individual classifications rather than as a part of the building teaching staff. The transfer process for school psychologists is included in Appendix J.

- 18.6.4 The District's annual internal transfer process will include a Job Fair. Any contract or third-year probationary professional educator may apply for a posted position in the internal transfer process. First year and second year probationary professional educators who are unassigned may also participate in the job fair. External applicants and temporary professional educators (except as provided in 18.3.7) may not participate in the internal transfer process.
- 18.6.4.1 The District shall hold a job fair where all building administrators with vacancies will be available for informal interviews with eligible educators for positions on the known vacancy list.
- a) The job fair will occur outside of contract hours. The District will schedule the job fair to occur on two days, for at least three (3) hours each, or on one day for at least six (6) hours. Changes to the hours and days of the job fair may be made by mutual agreement with the Association.
 - b) Attendance at the job fair is voluntary and unpaid.
 - c) If an eligible educator is unable to attend the job fair, they may indicate their interest by communicating with the administrator with the vacancy by the end of the second day (or full day) of the Job Fair. This communication shall be considered in the same manner as an informal interview at the job fair.
- 18.6.4.2 The District will inform professional educators of the date(s) of the job fair at least one week in advance and shall post the known vacancy list three (3) days prior to the job fair. Posted vacancies will include the contact information for the administrator with the vacancy.
- 18.6.4.3 In years when the District is facing potential layoffs for licensed staff, the job fair may be waived by mutual agreement with the Association.
- 18.6.4.4 During the job fair, eligible educators will be given priority to interview for vacancies within matching areas of licensure, qualifications, and recency.
- 18.6.5 A professional educator who remains unassigned after the internal transfer process shall be transferred into a vacant position for which the professional educator is both licensed and competent prior to the consideration of applicants from outside of the District.
- 18.6.6 Following the internal transfer process, any professional educator may apply for any posted vacancy except a professional educator who has accepted a voluntary transfer under the provisions of Sections 18.5.2 – 18.5.3. Following the internal transfer process, a vacancy may also be posted externally unless there is an unassigned professional educator who is properly licensed and competent for such position.
- 18.6.7 If a professional educator has been administratively transferred under the provisions of 18.6.2 and a position for which the professional educator is qualified at their original school or program becomes available, the professional educator may be returned to that school under the provisions of 18.6.2. If such a position occurs while the professional educator is unassigned, the professional educator shall be returned to that school or program.
- 18.6.8 In the event of a merger of classes or programs from two (2) or more schools, the follow-the-student concept shall prevail. At least one week before the merging of the faculty list, the District will provide projections for enrollment and FTE at impacted sites/programs to all educators impacted by the merger. The impacted educator(s) will choose if they want to be assigned to the newly merged school/program or the current school/program for the staffing process. The faculty lists are merged for each impacted school/program, after the impacted educator's choice has been made. Professional educators from merged schools or programs will be compared equally using the criteria described in 18.6.2 in filling all the positions in the school. If there are not enough positions at the original school, then the regular unassignment process shall take place.
- 18.6.8.1 When a middle school is being formed, all the professional educators from the K-8 schools involved who have experience in grades 6-8 in the past five (5) years shall be included in the process for staffing the new school. The impacted educator(s) will choose if they want to be assigned to the K-5 school or the newly formed middle school for the staffing process. Eligible staff opting to be assigned to the newly formed middle school will be included in the merged faculty list for the newly formed middle school and will be compared equally using the criteria described in 18.6.2 in filling all the positions in the school; if there are not enough positions at

the newly formed middle school, the regular unassignment process shall take place

- 18.6.9 In the event of a school or program closure, professional educators of the open programs keep their positions and the faculty of the closed program will be offered the remaining open positions based on licensure and seniority. Usually there are not enough positions and the remaining professional educators are unassigned.
- 18.6.10 On occasion, the District may consider the transfer of a professional educator for reasons other than those set forth in paragraph 18.6.2. The following procedures shall apply when the reason for transfer is due to irresolvable differences between the professional educator and the supervisor:
 - 18.6.10.1 The supervisor shall hold a conference with the professional educator for the purpose of discussing all the reasons for the perceived need for the transfer. This conference shall be for the purpose of information-sharing and problem-solving and shall not be used as a litigation preparation meeting. The professional educator may respond by making suggestions for addressing the concerns if the professional educator opposes a transfer. If a professional educator objects to the transfer, the professional educator and the supervisor will discuss options to resolve the issue including possible alternative placements.
 - 18.6.10.2 A Human Resources Supervisor shall get involved if it appears the transfer may not be agreed to or if there is need for their help in finding a placement. At a minimum, if the issue is not resolved between the supervisor and the professional educator, the professional educator is entitled to a meeting with the Human Resources Supervisor.
 - 18.6.10.3 By agreeing to participate in this counseling process, the professional educator also agrees not to contest the decision through the use of the grievance process.
 - 18.6.10.4 In other types of involuntary administrative transfers under 18.6.1, a professional educator can appeal an administrative transfer to review by a Human Resources Supervisor who would have to approve the transfer before it can occur.
- 18.6.11 No professional educator shall be transferred for reasons that are arbitrary or capricious. An illustration of an arbitrary and capricious transfer would be one based on union activity. An illustration of an involuntary transfer decision which would not be arbitrary and capricious is a transfer due to a long-standing irresolvable conflict between a professional educator and supervisor. The involuntary transfer could not occur for any reason that would violate any provision(s) of this Agreement.
- 18.7 Professional educators are entitled to have an Association representative present during any meeting with an administrator concerning this process. The professional educator shall be given twenty-four (24) hours advance notice of any such meeting.
- 18.8 If a decision to transfer a professional educator is reversed by an arbitrator, the professional educator shall be reinstated to the building no later than the beginning of the next semester after the arbitration decision.
- 18.9 Job Sharing/Part-Time Work

Two (2) professional educators in the District, if both are full-time, can request consideration to transfer to an assignment on a job-sharing basis. Establishing or discontinuing job-sharing assignments shall be at the discretion of the building administrator or supervisor. A job-sharing assignment, if established, will continue for that school year unless one of the professional educators resigns. If one professional educator in a job-sharing assignment resigns from the District or transfers, the remaining professional educator shall have the right to be considered for assignment to the position on a full-time basis.

ARTICLE 19 BUILDING AND CLASSROOM MOVES

- 19.1. Professional educators shall have access to their worksite, supplies and time to sort, purge and pack as soon as possible but, at minimum, one (1) week after the end of the school year. Professional educators shall have access to their worksites to unpack and organize their rooms as soon as possible but, at minimum, one (1) week prior to their first work day. Materials and packed boxes moved by the District shall be delivered on site prior to the access date.
- 19.2. Professional educators who are required to move to a new school campus as a direct result of school closure, reconfiguration, conversion, merger, or relocation, of grade levels, programs or classes, and the subsequent resulting reassignment of staff, will be compensated by the District for each hour worked:
 - 19.2.1 Up to eight (8) hours to pack and move personally-owned materials; and
 - 19.2.2 Up to an additional eight (8) hours to move and unpack materials in the new classroom.
- 19.3 Unassigned professional educators who are required to move to a new school campus as a direct result of the school closure, reconfiguration, conversion, merger, or relocation, of grade levels, programs or classes will be compensated by the District for each hour worked:
 - 19.3.1 Up to eight (8) hours to pack and move personally-owned materials; and
 - 19.3.2 Up to an additional eight (8) hours to move and unpack materials in the new classroom.
- 19.4 Professional educators shall be compensated via extended hours at their hourly rate for each hour worked, up to a maximum of eight (8) hours, in the following situations where they are moving classrooms:
 - 19.4.1 School closure, reconfiguration, conversion, merger, or relocation, of grade levels, programs or classes;
 - 19.4.2 Bond work, construction, painting, or remodeling; or
 - 19.4.3 Administrator-directed moves that occur after the school year has started, or if the professional educator is directed to move classrooms two school years in a row.
- 19.5 Extraordinary moves: professional educators who agree to sort, purge and pack extra supplies and equipment beyond the typical classroom situation (for example, but not limited to: the school library, theater, shop department, science labs, music, art or PE equipment) shall, prior to starting this work, have a discussion with their administrator about the estimated number of additional hours that would be involved beyond the hours provided in the above paragraphs. The professional educator and the administrator shall collaboratively agree to the number of additional hours to be used for this purpose. If agreement cannot be reached, the issue shall be submitted to OSP Leadership for resolution. The Association unit member will then track and submit those extended hours to their administrator for payment.
- 19.6 Unless otherwise agreed, professional educators are not responsible for packing and moving District-owned materials or equipment. Professional educators shall not be asked to move furniture and other heavy classroom items. The District is not liable for personal property of a valuable or sentimental nature left on school property if it is lost or damaged in the move. Boxes and packing materials shall be provided at least two weeks prior to the deadline to move.
- 19.7 Time to move shall be paid at the professional educator's per diem hourly rate of pay. Professional educators shall track hours spent as outlined in 19.1 – 19.4, and submit a record of that time to their administrator as extended hours for payment. In lieu of payment, the professional educator shall have a half (1/2) day substitute for each four (4) hours, at their option.

Note regarding Section 19.3.3. – Educator must be compensated if they are directed to move after the school year has started. Educator must be compensated if they are directed to move classrooms for two school years in a row. Example: If an educator is directed to move for the 2017-18 school year, they must be paid for any subsequent administrator-directed move if it is effective prior to the 2019-20 school year. (Educator moves classrooms for 2017-18. Principal can direct educator to move for 2019-20 school year without providing moving compensation. If the administrator directs the educator to move classrooms for the 2018-19 school year, the educator must be compensated for four (4) hours of moving time to pack and four (4) hours of moving time to unpack. If the educator is directed to move in 2018-19 and they are compensated, they would also have to be compensated if they were directed to move again in 2019-20).

ARTICLE 20

REDUCTION IN STAFF/LAYOFF

20.1 Notification of Reduction in Force/Layoff

20.1.1 In the event a layoff of professional educators is required during the course of the school year, the District shall notify the Association and the affected professional educators sixty (60) calendar days prior to the effective layoff date. If the layoff is to become effective the subsequent year, the District shall notify the Association as soon as the layoff decision is made.

20.1.2 Along with the notification, the District shall provide the Association with all relevant data, including but not limited to a seniority listing of professional educators in the areas of licensure or classification in which the layoff is required. The District shall schedule at least one (1) meeting annually with the Association to review the staffing process.

20.1.3. The District shall first determine the program(s) or area(s) scheduled for reduction or elimination.

20.1.3.1 The District shall provide an announcement to professional educators in those areas in which the layoff must occur, offering the opportunity for professional educators who would not otherwise be laid off, to voluntarily apply for one (1) year unpaid leaves of absence. A professional educator who volunteers for such leave and has ten (10) years of service with the District shall continue to receive District paid medical/dental benefits for up to one (1) year. Upon written request, such leave may be extended for an additional year providing the layoff condition remains in effect. Such professional educators shall have the same rights to return to the District as professional educators returning from leaves of absence.

20.1.3.1 The provisions of ORS 342.934(2) (a) and (b) relating to transferring professional educators and combining positions to avoid layoff shall apply.

20.1.4 Technology

If during the term of this Agreement bargaining unit positions are to be eliminated due to technology, the District will first notify the Association of such possibility and allow opportunity for discussions of other options which may be available, including retraining.

20.2 Lay-off

20.2.1 Except as required by ORS 342.934 as it pertains to cultural competency and linguistic ability, professional educators shall be laid off according to length of continuous service with the District provided that those professional educators who are retained are both competent or will qualify as competent, and hold necessary licensure from TSPC or necessary certification or licensure under other professional disciplines. Length of service (seniority) shall be based on the first day of actual service with the School District. Leaves shall not be considered as interruptions of continuous service. If two or more professional educators have the same first date of actual service, seniority shall be determined by predetermined lot (done prior to the effective notice of layoff). Professional educators of less than half-time shall not be used to supplant professional educators who are half-time or more.

20.2.2 Competence shall be defined as the ability to teach a subject or grade level based on recent teaching experience related to that subject, as further defined by Appendix D, or grade level within the last five years, or educational attainments, or both, but not based solely on being licensed to teach. The District shall consider a professional educator's willingness to undergo additional training or pursue additional education in deciding upon questions of competence. Grade level shall mean the grade levels PK-8, or 6-12. For the purpose of the articles on layoff and transfer, Behavior Management Specialists, Student Services Specialists, Child Development Specialists, Social Workers, School Psychologists, Audiologists, Special Education, English as a Second Language, and Bilingual Programs shall be considered as "subjects." For the purpose of the articles on layoff on transfer, a Bilingual Program is defined as a program where 50% or more of student instruction is in a language other than English.

20.2.3 Professional educators who do not have recent experience in the subject or grade level where they seek to be retained may nevertheless qualify as competent if they have completed recent (within the most

recent five years) training that is agreed upon by both the district and the professional educator as adequate preparation for the assignment or are willing to complete training applicable to that subject or grade level. TOSAs, mentor teachers, and other specialists who work primarily with adults shall qualify as being competent in the subject area or grade level that they previously occupied within PPS even if they have been out of the position that primarily provides direct service to students for longer than five years. This provision shall also apply to released-time PAT officers.

- 20.2.4 If the professional educator asserts a right to be retained in a position(s) where they have not had recent training or experience as defined above, the District and professional educator shall review the professional educator's training and experience to that date and determine the course of training to be completed. The District shall reimburse the professional educator for tuition according to Section 22.2.2 for any credit hours required by the District in this retraining plan. Professional educators may use their 12 hours of tuition reimbursement for a two-year period without limit in any one year for coursework required by the retraining plan. If the District and professional educator mutually agree, mentoring or other educational opportunities may be substituted for all or part of the college or District in-service credit required. The District shall provide final notification of the training or additional education requirements to be required and the timeline required, and the professional educator shall either accept the training as a condition of accepting the position or shall decline and thus be laid off.
- 20.2.5 Following the implementation of a layoff, the District may administratively transfer professional educators in accordance with Article 18 who remain as necessary to meet staffing needs.
- 20.2.6 If a professional member is to be/is fully or partially laid off and a portion of an assignment becomes available for which the professional educator is licensed and competent, the District shall assign the FTE to the professional educator or offer to recall the professional educator to that portion of the assignment. Professional educators who are partially laid off (have reduced FTE) shall have recall right to the portion of their position that was reduced. However, the District may reduce and/or increase FTE following Article 7 part-time FTE fluctuation without this resulting in a layoff.
- 20.2.7 No bargaining unit position in the District shall be considered "vacant" for purposes of ORS 342.845(5) if filling the position with a non-extended administrator would cause another professional educator to be laid off, or if there is a professional educator on the recall list who would otherwise be entitled to be recalled to that position.

20.3 Layoff Benefits

- 20.3.1 The District shall provide medical benefits to professional educators who are laid off for a period of three (3) months following the month in which their coverage would otherwise end. The laid off professional educator may then continue medical benefits at their own expense in accordance with the provisions established by the Health and Welfare Trust.
- 20.3.2 Professional educators covered by this article shall be given consideration for work as a substitute; such will not affect the professional educators' recall rights.

20.4 Recall

- 20.4.1 Professional educators who are laid off shall have the responsibility when asked originally to notify the District of their interest in and willingness to be recalled. They must reaffirm such interest by notification to the District's Human Resources Department, in writing, if asked, on or before April 1 of every year for three (3) years following their effective date of layoff.

- 20.4.2 Professional educators who are laid off shall be recalled to positions they are licensed and have competence or will qualify as competent (as defined in Section 20.2) to fill when a vacancy occurs, in the order of most senior first.
- 20.4.3 A professional educator who has been laid off may refuse one (1) job offer without loss of recall rights.
- 20.4.4 Professional educators who are recalled for an FTE amount less than their FTE amount at the time of layoff may decline the position and remain on the recall list until another position becomes available that is comparable in FTE to the position at the time of layoff. A member on lay-off who accepts a lower FTE job offer, shall remain on the recall list for their original FTE position.
- 20.4.5 The District's obligation to recall a professional educator shall terminate following three (3) years of layoff status or upon two (2) refusals by a professional educator to accept a position offered by the District or if the professional educator resigns.
- 20.4.6 If a professional educator is recalled, the professional educator must indicate their acceptance within five (5) days following receipt of the notice of recall. The professional educator must report for work within thirty (30) days within up to sixty (60) days if the employer does not release such professional educator or sixty (60) days if employed by another District), following receipt of such notice or be considered to have refused the position. In doing so, shall relinquish any and all rights under this Agreement and shall be deemed as having resigned their employment with the District.
- 20.4.7 A professional educator who is recalled and returns to work shall return with the same probationary or contract status, placement on the salary schedule and all other seniority-related and accrued benefits held prior to being laid off.

ARTICLE 21 MENTOR PROGRAM

21.1 Professional Educator Mentor Program

- 21.1.1 The District intends to maintain a mentor program for the purpose of providing support and assistance to new and/or inexperienced professional educators.
- 21.1.2 The District intends that the Professional Educator Mentor Program described in Article 21 of this Agreement, in addition to academic mentoring, also provide a culturally specific mentoring support program to newly hired educators of color, who may request a mentor of color. Educators of color who volunteer to provide this support shall be compensated at 3% percent of base salary, for each colleague they support.
- 21.1.3 Depending on the needs of the District and the mentor program, mentors may be assigned on either a full-release or an extended responsibility basis.
 - 21.1.3.1 Full-release mentors shall be compensated according to placement on the salary schedule plus one thousand five hundred dollars (\$1500) per school year.
 - 21.1.3.2 Extended responsibility mentors shall be compensated according to placement on the salary schedule, plus they shall receive extended responsibility pay per school year in accordance with Appendix B.
- 21.1.4 The mentor program shall operate within the following parameters:
 - 21.1.4.1 A professional educator must have contract status and four (4) or more years of experience in the District in order to be eligible to be a mentor. No professional educator shall be designated as a mentor without their consent.
 - 21.1.4.2 Mentors shall not participate in the evaluation of beginning professional educators (mentees). Observations made and data collected by the mentor shall be used solely for the purpose of providing assistance to the mentee and shall not be used in the evaluation of the mentee. Supervisors/evaluators and mentors shall not discuss individual mentee concerns/areas for improvement without the prior approval of the mentee. Written or other reports of a mentor regarding a mentee may not be used in the mentee's evaluation.
 - 21.1.4.3 At the educator's request, the mentor program may be used as part of a Plan of Assistance¹ for any professional educator. All language in 21.1.4.2 shall apply to mentors whose mentees are on a Plan of Assistance.
 - 21.1.4.4 Collaborative Assessment Logs (CAL) shall not be shared with supervisors or used in the evaluation of the mentee. Self-assessment instruments shall not be used to evaluate mentors or mentees.
 - 21.1.4.5 Mentees shall not be required to develop additional professional goals beyond what is required in the *Portland Public Schools Handbook for Professional Growth and Evaluation*.
 - 21.1.4.6 Any professional educator released from regular duties to participate in activities related to the mentor program shall be released without loss of pay and shall not be charged leave. Mentors and mentees who are asked and volunteer to work up to five (5) days outside the standard school year shall be compensated at their per diem rate of pay.
 - 21.1.4.7 The ratio of mentors to mentees in the full-release model shall be no more than 1 to 15. Any change to the ratio shall be by mutual agreement between the District and the Association. The extended responsibility mentor model operates on a one-to-one basis.
 - 21.1.4.8 The Association shall partner with the District in the selection of mentors. The Mentor

¹ The language used here to describe a Plan of Assistance must be aligned to match the language in the Evaluation Handbook that refers to Programs of Assistance of Improvement.

Selection Rubric shall not be used to evaluate a professional educator. Videos of mentors' coaching practices shall not be used in the evaluation of mentors.

- 21.1.4.9 Reconsideration of assignments shall not result in a reduction of FTE assigned to any mentor.
- 21.1.5 The mentor program may be expanded or discontinued at the discretion of the District.
- 21.1.6 Any professional educator new to the profession, or new to the District, who are required for licensure to complete a clinical fellowship will receive support, as available, from a professional educator that volunteers and that meets the licensing/certification supervision requirements. The volunteer supervisor shall receive up to 36 hours of extended hours pay for supervision related to the completion of the clinical fellowship year.
- 21.1.7 Special Educators new to the profession or new to the District will receive mentorship and/or peer support during the first three (3) years of employment in the District based upon available peer support. The District will make reasonable efforts to recruit Special Educators as peer mentors and survey contract Special Educators every Semester to recruit mentors. When possible, this mentorship or support will be offered through a Special Education colleague at their work location who will be provided time in their workday to provide support and will be paid extended hours for each hour worked for any work done outside of the contract day². If no Special Educator is available at the work location, the District will provide a mentor or peer support from another work location.

² A professional educator who chooses to provide mentorship during their individual planning time or case management time, including the 15 minutes at the end of the work day, can do an equivalent amount of planning time outside of the work day and be compensated at their hourly rate for the length of the mentor session.

ARTICLE 22

PROFESSIONAL GROWTH

- 22.1 The District and the Association support the principle of continuing training for professional educators, participation by professional educators in professional organizations in the areas of their specializations, and leaves for work on advanced degrees or special studies, foreign travel and participation in community education projects.
- 22.2 The Guidelines for Professional Growth/In-service shall be revised by the District and the Association and distributed to professional educators.

22.2.1 Continuing Education Obligations

It is recognized that there may be in-service offerings that professional educators are requested by the District to attend outside the normal professional work day described in Articles 6 to 8. In such cases, professional educators who agree to attend shall be paid at the professional educator's regular hourly rate under the salary schedule.

22.2.2 Tuition Reimbursement¹

22.2.2.1 The District shall pay the full cost of tuition and other reasonable coursework expenses (e.g., laboratory fees, books, and the like) incurred in connection with any specific courses, workshops, seminars, conferences, in-service training sessions, or other such sessions in which attendance is specifically requested or required by the District. This section applies to coursework and other expenses (including testing and other licensure fees) related to adding other licensures requested by the District.

22.2.2.2 The District shall reimburse professional educators for tuition cost for up to six (6) non- cumulative hours in a 12-month period for which graduate credit is granted by a college or university. Reimbursement shall be for the cost of tuition or the tuition rate for graduate courses at Portland State University, whichever is less. Coursework must be toward an advanced degree, TSPC licensure, professional education courses, or related to the professional educator's assignment. Evidence of a passing grade is required. Reimbursement shall not be made for books, lab fees, I.D. cards, gym fees, food, housing, transportation, supplies or other tuition expenses. Professional educators shall be reimbursed within sixty (60) days of submitting proof of satisfactory completion of the course. A professional educator must remain employed with the District for at least one (1) semester following reimbursement.

22.2.2.3 Tuition reimbursement funds shall be available to temporary professional educators employed for a position that is expected to exist for more than one hundred thirty-five (135) days. In addition, a temporary teacher who is employed for less than one hundred thirty-five (135) days may apply and may be approved for tuition reimbursement if their building administrator supports their application for the funds. The temporary teacher who receives tuition reimbursement must remain employed with the District for at least one (1) semester following reimbursement if the District offers the temporary teacher continued employment.

22.2.3 National Board Certification Fees

Reimbursement shall also be made for the fee charged to a professional educator who takes and passes a National Board Certification to obtain a specialty area endorsement. This amount shall be within the tuition cost as stated in Section 22.2.2.2.

22.2.4 State-Approved Professional Exams

A professional educator may access their professional growth funds for requests for State Approved

¹ Tuition reimbursement and professional development funds are separate pools of funds.

Core Academic exams such as the Praxis or Oregon Educator Licensure Assessment (ORELA:NES). Professional educators shall be reimbursed following sixty (60) days of submitting documentation of a passing score.

- 22.3 The District shall pay, either through reimbursement to the professional educator or direct payment to the appropriate agencies, for the cost of fingerprinting for licensure/certification renewal.
- 22.4 Because Speech and Language Pathologists, Licensed Professional Counselors, and Licensed Clinical Social Workers participate in Medicaid billing for services, the District shall pay for licensure costs/fees for these eligible staff to obtain or renew licensure from Board of Examiners for Speech-Language Pathology and Audiology, the board of Licensed Professional Counselors and Therapists, and the Board of Licensed Social Workers.
- 22.5 Student Teachers/Interns

Upon mutual agreement between the professional educator and the District, student teachers, interns or observers may be placed with the professional educator. The District will request that the college or university advise the professional educators of the type and amount of honorarium to be paid at the time the professional educators are asked to be a supervising teacher/educational professional.
- 22.6 The District and the Association agree pipeline programs for future educators of color to join the District align with the District's and the Association's core values of racial equity and social justice and student achievement, particularly underserved students. The parties are in support of programs, such as the Portland and the District's Career Lattice Programs focused on educators of color, including the EA/Para-Teacher track and the Coach to Teacher Track. Applicants who have participated in the Portland Teacher Program, EA/Para-Teacher track, Coach to Teacher Track, or any other future Career Lattice Program focused on educators of color are eligible to receive letters of intent as described under Article 18.4.4.1.
- 22.7 Professional Growth Fund

The District agrees to annually budget a fund to pay the expenses of professional educators who work half-time (.5) or more to attend professional conferences.
- 22.8 A conference to be attended may be selected by the professional educator. Approval shall not be denied provided the conference is consistent with District goals including racial equity, climate justice, and has a legitimate pedagogical purpose. Transportation, meals, lodging, and registration shall be deemed appropriate expenses. Meals shall be reimbursed at the IRS rate, which shall be adjusted annually. A professional educator attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation. The approval shall designate what portion, if any, of such leave time shall be charged against professional leave. Professional educators shall, upon request, submit a written report regarding such conferences. Professional educators are eligible for advances on professional funds when necessary documentation is presented. If an advance is not requested, professional educators shall be reimbursed within thirty (30) days of submitting complete and accurate documentation of expenses.
 - 22.8.1 Professional educators are eligible for advances on professional funds when necessary documentation is provided. If an advance is requested by the professional educator and such advance request is approved by the District, payment in consideration of that advance will be issued within thirty (30) days of the date the expense is expected to be incurred. Consistent with IRS regulation and District policies and procedures, the District's Travel/Training Expense Reimbursement Request Form and all supporting documentation of expenses related to the advance received must be submitted no later than sixty (60) days from the date the actual expense was incurred. The District shall notify the professional educator of the sixty-day (60-day) deadline when the member is approved for the funds, and thirty (30) days after the approved trip is scheduled to begin. For this provision "days" means calendar days.
 - 22.8.2 If an advance is not requested, professional educators shall be reimbursed within thirty (30) days of submitting complete and accurate documentation of expenses. Consistent with IRS regulations and District policies and procedures, the District's Travel/Training Expense Reimbursement Request Form and all supporting documentation of expenses must be submitted no later than sixty (60) days from the date the expense was incurred.
 - 22.8.3 If a professional educator submits for reimbursement beyond the sixty (60) day limit, the amount of reimbursement shall be reduced by the amount of employer and employee associated taxes.

- 22.9 The cost of substitutes made necessary by attendance at conferences for which expenses are paid from the fund shall be borne by the District and shall not be charged against the fund.
- 22.10 The Guidelines for use of the Professional Growth Fund shall be revised by the District and the Association and distributed to professional educators. Under this Agreement, the following guidelines shall be implemented:
- 22.10.1 Two Thousand Two Hundred Dollars (\$2,200) shall be available to professional educators only once every three years.
- 22.10.2 Applications must be processed within one (1) week of being submitted by the professional educator.
- 22.10.3 These funds shall not be available to temporary professional educators unless the temporary educator is employed for a position that is expected to exist for more than one hundred thirty-five (135) days. In addition, a temporary teacher who is employed for less than one hundred thirty-five (135) days may apply and may be approved for Professional Growth Funds if their building administrator supports their application for the funds and expects the individual to be re-employed by the District the following year.

ARTICLE 23

PROFESSIONAL EDUCATOR RIGHTS AND JUST CAUSE

- 23.1 No professional educator shall be disciplined, reprimanded, or reduced in compensation without just cause. Reprimands shall be made privately and not in the presence of students, parents, professional educators or members of the community. Professional educators who have completed three (3) full years of service and are not covered by the Fair Dismissal law shall not be dismissed without just cause. Plans of Assistance and Letters of Expectation are not disciplinary and shall not be issued for misconduct.
- 23.2 A determination of sexual conduct or abuse as provided by Oregon law is subject to just cause and other contractual provisions and may be grieved as outlined in Article 5.
- 23.3 This Article does not apply to dismissal, except as provided in Section 23.4, or nonrenewal of professional educators. However, professional educators subjected to nonrenewal or dismissal shall be afforded the procedural rights of due process.
- 23.4 In the event of dismissal from employment a contract professional educator may elect to appeal the dismissal to binding arbitration in accordance with Section 5.5 of this Agreement, or the Fair Dismissal Appeals Board, but not both. Dismissal shall mean termination during the contract year for any professional educator or a second non-extension of a contract professional educator. The professional educator must so notify the Superintendent, in writing, within ten (10) calendar days after receipt of notice of the dismissal decision of the District's School Board. Just cause shall not apply to probationary professional educators who are non-renewed or dismissed, and temporary professional educators completing the term of their contract may not appeal to arbitration.
- 23.5 The personal life of a professional educator is not an appropriate concern of the District, except where it relevantly affects the professional educator's fitness for or performance of their professional duties.
- 23.6 Removal from an Extended Responsibility Assignment
- 23.6.1 If a professional educator is removed from an extended responsibility assignment, upon request they shall be given the reasons in writing and afforded the opportunity to have a representative present in any discussion with the supervisor.
- 23.6.2 If a professional educator starts an extended responsibility assignment during a school year, and the professional educator is removed from the responsibility during the school year, the professional educator shall be paid the entire salary due for that assignment, unless the professional educator is physically unable to perform the extended responsibility assignment.
- 23.7 Administrative Support at Parent Meetings
- A professional educator has the right to administrative support at any meeting with a parent. Professional educators shall not be required to meet with a parent without a workday's advance notice. If during any meeting with a parent and administrator it appears to the professional educator that complaints are being made that could result in the discipline of the professional educator, that professional educator has the right to ask for representation before continuing the meeting. A professional educator has the right to ask the supervisor to take administrative charge of the meeting when such a meeting is dealing with the job performance of or a possible action against the professional educator. Recordings shall not be allowed without the consent of the professional educator.

23.8 Investigations

Whenever a professional educator is directed to meet with an administrator or other representative of the District regarding a matter which could result in disciplinary action, termination, nonrenewal or layoff, the professional educator shall be given prior written notice including:

- 23.8.1 A description of the issue to be discussed in such meeting; including specific examples of the time, place and type of action being investigated, if known, at the meeting.
- 23.8.2 The right to have representation by the Association or private legal counsel present to advise the professional educator during the meeting.
- 23.8.3 If additional reasons for a meeting emerge after the initial notice, the District will provide an additional notice with the additional reasons. If the professional educator believes there is insufficient time between the additional notice and the meeting, the District can choose between rescheduling the meeting later to investigate all reasons, or schedule a second meeting for the additional reasons.
- 23.8.4 Professional educators are not to be interviewed or questioned at the time of notice.
- 23.8.5 If the allegation is related to sexual conduct or abuse, the investigation will be conducted by Employee and Labor Relations and/or an appropriate subject matter expert for sexual misconduct or abuse.
- 23.8.6 Bargaining Unit Members shall not conduct investigations of other bargaining unit members.
- 23.8.7 The parties shall cooperate in good faith to schedule the meeting within a reasonable period of time. The parties shall identify their respective representatives and communicate it to the other party prior to the meeting.
- 23.8.8 This section does not apply to a meeting where the sole reason for the meeting is to discuss re-assignment.
- 23.8.9 The written notice of the meeting shall not be placed into the professional educator's building file or personnel file but may be kept in an investigation file.
- 23.8.10 At the conclusion of the investigation, a determination will be issued and retained in the investigation file. A copy of the determination will also be provided to the professional educator. The determination shall be issued within thirty (30) calendar days of the conclusion of the investigation unless there are extenuating circumstances.

23.9 Letter of Expectation

- 23.9.1 A Letter of Expectation is a written notice of an expectation, standard, policy or procedure arising from a complaint or an administrative concern. Letters of Expectation will not include standards stated in the evaluation rubric. A Letter of Expectation is not a finding of fault or misconduct and is not a disciplinary action. The District will only cite Letters of Expectations in discipline as written notice of an expectation, policy, standard, procedure, directive or rule that are related to the underlying conduct.
- 23.9.2 A Letter of Expectation must conform to the template agreed upon by the parties (Appendix K). Letters of Expectation shall be placed in the official district personnel file. Letters of Expectation shall be removed from the official district personnel file after six (6) years. Professional educators who have received a Letter of Expectation have the right to review any letters of expectation addressed to them and attach a response.

23.10 Paid Administrative Leave or Alternative Assignment

- 23.10.1 A professional educator who is removed from work pending an investigation and is available to report to work shall be placed on paid administrative leave or the District may place the professional educator in an alternative assignment. Alternative assignments will not result in a reduction in compensation or benefits.

- 23.10.2 If the professional educator on paid administrative leave is unavailable to report to work, they will be removed from paid administrative leave status and will be able to appropriately use any leave accruals until the professional educator is available to report to work and be placed back on paid administrative leave status.
- 23.10.3 The District shall not dock a professional educator's paid leave balance in lieu of actual time off for a disciplinary suspension, or retroactively change Paid Administrative Leave to unpaid disciplinary suspension, unless there is agreement by the employee and Association.
- 23.10.4 Paid administrative leave or alternative assignment should be limited to situations where:
- 23.10.4.1 The presence of the employee in the workplace might tend to interfere with an investigation;
 - 23.10.4.2 There are concerns the employee will repeat the alleged serious misconduct;
 - 23.10.4.3 Removal of the employee from the worksite is appropriate to maintain the safety and security of students and/or staff; or
 - 23.10.4.4 The alleged misconduct is serious enough to result in dismissal, if substantiated.
 - 23.10.4.5 Paid administrative leave is required by law.
- 23.10.5 Paid administrative leave letters will conform to the template attached as Appendix L of this Agreement and provide a description of the reason for the paid administrative leave, which is sufficient for the employee and Association to understand the events being referenced. The Association may contact the District's Labor Relations Office for additional information. The District shall place paid administrative leave letters in the investigation file, not in the professional educator's personnel file.
- 23.10.6 The investigation shall be conducted promptly in order to limit the time that the professional educator is involuntarily away from work. Investigations of professional educators on Paid Administrative Leave will be given priority over other investigations. If the administrative leave pending investigation lasts longer than ten (10) work days, the District shall notify the professional educator in writing of the reasons.
- 23.10.7 While on administrative leave, if a professional educator needs access to their PPS email to gather evidence for the investigation, the District will work with the Association to allow for that access. By arrangement with the site administrator, the professional educator shall also have access to materials from their classroom or office.
- 23.10.8 School and program administrators will not communicate that a professional educator is on administrative leave or disclose the reason for the administrative leave to staff, parents, students or the public. In the case where violence, child endangerment or criminal behavior is alleged, the administrator can inform those who need to know that the professional educator is not at the school. In all cases, when asked directly about the professional educator's whereabouts, the Administrator may respond that the professional educator is not at the school.

23.11 Required Examination by Physician

- 23.11.1 The District may direct a professional educator to be examined by the professional educator's physician if there exist substantive reasons which call into question a professional educator's ability to perform assigned duties. The professional educator shall be counseled as to the concern that has prompted the referral. The professional educator shall provide the District a statement from their personal physician that confirms that the District's concern is being addressed and that the professional educator is able to perform assigned duties or is unable to continue at the present time. The professional educator will not be required to release her/his private medical records.
- 23.11.2 If the professional educator does not have a physician, or a substantive reason exists, the District may direct the professional educator to be examined by the District's physician. The District shall provide the professional educator with the reasons prior to being examined by the District's physician. The

District shall pay for any such examinations and also provide the necessary release time. The District shall request that the physician only disclose medical information specific to the reason that prompted the referral.

- 23.12 A professional educator shall not be required by the District to involuntarily submit to testing of bodily fluids unless there is a substantive reason to believe the health and safety of others is at risk.

23.13 Exceptional Medical/Health Care Needs

Professional Educators routinely have assigned to their regular classrooms students with special needs. Some of these students have exceptional medical/health care needs that are of a nature requiring the use of technical procedures, medical hardware, or supplies in personal health maintenance cycles. Professional educators shall not be required to have back-up training or responsibilities for the medical procedure. (This does not eliminate the option of professional educators assisting in emergencies or in volunteering to participate in training and practices for which they feel some comfort.)

23.14 Lost Keys

Professional educators shall not be required to reimburse the District for lost keys. Professional educators will not be responsible for re-keying District facilities. Professional educators shall be responsible for safeguarding keys in accordance with District regulations.

23.15 Standardized Testing

Student performance on standardized tests is not designed or intended to and shall not serve as the basis for involuntary transfer, layoff, recall, placement on the salary schedule, and/or disciplinary action.

23.16 Respectful Working Environment

- 23.16.1 Purposeful, intentional conduct by an individual or group of individuals against another, if a reasonable person would consider the behavior to be threatening, intimidating or offensive, is inconsistent with a respectful work environment. Examples include verbal abuse or other behavior that demeans, threatens, humiliates or intimidates others in the workplace. No professional educator shall be retaliated against for reporting, grieving or protesting such behavior. Likewise, no professional educator shall retaliate against a co-worker, or other District staff for reporting, grieving and/or protesting such behavior on the part of a professional educator. This section shall not be interpreted to mean that bargaining unit members may file a grievance against other bargaining unit members.

- 23.16.2 Reasonable counselling, discipline or job performance evaluations are consistent with a respectful working environment and are not prohibited by this provision.

- 23.17 The District shall comply with Oregon law that prohibits the use of polygraph examinations for employment purposes (ORS 659A.300); and prohibits an employer from requiring an employee to provide access to the employee's personal social media account (HB 2654 effective January 1, 2014).

ARTICLE 24
NON-DISCRIMINATION

- 24.1 In matters of wage, hours and employment relations, or any other matter covered by this Agreement, the District agrees to follow a policy of not discriminating against any professional educator on the basis of race, color, national origin, ancestry, sex, age, weight, height, marital status, religion, disability, sexual orientation, gender identity, lawful off-duty political activity or associations, membership or non-membership in the Association or participation in its activities, the fact that the professional educator's residence is outside the District, or as otherwise provided by School Board policy.
- 24.1.1 However, this provision shall not be construed to prevent the following:
- 24.1.1.1 District participation in programs conducted in an effort to increase opportunities for historically underserved groups, subject to the provisions of this Agreement;
 - 24.1.1.2 distinctions authorized by law; and/or
 - 24.1.1.3 consequences of District policies pertaining to assignment of spouses both employed by the District if one is an administrative or supervisory employee.
- 24.2 The interpretation given to this Article shall be consistent with the proper interpretation of the provision of the Oregon Fair Employment Practices Act contained in ORS Chapter 659A. A grievance alleging violation of Section 24.1 of this Article may not be appealed to arbitration if the alleged discrimination is based on one or more legally protected classes.

ARTICLE 25

COMPLAINT PROCEDURE

- 25.1 "Complaint" typically originates from a parent, other citizen, or a nonsupervisory third party.
- 25.2 Investigations into complaints of sexual misconduct, harassment, or abuse, will be conducted by a Senior Partner or other comparably experienced member of Employee and Labor Relations and/or an appropriate subject matter expert
- 25.3 If a complaint is made to a supervisor about the professional educator and the supervisor believes it warrants further consideration, such complaint shall be handled as follows:
 - 25.3.1 After hearing the complaint, the supervisor will request that the complainant discuss the matter directly with the professional educator, except if the complaint involves allegations of sexual conduct or abuse or if the supervisor has a concern about the safety of any party. The supervisor shall not be involved in this discussion unless their presence is requested by either party.
 - 25.3.2 If the complainant refuses to discuss the matter with the professional educator or, if after discussing the matter with the professional educator the complainant is still dissatisfied, the supervisor will cause the complaint to be reduced to writing.
- 25.4 If the supervisor decides to proceed further with the written complaint, it shall be processed within ten (10) workdays of receipt under the following circumstances:
 - 25.4.1 If the evaluating supervisor intends to make a record in the evaluation report of the professional educator against whom the complaint was made;
 - 25.4.2 If the supervisor intends to place a record of such complaint in the professional educator's personnel file or the building file;
 - 25.4.3 If in the supervisor's judgment such complaint is sufficiently relevant to the professional educator's performance so as to indicate the need to meet (The professional educator may have a representative present at any such meeting.); and
 - 25.4.4 If a professional educator learns of a complaint and requests a meeting.
- 25.5 The supervisor shall meet with the professional educator and shall describe the nature of the complaint including specific examples of the time, place and type of action complained of, if known, at the conference. The professional educator may have (a) representative(s) present at such meeting. The name of the complainant may be given as part of the discussion of such specifics. The unit member will have an opportunity to respond fully to the complaint. If, however, the complaint is used in any manner to support actual or recommended discipline, administrative transfer, nonrenewal or dismissal, such record shall be placed in the personnel file and the complainant's name shall be disclosed if the unit member so requests.

ARTICLE 26 PERSONNEL FILE

- 26.1 There shall be only one official District personnel file, which shall be maintained by the Human Resources Department. If the District plans to move to an electronic personnel system, it shall give prior notice to the Association.
- 26.2 With the exception of items which are duplicates of those in the District file, evaluation materials as described in the *Portland Public Schools Handbook for Professional Growth and Evaluation*, and in-service records, and other official records, materials in the supervisor's building file, including Letters of Expectation, shall be removed when the supervisor or the professional educator is transferred.
- 26.3 Each professional educator shall have the right upon request to review the contents of their District personnel file as well as any similar building file maintained by their supervisor. Upon request, the professional educator shall be provided with a copy of all or part of their personnel file from the District.
- 26.4 A representative of the Association may:
 - 26.4.1 at the professional educator's request accompany the professional educator in this review; or
 - 26.4.2 be authorized by the professional educator in writing to review the file.
- 26.5 Section 26.4 does not limit the Association's right to information under the PECBA.
- 26.6 A professional educator shall be provided a copy of any materials relating to the professional educator's work performance if such materials are to be placed in the professional educator's personnel file. A complaint shall not be placed in the professional educator's personnel file unless accompanied by a written directive from the administrator. Each professional educator's personnel file subject to review shall contain the following minimum items of information:
 - 26.6.1 all professional educator evaluation reports
 - 26.6.2 transcript of academic records
 - 26.6.3 contract status recommendation.
- 26.7 The professional educator may respond to any item placed in the professional educator's personnel file or the record described above of the professional educator maintained by the supervisor and said response shall become a part of the file. A professional educator may request and have granted that any materials in the District personnel file (excluding evaluations and letters stating final disciplinary actions) be removed from their file if after three (3) years of being written no subsequent similar entries have been made into the professional educator's personnel file.
- 26.8 Letters of Expectation shall be removed from a professional educator's official district personnel file six (6) years after the date of the Letter of Expectation.

ARTICLE 27 EVALUATION

- 27.1 The performance of professional educators shall be evaluated in writing in accordance with the provisions of the *Portland Public Schools Handbook for Professional Growth and Evaluation* (hereafter referred to as the “*Handbook*”) dated December 16, 2013. Any revisions of the Handbook shall be mutually agreed upon. The jointly agreed upon evaluation forms will be included in the Handbook.
- 27.2 The Handbook and appendices shall be made available in electronic form to all professional educators and District administrators. An electronic copy of the Handbook and appendices, including the Framework and appropriate forms setting forth criteria to be used in evaluations, shall be distributed to professional educators whenever the Handbook is revised and to all professional educators who are being newly evaluated using the Handbook.
- 27.3 An evaluator’s rating of a professional educator in an element or a component shall be based on direct evidence supporting the rating and the evaluator shall include the evidence in the written evaluation.
- 27.4 Testing
- Student performance on District-wide and/or other standardized tests may indicate where modifications of instruction are required, and the implementation of such modifications may be part of the evaluation process. However, evaluations or criticism of a professional educator shall not be based specifically on the issue of comparisons of such student performances.
- 27.5 While varied sources of information are weighed and considered, observations of a professional educator’s performance and written evaluations shall be done only by licensed administrators. No member of the bargaining unit shall be the individual responsible for the evaluation of another member of the unit. Observations of professional educators made by non-administrators in the course of the non-administrators’ duties shall not be shared without written permission of the observed professional educator.
- 27.6 Evaluation Cycle
- 27.6.1 The evaluation cycle differs for probationary educators and contract educators. All professional educators in the bargaining unit shall be included in the definition of probationary or contract educators in accordance with Article 1: Status and Effect of Agreement.
- 27.6.2 Probationary professional educators shall be formally evaluated at least two (2) times during the school year. The written Formal Observation Summary (Form 5) shall be completed on the following schedule: Probationary 1: by October 31; Probationary 2: by the last working day preceding the Thanksgiving Holiday; and Probationary 3: by the last working day preceding the Winter Break. The Summative Evaluation Report (Form 6) for all probationary professional educators shall be completed by March 1st.
- 27.6.3 Unless substantive reasons exist, contract professional educators in Option 1 shall be on a two-year evaluation cycle. During year one (1), the Supported Phase of the cycle, contract professional educators will continue to work on their goals and reflect on their practice. During year one (1), the evaluator may conduct informal observations.
- 27.6.4 Substantive reasons shall include evidence of unsatisfactory performance as defined by the evaluation Framework, and as documented through informal observations. Assignment to a new building shall not be considered a substantive reason to be placed on a Supervised Phase.
- 27.6.5 During year two (2), the Supervised Phase of the cycle, the process of observations and conferences described in the Handbook will culminate in a summative evaluation meeting in which the evaluator

and professional educator shall review a written summative evaluation report. The summative evaluation report shall be submitted by May 1st of the year it is due.

27.6.6 Upon request, a professional educator shall be provided with a copy of the original notes made by the evaluator during an observation.

27.6.7 A copy of the written evaluation shall be submitted to the professional educator at the time of the formal evaluation conference or within ten (10) days thereafter; one (1) copy is to be signed and returned to the administration, the other is to be retained by the professional educator.

27.6.8 A professional educator having more than one supervisor shall not be subject to more than one evaluation cycle / supervised phase. In addition, there shall be one of the two supervisors who conduct the evaluation; the additional supervisor may submit notes related to an observation being conducted.

27.7 Evaluation Committee

No later than 90 days following the ratification of this CBA, the District and the Association will form a committee that will develop a mutually agreed upon updated process and evaluation tool for educator by May 1 of the year preceding the year it will be used. Half of the committee shall be PAT members appointed by the Association. The Evaluation Committee will meet to continue its work on the evaluation process and Handbook for revisions as needed.

27.8 Observations and Conferences

27.8.1 Formal Observations

27.8.1.1 Formal observations shall be preceded by a pre-observation conference and shall be followed with a post-observation conference.

27.8.1.2 Following the observation, the evaluator shall give a copy of the original observation notes to the professional educator.

27.8.1.3 A post-observation conference between the professional educator and evaluator shall take place generally within five working days following the formal observation and shall be private.

27.8.2 Summative Evaluation

27.8.2.1 A Summative Evaluation Report shall be completed for probationary professional educators and submitted by March 1. A Summative Evaluation Report shall be submitted for contract professional educators at least every other year by May 1st of the Supervised Phase.

27.8.2.2 The educator shall sign a copy of the Final Summative Evaluation Report to signify receipt of, not agreement with, the Report.

27.9 A professional educator or an administrator may request the presence of an observer at any formal evaluation meeting.

27.10 In the event that the professional educator feels that the evaluation was incomplete or unjust, they may put their objections in writing and have them attached to the evaluation report to be placed in their personnel file. Such written objections shall normally be made within thirty (30) days of receipt of the evaluation.

27.11 Plan of Assistance

27.11.1 The Plan of Assistance shall be in writing and include the following:

27.11.1.1 A description of the deficiency which is to be addressed by the Plan of Assistance; and

27.11.1.2 A plan for achieving the desired performance improvement. The plan of assistance shall include:

a. The description of the improvement in performance that the educator is expected to achieve;

- b. A description of resources to be used and assistance to be provided by the District; and
- c. The plan shall contain a reasonable timeline for completion and include a schedule for assessing progress towards achieving improvement in performance.

27.11.2 Upon request of the professional educator, following successful completion of a Plan of Assistance, the educator shall be given written verification. A copy of this notice shall be placed in the personnel file.

27.11.3 Waiver

27.11.3.1 The parties agree that the provisions of ORS 342.895(5) are hereby waived by the District for the duration of this Agreement. That is, should a grievance or other claim of violation of applicable evaluation procedures or fundamental unfairness in a Program of Assistance for Improvement be held by the Association or individual professional educator, such grievance shall be filed in a timely manner pursuant to the provisions of the grievance procedure set forth at Article 5: Grievance Procedure. Such a grievance shall not be held in abeyance for the timeline set forth in ORS 342.895(5). This waiver is subject to the repeal or amendment of ORS 342.895(5) during the term of this Agreement.

27.11.3.2 The parties understand that the filing of a grievance as described above shall not operate to delay or otherwise impede the District's right to implement the Program of Assistance for Improvement.

27.12 A grievance relating to an evaluation of a professional educator may be filed to the extent that it alleges:

27.12.1 An item the educator can demonstrate is untrue; or

27.12.2 A violation of the procedural requirements of this Article; or

27.12.3 A violation of (a) specific provision(s) of the Handbook and any revisions to that document.

27.13 Nothing in this Agreement shall be construed to limit the opportunity of the professional educator or of either party, to make claims concerning alleged violations of this Agreement or of policies, in their presentations to the Fair Dismissal Appeals Board.

27.14 A grievance arbitration will not result in a requirement that the evaluation be modified or withdrawn unless it is shown that a violation of the evaluation process as described above directly affected the outcome of the evaluation. If an arbitrator determines that a probationary professional educator was not evaluated as described in 27.12 and that the failure to follow the evaluation process directly led to the nonrenewal, discharge or dismissal, the arbitrator may reinstate the professional educator but shall have no authority to grant any additional years of employment status, including contract status, beyond that which existed at the time the original evaluation which was subject of the grievance occurred. Thus, the arbitrator shall have no authority to rule separately on the issue of the nonrenewal, discharge or dismissal of the professional educator.

ARTICLE 28
NEGOTIATION PROCEDURES

- 28.1 Neither party shall have any control over the selection of the representatives of the other party.
- 28.2 The parties mutually pledge that their representatives will hold all necessary authority to make and consider proposals and concessions in the course of bargaining, subject to ratification by the Board and Association, respectively.
- 28.3 The parties agree to enter into collective bargaining over the successor agreement no later than the first workweek in January of any affected year.
- 28.4 Release time with pay shall be allowed to a maximum of six (6) Association representatives to the committee for up to twenty-five (25) bargaining meetings. Up to two (2) representatives representing the Association may be released from assigned responsibilities for full-time, but without pay from the District. Other negotiation meetings conducted during the workday shall be at the cost of substitute(s) to the Association. Upon mutual agreement, these meetings may occur during off-duty hours.
- 28.5 Strikes and Lockout
 - 28.5.1 Professional Educators and the Association will not be involved in any form of illegal work stoppage, boycott, or picketing concerning the District. Legally sanctioned activities authorized by ORS 243.726 or during reopened negotiations provided for in this Agreement are permissible. The District is not required to pay professional educators during any work stoppage.
 - 28.5.2 There will be no illegal lockout of professional educators by the District, as a consequence of any dispute arising during the period of this Agreement.

ARTICLE 29

ADMINISTRATION OF AGREEMENT

29.1 Contract Administration Meetings

- 29.1.1 Meetings between designated representatives of the District and the Association shall normally be held monthly for the purpose of reviewing specific problems relating to this Agreement. Such meetings are not intended to bypass the grievance procedure. Such meetings shall constitute an “informal grievance” hearing if the issue concerns an action of a central administration office having impact on professional educators and qualifies as a grievance under the terms set forth in Section 5.1.1. If, after ten (10) days, the issue is not resolved at one or more meetings, the Association may file a formal grievance at Level II.
- 29.1.2 Each party shall submit to the other, on or before the Friday prior to the meeting, an agenda of items to be discussed.
- 29.1.3 Release time with pay shall be provided to a maximum of three (3) Association representatives for attendance at up to eight (8) such meetings. Additional representatives may be released, as needed, to address a specific agenda item, generally with one (1) weeks’ notice.

29.2 Joint Contract Trainings

The District and PAT shall jointly plan and present joint contract training for building/program administrators and building/program reps. Such training shall be held within six months of ratification of this agreement.

29.3 Amendment of Contract

Should an administration meeting result in a mutually acceptable amendment of the present contract, then said amendment shall be subject to ratification by the Board and the Association, provided that the designated representatives shall be empowered to effect temporary, mutually agreed upon alterations to resolve special problems.

29.4 Written Communications

Written responses regarding unresolved issues when requested by either party shall be made within two (2) weeks following the meeting. “Responses” may be only preliminary in nature. This Article does not preclude modification of positions or responses.

29.5 Building/Program Contract Administration Meetings

At the request of the Association designated representative, principal, or program supervisor, a monthly meeting shall be held for the purpose of reviewing the administration of this Agreement as it pertains to that building or program and resolving problems which may arise. These meetings shall include elected Association building/program representatives and building/program administrators.

ARTICLE 30 SPECIAL EDUCATION

- 30.1 It is the intent of the Portland Public Schools District and the Portland Association of Teachers to work together to meet the diverse and unique needs of the District's students receiving special education services and to comply with Federal and State laws and regulation. All students will receive an education within the Least Restrictive Environment (LRE) that provides them the needed support for a Free and Appropriate Education (FAPE).
- 30.1.1 Major districtwide changes to the District's special education program will be discussed in the Instructional Program Council (IPC) as indicated in Article 2, prior to implementation. Problems relating to this Agreement shall be addressed in Contract Administration Meetings per Article 29.
 - 30.1.2 If Portland Public Schools forms a Special Education steering committee or staff advisory, up to 6 representatives will be appointed by the association. Release time or extended hours will be utilized to allow for educators to participate.
- 30.2 Full Continuum of Special Education Services
- 30.2.1 The District and the Association recognize the necessity of timeliness in addressing the essential learning needs and conditions of the students. As such, the District shall maintain a full continuum of special education services and sufficient seats in a variety of programs to meet eligible students' identified special education needs within an appropriate individual program for each student in the least restrictive environment, consistent with State and Federal regulations. The District will allocate support as defined in the student's individual education plan (IEP).
 - 30.2.2 Individual student's special education services and service delivery model are determined by the student's IEP team that directly works with the student. If a more restrictive placement is determined to be needed, but is not available, additional staff and resources will be provided at the current building level to meet the needs of the student. Staff already assigned to the building for specific programmatic purposes shall not count as the additional staff. All IEP teams shall follow district policies and procedures. IEP team decisions are made following state and federal law in order to address student needs
- 30.3 The terms of this Article do not in any other way modify or amend the PAT/PPS collective bargaining agreement or its application to Professional Educators assigned to a Special Education position.
- 30.4 For all professional educators assigned to provide special education services to students in one or more buildings, Article 7.14 applies.
- 30.5 Staff Ratios and Caseloads
- 30.5.1 The District shall adhere to the Special Education class size and special educator caseloads thresholds delineated in Article 8 of this agreement.
 - 30.5.2 Special Education Teacher caseload refers to the number of students for which a staff member is providing IEP/due process case management, including:
 - 1. students in the initial evaluation process with signed consent to evaluate;
 - 2. students with transfer IEPs, both in and out of state;
 - 3. private school students with Service Plans;
 - 4. the number of incoming kindergarten students with services on Individual Family Service Plans (IFSP);
 - 5. projected numbers of incoming students for middle schools, high schools, special schools, and the Community Transition Program (outgoing students will not be included).
 - 30.5.3 At all levels, every effort will be made for special education teachers to serve students for which they case manage. At times when this is unachievable, IEP teams will balance the

workload collaboratively. Special Education teachers working with the student will decide on which caseload list the student is captured.

- 30.5.4 For Special education educators that do not provide IEP/due process case management, caseload refers to the number of students for which a staff member is providing services. Services may include but are not limited to the following activities: assess students, attend IEP process meetings (including the initial evaluation process for students with signed consent), provide specially designed instruction or related services, track student progress data, write evaluation reports, create materials for the student, facilitate group or individual activities, provide ongoing consultation with staff.
- 30.5.5 School Psychologist caseload is determined by the ratio of School Psychologist to students receiving special education services, including students in the initial evaluation process with signed consents.
- 30.5.6 Caseload for Speech Language Pathologists
 - 30.5.6.1 For purposes of transfer and assignment, caseload is defined in the SLP MOA.
 - 30.5.6.2 For purposes of overload pay as delineated in Article 8 of this agreement, caseload is defined in the SLP MOA with the inclusion of all students in the initial evaluation process with signed consent to evaluate.
- 30.5.7 The District and PAT agree to meet and negotiate caseload definitions for any newly created Special Education positions or Special Education positions where caseload is not currently defined, as appropriate.

30.6 Case Management

- 30.6.1 In addition to contractually provided planning days, special education professional educators required to complete due process paperwork shall be provided four (4) days of released time, per year, for that purpose. A special education professional educator may elect to use these days or the equivalent hours before or after the school year or outside their workday at their per diem hourly rate of pay.
- 30.6.2 All special education case managers will receive a case management period each day for due process paperwork, evaluation work, and IEP work.
 - 30.6.2.1 At the elementary level, the case management period will be at least 40 continuous minutes per day, and no less than 320 minutes total per week.
 - 30.6.2.2 At the middle school and high school levels, the case management period will be not less than the equivalent of one standard class period per day.
 - 30.6.2.3 High school special education educators will receive a substantially equivalent amount of case management time as other special educators.
 - 30.6.2.4 School Psychologists and Speech Language Pathologists are also entitled to self-schedule a period of time each day equivalent to a standard class period (or at least 40 minutes per day, and no less

than 320 minutes total per week, for those at the elementary level) for due process paperwork, evaluation work, and IEP work.

- 30.6.2.5 These periods of time for special education case managers, School Psychologists and Speech Language Pathologists reserved for special education paperwork will be in addition to planning time already guaranteed under Article 7.10.
- 30.6.2.6 Educators shall have access to students during their case management time.
- 30.6.2.7 Scheduling of this time will be determined by mutual agreement between the Educator and Administrator.

30.7 Special Education Policies and Procedures

Special Education policies, Administrative Directives and procedures shall be based on federal and state special education law. Any district policies and procedures shall be made available to all employees at the beginning of the school year. The District shall provide notice to the Association and staff anytime changes have been made to policies, Administrative Directives, procedures, and processes within a week of the proposed changes. If there are district procedures not specified in the OARs, they shall not cause an undue delay in special education processes (evaluation, eligibility or placement). The workload of professional educators shall meet general comparability as outlined in article 8.2.

30.8 Rights of Educators Supporting Students Receiving Special Education Services

- 30.8.1 All special education and general education teachers, including Core Enrichment teachers, will be provided:
 - 30.8.1.1 access to a copy of the IEP/IFSP (as provided by law) of a student that they serve as soon as it becomes available in the records management system. This includes relevant records/reports in alignment with FERPA requirements such as related services, medical alerts, transportation needs, behavior or safety plan, evaluation reports, functional behavioral assessments, placement determinations and any other pertinent records.
 - 30.8.1.2 Time to review the IEP/IFSP and other relevant records during the two and one half (2.5) professional development days prior to the start of the first student day.
 - 30.8.1.2.1 If a student is being added to a classroom after the start of the school year, the professional educators who work with the student will be provided one full working day to review the IEP/IFSP and other relevant records before a student begins in their classroom or on their caseload. This is expected to be completed during the planning time and/or case management time and is not intended as an additional release time.
- 30.8.2 IEP case managers may request a meeting with their building administration and special education administration to discuss a student's progress when a student is not making appropriate progress due to unmet needs. This meeting shall not be denied.

30.9 IEP Process Meetings

- 30.9.1 Professional educators who are required to conference regarding IEPs shall have a substitute provided to allow for such meetings to occur within the workday. If a professional educator volunteers to attend such meeting outside of the workday, such member shall be compensated at their per diem hourly rate for conferences which take place beyond the contract day. A professional educator who chooses to conference during their individual planning time, including the 15 minutes at the end of the work day, can do an equivalent

amount of planning time outside of the work day and be compensated at their hourly rate for the length of the conference.

30.10 Special Education Spaces and Materials

Special Education professional educators shall have:

- 30.10.1 A dedicated, confidential office/classroom; If a dedicated office/classroom is unavailable, an appropriate confidential space will be provided each time a confidential work task is required;
- 30.10.2 Access to all instructional, academic, and curriculum materials available in the classroom for all the grade levels for which the Special Educator provides services, including student materials;
- 30.10.3 Access to age appropriate intervention materials for which the Special Educator provide services; and copies provided upon request; and
- 30.10.4 Materials and curriculum for social/emotional skill needs of the students available in the classroom.
- 30.10.5 The materials required by b and c shall be provided to the Special Education educator prior to the start of the school year unless on backorder or no longer published. In these instances, materials will be provided as soon as they are available.

30.11 Mentorship for Special Education Professional Educators

Special Educators new to the profession or new to the District will receive mentorship and/or peer support during the first three (3) years of employment in the District based upon available peer support. The District will make reasonable efforts to recruit peer mentors and survey contract Special Educators every semester to recruit mentors. When possible, this mentorship or support will be offered through a Special Education colleague at their work location who will be provided time in their workday to provide support and will be paid extended hours for each hour worked for any work done outside of the contract day. If no Special Educator is available at the work location, the District will provide a mentor or peer support from another work location.

ARTICLE 31

DURATION

- 31.1 This Agreement shall become effective the 1st day of July 2023 and shall continue through June 30, 2026.
- 31.2 Should there be an intervening change in financial resources available to the District which would demonstrably and drastically reduce the District's revenue, and thus, fiscal stability below the level being planned for at the time of the development of this Agreement, the parties will meet to analyze the impact and resulting status and to mutually make modifications that may be judged to be necessary and in the best interests of the parties.

APPENDIX A-1
SALARY SCHEDULE FOR JULY 1, 2023- JUNE 30, 2024
192 DAYS

	BA+15	BA+30	BA+45	BA + 60	BA + 75	BA + 90	BA + 105
	o	o	o	MA	MA+15	MA+30	MA+45
A	53,147	55,538	58,038	60,648	63,379	66,231	69,213
B	54,954	57,429	60,012	62,713	65,538	68,479	71,563
C	56,823	59,378	62,053	64,846	67,765	70,812	73,997
D	58,756	61,398	64,164	67,046	70,067	73,219	76,509
E	60,751	63,487	66,344	69,331	72,447	75,707	79,114
F	62,814	65,642	68,599	71,683	74,909	78,281	81,806
G	64,953	67,875	70,932	74,120	77,456	80,946	84,586
H	67,163	70,184	73,343	76,644	80,092	83,697	87,460
I	69,447	72,569	75,834	79,246	82,812	86,541	90,434
J	71,805	75,036	78,413	81,942	85,629	89,483	93,506
K	74,246	77,590	81,078	84,730	88,544	92,525	96,691
L	76,765	80,223	83,836	87,617	91,564	95,684	100,006
M	79,384	82,963	86,697	90,607	94,686	98,949	103,417

- Additional \$2,000 for earned Doctorate in field related to assignment
- Additional \$1,500 for a National Board Certification for Professional Teaching Standards
- Graduate hours beyond a BA earned prior to licensure will not be counted for salary placement unless part of a completed graduate degree. See Section 12.2.1.4.

APPENDIX A-1
SALARY SCHEDULE FOR JULY 1, 2023- JUNE 30, 2024
202 DAYS

	BA+15	BA+30	BA+45	BA + 60	BA + 75	BA + 90	BA + 105
	o	o	o	MA	MA+15	MA+30	MA+45
A	55,913	58,433	61,062	63,807	66,680	69,681	72,817
B	57,814	60,422	63,138	65,981	68,949	72,044	75,290
C	59,783	62,470	65,285	68,221	71,294	74,499	77,851
D	61,817	64,595	67,505	70,540	73,717	77,034	80,493
E	63,914	66,792	69,799	72,941	76,222	79,651	83,234
F	66,087	69,061	72,170	75,416	78,810	82,358	86,065
G	68,335	71,410	74,625	77,981	81,489	85,161	88,992
H	70,661	73,839	77,162	80,635	84,264	88,055	92,015
I	73,062	76,350	79,786	83,375	87,124	91,046	95,144
J	75,546	78,943	82,497	86,211	90,089	94,143	98,377
K	78,113	81,629	85,300	89,141	93,156	97,345	101,726
L	80,762	84,402	88,203	92,180	96,333	100,668	105,215
M	83,519	87,282	91,213	95,326	99,618	104,101	108,803

*Additional \$2,000 for earned Doctorate in field related to assignment

*Additional \$1,500 for a National Board Certification for Professional Teaching Standards

*Graduate hours beyond a BA earned prior to licensure will not be counted for salary placement unless part of a completed graduate degree. See Section 12.2.1.4.

APPENDIX A-2
SALARY SCHEDULE FOR JULY 1, 2024- JUNE 30, 2025
193 DAYS

	BA+15	BA+30	BA+45	BA + 60	BA + 75	BA + 90	BA + 105
	o	o	o	MA	MA+15	MA+30	MA+45
A	55,539	58,038	60,650	63,378	66,232	69,212	72,328
B	57,427	60,014	62,713	65,536	68,488	71,561	74,784
C	59,381	62,051	64,846	67,765	70,815	73,999	77,327
D	61,401	64,161	67,052	70,064	73,221	76,514	79,952
E	63,485	66,344	69,330	72,451	75,708	79,114	82,675
F	65,641	68,596	71,686	74,909	78,280	81,804	85,488
G	67,876	70,930	74,124	77,456	80,942	84,589	88,393
H	70,186	73,343	76,644	80,093	83,697	87,464	91,396
I	72,573	75,835	79,247	82,813	86,539	90,436	94,504
J	75,037	78,413	81,942	85,630	89,483	93,510	97,714
K	77,588	81,082	84,727	88,543	92,529	96,689	101,043
L	80,220	83,834	87,609	91,560	95,685	99,990	104,507
M	82,957	86,697	90,599	94,685	98,947	103,402	108,071

*Additional \$2,000 for earned Doctorate in field related to assignment

*Additional \$1,500 for a National Board Certification for Professional Teaching Standards

*Graduate hours beyond a BA earned prior to licensure will not be counted for salary placement unless part of a completed graduate degree. See Section 12.2.1.4.

APPENDIX A-2
SALARY SCHEDULE FOR JULY 1, 2024- JUNE 30, 2025
202 DAYS

	BA+15	BA+30	BA+45	BA + 60	BA + 75	BA + 90	BA + 105
	o	o	o	MA	MA+15	MA+30	MA+45
A	58,130	60,746	63,479	66,335	69,323	72,442	75,702
B	60,106	62,814	65,638	68,594	71,684	74,900	78,273
C	62,152	64,946	67,870	70,927	74,118	77,451	80,934
D	64,265	67,155	70,179	73,333	76,637	80,083	83,681
E	66,446	69,440	72,565	75,831	79,239	82,804	86,531
F	68,703	71,795	75,031	78,403	81,932	85,620	89,476
G	71,042	74,240	77,583	81,069	84,717	88,535	92,516
H	73,460	76,765	80,219	83,828	87,602	91,545	95,660
I	75,959	79,372	82,944	86,677	90,575	94,656	98,912
J	78,538	82,071	85,764	89,624	93,658	97,872	102,273
K	81,209	84,865	88,678	92,674	96,845	101,198	105,756
L	83,962	87,745	91,696	95,831	100,148	104,655	109,381
M	86,826	90,741	94,825	99,102	103,562	108,226	113,112

*Additional \$2,000 for earned Doctorate in field related to assignment

*Additional \$1,500 for a National Board Certification for Professional Teaching Standards

*Graduate hours beyond a BA earned prior to licensure will not be counted for salary placement unless part of a completed graduate degree. See Section 12.2.1.4.

APPENDIX A-3
SALARY SCHEDULE FOR JULY 1, 2025- JUNE 30, 2026
193 DAYS

	BA+15	BA+30	BA+45	BA + 60	BA + 75	BA + 90	BA + 105
	o	o	o	MA	MA+15	MA+30	MA+45
A	57,206	59,780	62,470	65,280	68,219	71,289	74,498
B	59,150	61,815	64,595	67,503	70,543	73,708	77,028
C	61,163	63,913	66,792	69,798	72,940	76,219	79,647
D	63,244	66,086	69,064	72,166	75,418	78,810	82,351
E	65,390	68,335	71,410	74,625	77,980	81,488	85,156
F	67,611	70,654	73,837	77,157	80,629	84,259	88,053
G	69,913	73,058	76,348	79,780	83,371	87,127	91,045
H	72,292	75,544	78,944	82,496	86,208	90,088	94,138
I	74,751	78,111	81,625	85,298	89,136	93,150	97,340
J	77,289	80,766	84,401	88,199	92,168	96,316	100,646
K	79,916	83,515	87,269	91,200	95,305	99,590	104,075
L	82,627	86,350	90,238	94,307	98,556	102,990	107,643
M	85,446	89,298	93,317	97,526	101,916	106,505	111,314

*Additional \$2,000 for earned Doctorate in field related to assignment

*Additional \$1,500 for a National Board Certification for Professional Teaching Standards

*Graduate hours beyond a BA earned prior to licensure will not be counted for salary placement unless part of a completed graduate degree. See Section 12.2.1.4.

APPENDIX A-3
SALARY SCHEDULE FOR JULY 1, 2025- JUNE 30, 2026
202 DAYS

	BA+15	BA+30	BA+45	BA + 60	BA + 75	BA + 90	BA + 105
	o	o	o	MA	MA+15	MA+30	MA+45
A	59,874	62,569	65,384	68,326	71,403	74,616	77,974
B	61,910	64,699	67,608	70,652	73,835	77,147	80,622
C	64,017	66,895	69,907	73,055	76,342	79,775	83,363
D	66,193	69,170	72,285	75,533	78,937	82,486	86,192
E	68,440	71,524	74,742	78,106	81,617	85,289	89,127
F	70,765	73,949	77,282	80,756	84,390	88,189	92,161
G	73,174	76,468	79,911	83,502	87,259	91,192	95,292
H	75,664	79,068	82,626	86,343	90,231	94,292	98,530
I	78,238	81,754	85,433	89,278	93,293	97,496	101,880
J	80,895	84,534	88,337	92,313	96,468	100,809	105,342
K	83,646	87,411	91,339	95,455	99,751	104,234	108,929
L	86,481	90,378	94,447	98,706	103,153	107,795	112,663
M	89,431	93,464	97,670	102,076	106,669	111,473	116,506

*Additional \$2,000 for earned Doctorate in field related to assignment

*Additional \$1,500 for a National Board Certification for Professional Teaching Standards

*Graduate hours beyond a BA earned prior to licensure will not be counted for salary placement unless part of a completed graduate degree. See Section 12.2.1.4.

APPENDIX B EXTENDED RESPONSIBILITY SCHEDULE

- B.1 Extended responsibility pay is for activities and responsibilities performed, primarily, outside the standard workday. It is understood that, except for those that are extensions of the classrooms or job assignment, extended responsibility pay positions are voluntary. Extended responsibilities that are an extension of the assignment are indicated in Appendix B by (*). Such extended responsibilities shall be required and shall be automatically calculated in the professional educator's salary. If the school does not have a regular classroom assignment (e.g., no newspaper class), the extended responsibility would not be included under this section. In such cases, the extended responsibility would be voluntary.
- B.2 Extended responsibility pay shall only be paid as provided in this contract at the rates indicated without variation.
- B.3 The extended responsibility rate shall be the base salary rate in Appendix A (Step 1 on the BA + 15 column). This is the figure against which all extended responsibility percentages are factored for the duration of this Agreement.
- B.4 Extended Responsibility Schedule

POSITION	PERCENT OF BASE		
	1st Year	2nd Year	3rd Year
<u>High School Positions</u>			
*Athletic Director			
Fall	9.5	10	11
Winter	13	14	15
Spring	9.5	10	11
Assistant Athletic Director			
Fall	5	5.5	6
Winter	6	6.5	7
Spring	5	5.5	6
Head Coach			
Football	16	17	18
Basketball	16	17	18
Gymnastics	15	16	17
Wrestling	15	16	17
Baseball	15	16	17
Track	15	16	17
Softball	15	16	17
Volleyball	15	15.5	16
Soccer	15	15.5	16
*Cross Country	12	13	14
*Swimming	11	12	13
*Tennis	11	11.5	12
*Golf	11	11.5	12
Dance Team	11	12	13
Crew	11	12	13
Assistant Coach			
Football – Varsity	11	12	13
Track – Varsity	10	11	12
Football – Other	9	10	11
Basketball	9	10	11
Gymnastics	9	10	11

Softball	9	10	11
Wrestling	9	10	11
Baseball	9	10	11
Track	9	10	11
Volleyball	8	9	10
Soccer	8	9	10
Cross Country	4	5	6
Dance Team	4	5	6
Swimming	4	5	6
Tennis	4	4	6
Notes for Coaching/Athletics			
<ul style="list-style-type: none"> For extended seasons due to participation in OSAA sponsored state competition, coaches of athletic teams having more than five (5) students will receive eight percent (8%) per week of their regular extended responsibility pay. Coaches of teams having five (5) or less students participating and non-athletic activity advisors, such as band, rally and forensics who participate in extended seasons, shall receive four percent (4%) per week of their regular extended responsibility pay. For sports positions, an additional coaching assignment will be authorized when warranted by the number of students participating. 			

Activities Director	8	9	10
Department Chair A (7 or more professional educators in a department)	11	12	13
Department Chair B (4-6 professional educators in a department)	7.5	8	8.5
Department Chair C (0-3 professional educators in a department)	3.5	4	4.5
*Drama (3 or more major productions)	17	18	19
*Drama (2 major productions)	11	12	13
*Drama (1 major production)	7.5	8	8.5
*Forensics (5 or more speech tournaments)	14	15	16
*Forensics (less than 5 speech tournaments)	9	10	11
*Instrumental Music (3 or more major productions)	13	14	15
*Instrumental Music (less than 3 major productions)	7.5	8	8.5
*Vocal Music (3 or more major productions)	13	14	15
*Vocal Music (less than 3 major productions)	7.5	8	8.5
*Newspaper	10	11	12
*Yearbook	10	11	12
Cheer – Varsity	7	7.5	8
Cheer – JV	3.5	4	4.5
College and Financial Aid Coordinators	10	11	12
Career Ed	4.5	5	5.5
Testing	4.5	5	5.5
TAG	6.5	7	7.5
Technology Coordinators	6.5	7	7.5

Notes for High School Department Chairperson.

- Department Chairperson in Counseling, Business Education, Industrial Ed, Science will use the following criteria because of the nature of their assignment.
 - 5 or more professional educators in the department
 - 2-4 professional educators in the department
 - 0-1 professional educators in the department
- All high school librarians shall be placed on A Schedule and may be given AV Coordinator duties within such department chair pay.
- Head Librarians / Media Specialists, when designated, shall receive extended responsibility pay as Department Chairpersons.
- Shop Foremen at Benson High School shall be placed on Department Chair A.

<u>PK-5, PK-8, Middle School Positions</u>			
Intramurals			
A. 4½ hours/week for 28 weeks	6.5	7	7.5
B. 3 hours/week for 28 weeks	4.5	5	5.5
Safety Patrol	3.5	4	4.5
Career Ed – Elementary (PK-5)			
A. 451+ student school	3.5	4	4.5
B. 351-450 student school	2.5	3	3.5
C. 0-350 student school	1.5	2	2.5
Career Ed – PK-8	4.5	5	5.5
Career Ed – Middle	3.5	4	4.5
Testing – Elementary (PK-5)			
A. 400+ student school	4.5	5	5.5
B. 300-399 student school	3.5	4	4.5
C. 0-299 student school	2.5	3	3.5
Testing – PK-8	6.0	6.5	7
Testing – Middle	5	5.5	6
Energy (also high school)	2.5	3	3.5
TAG – Elementary (PK-5)			
A. 400+ student school	4.5	5	5.5
B. 300-399 student school	3.5	4	4.5
C. 0-299 student school	2.5	3	3.5
TAG – K-8	5.5	6	6.5
TAG – Middle	4.5	5	5.5
Basic Skills Coordinator	7.5		
*PK-5 Middle School Music	3	3.5	4
*PK-8 Music	4	4.5	5
*PK-5/Middle School Media Specialist	3	3.5	4
*PK-8 Media Specialist	4	4.5	5
PK-5/Middle School Technology Coordinators	4.5	5	5.5
PK-8 Technology Coordinators	5.5	6	6.5

<u>Other Positions (PK-12)</u>			
AV Coordinator	2.5	3	3.5
Radio-TV Coordinator	1.5	2	2.5
TV Producers and Directors	4.5	5	5.5
Released Time Mentors	3.0	3.5	4.0
Peer Mentors	3.0		
Affinity Group Leader	3.0		
Curriculum Coordinator/Unit, Team or Grade Level Leader			
Up to 4 professional educators	4	4.5	5
5-8 professional educators	6	6.5	7
9 or more professional educators	8	8.5	9
Technical Advisors			
*Psychologist (plus 1 day / week release time)	12		
*Social Worker	12		
*Motor Team	12		
Academic Specialist	10		
*Speech	12		

(plus 1 day / week release time)			
Special Ed ESL Coordinator	16		
Teacher on Special Assignment (TOSA):			
*For New Adoptions	8		
*Curriculum Department TOSA	16		
*Special Ed TOSA	16		
Coordinator – Horticulture Instruction	16		
*CDS Parent Liaison	7.5	8	8.5
Head Teacher – DART	11	12	13

APPENDIX C
DOMESTIC PARTNER

- C.1 A “domestic partnership” is defined as one in which two (2) persons, regardless of sex assigned at birth, gender identity, or recorded gender:
- C.1.1 Share the same permanent residence for at least six (6) months immediately preceding the signing of an Affidavit and intended to continue indefinitely;
 - C.1.2 Have a close personal relationship with each other;
 - C.1.3 Are not legally married to anyone;
 - C.1.4 Are not related to each other by blood in a degree of kinship closer than would bar marriage in the State of Oregon;
 - C.1.5 Are each eighteen (18) years of age or older;
 - C.1.6 Were mentally competent to consent to contract when the domestic partnership began;
 - C.1.7 Are each other’s sole domestic partner; and
 - C.1.8 Are jointly responsible for each other’s common welfare including “basic living expenses.”

APPENDIX D DEFINITION OF SUBJECT

- D.1 For purposes of determining competence under this Agreement “subject” shall be defined as an area of study roughly equivalent to a traditional department at the secondary level. It shall include, but not be limited to: Math, Social Studies, Language Arts, Science, Health, Art, Special Education, and World Languages. For certain areas of study, including PE, Music, and CTE, “subject” is more narrowly defined to specific types of courses as indicated in the table below.
- D.2 Since professional educators must also be properly licensed for their assignments, assignment notices shall typically include endorsement areas such as Spanish, Chemistry or Advanced Math.

Area of Study	Subject
Music	Band Orchestra Vocal music/choir
PE	Adaptive PE PE
CTE: Agricultural Science and Technology	Sustainable Agriculture
CTE: Business Management & Administration	Accounting and Financial Services Administrative Services General Business Education Marketing Office Technology Accounting and Financial Services
CTE: Financial Services	Dental Sciences
CTE: Health Sciences	Medical Assisting Nursing Sciences
CTE: Industrial & Engineering Systems	Commercial & Residential Electric Construction Technology Industrial Automation
CTE: Manufacturing Technology	Building Construction Metal Fabrication Precision Machining
CTE: Marketing / Management	Marketing Management
CTE: Natural Resources Management	Natural Resources Automotive Diesel Mechanics
CTE: Transportation Technology	Digital Media Photography Video Production
CTE: Visual, Performing, and Media Arts	Web Design

- D.3 Subjects under CTE are Programs of Study (POS) for students. High school elective courses with similar titles to CTE programs of study are not included in the definition of “subject” for CTE areas of study.
- D.4 CTE teachers are vetted through an Instructor Appraisal Process. Applicants, with assistance from the CTE Regional Coordinator, assemble an Instructor Appraisal Committee (IAC). If approved, the IAC recommends a Professional Development Plan and NCES codes/courses that the instructor is allowed to teach.
- D.5 Bi-lingual and immersion programs conducted in a language other than English shall be a separate subject for purposes of determining competence for transfers and layoff.
- D.6 Either party may bring additional areas of study/ subjects to contract administration to be considered for inclusion in the chart above. Such additions must be mutually agreed upon. Additions to the chart may not take effect during the traditional staffing period in the spring/summer.

APPENDIX E

MAINTENANCE OF INSURANCE BENEFITS

- E.1 Section 13.1.5 provides for the maintenance of the benefits over the term of this Agreement. The benefits to be maintained shall be amended to allow the School District No. 1 Health and Welfare Trust to choose Regence Blue Cross/Blue Shield as the third-party medical claims payer for the self-funded health plans only as specifically described below.
 - E.1.1 Effective February 1, 2014 the benefit levels for Level 3 (out of network) claims under the Trust's self-insured medical plans are modified to conform with Regence's operational practices, specifically as follows:
 - E.1.1.1 Direct payment shall not be required to out-of-network providers; and
 - E.1.1.2 Regence's definition of "usual and customary" rates shall apply.

All other plan benefits shall continue as described in the Trust's plan documents.
 - E.1.2 This agreement is not intended to bind the School District No. 1 Health and Welfare Trust from changing medical claims payers at any time. Should the Trust choose to replace Regence as a third-party claims payer, the new claims payer shall use definitions (usual and customary, medical necessity, and durable medical supplies, etc.) in the same manner that they were defined by the third-party claims payer in place immediately prior to Regence.
 - E.1.3 Effective August 1, 2017, the benefits in existence on the date of execution of this Agreement, including the provisions identified below, shall be maintained by the District for the full term of this Agreement, except if mandated by a new state insurance plan. The District and the Association agree to end the plan's "grandfather" status and bring the plan into compliance with the Affordable Care Act.

APPENDIX F
INSURANCE BENEFIT MODIFICATION LIST

Plan Provision	Benefit Modification Description – Effective January 1, 2018
Regence	
Preferred Provider (FTPT O1)	
Coinsurance Max	Out of pocket Maximum (OOPM) All copays, deductible, coinsurance, and pharmacy cost shares accrue to the out of pocket maximum.
Deductibles	Accrues to the OOPM
Hearing Aids	Dollar limits removed
Preventive Care	100%/100%/70%
Indemnity (PT O2)	
Coinsurance Max	Out of pocket Maximum (OOPM) All copays, deductible, coinsurance, and pharmacy cost shares accrue to the out of pocket maximum.
Deductibles	Accrues to the OOPM
Hearing Aids	Dollar limits must be removed
Providence Health Plan	
All Plans	
Alternative Care Providence Health Plan	Add acupuncture (\$10/20 Visit Limit)
Caremark	
Prescription out of pocket	\$2200 individual / \$4400 family out-of-pocket max
Kaiser	
All Plans	
Prescription Medications	Accrues to the OOPM
Prescription Medications	Immunosuppressive Rx Moves to \$5 copayment
Trust self-insured Dental Plan – Regence – Effective January 1, 2019	
Annual limits	\$2,500 annual limit per eligible person
Ortho Life time limits	\$4,000 orthodontia lifetime limit per eligible person

APPENDIX H
MEMORANDUM OF AGREEMENT
between
Multnomah County School District #1J (District) and
Portland Association of Teachers (PAT) Safety 2019

- H.1 The Behavior Collaboration Team (BCT) will continue to operate through June 30, 2020.
- H.1.1 The team will be responsible for evaluating, researching, proposing, and implementation-planning short-term and long-term goals within the comprehensive district-wide instructional/intervention framework based on the MTSS inventory.
 - H.1.2 The team will be comprised of no more than 15 core team members. (Guests/experts are also likely to participate regularly as needs demand.)
 - H.1.3 PAT can appoint up to 3 core team members.
 - H.1.4 The District will also appoint educators, building administrators, central office staff, leadership, and other stakeholders to this team to ensure a diversity of perspectives and inputs.
 - H.1.5 The team will clearly communicate the intent and expectations for the BCT to all educators and administrators before the start of the school year.
 - H.1.6 The District and Association will ask PAPSA, and PFSP to each appoint a core team member.
 - H.1.7 Members of the BCT will carry out their role and responsibility through an equity lens, being mindful of issues of disproportionality and will critically examine the impact of current practices and policies on exclusionary discipline and special education over-representation.
 - H.1.8 Through a chartering process, the BCT will determine group processes such as authority and decision-making processes.
- H.2 The District will complete an MTSS Inventory at all schools by the end of Spring 2019 and use results to establish 2019-20 Climate Plans for all schools prior to the start of the 2019-20 school year.
- H.3 The District will develop a 2019-20 district-wide professional development plan for all professional educators and administrators that establishes a consistent and system-wide framework for MTSS learning and adoption. It will include at least one PD day before the first student day and at least one 90-minute PD each month dedicated to building-specific development and progress on MTSS learning and adoption.
- H.4 Rapid Response Team
- H.4.1 The District will broadly communicate the function and availability of the Rapid Response Team (RRT) to all educators and administrators within 4 weeks of ratification.
 - H.4.2 Through June 30, 2020, the District shall minimally staff⁴ the Rapid Response team to include:
 - H.4.2.1 One-half (.5) FTE administrative support;

⁴ The parties recognize that if PPS posts vacancies and attempts to fill them, it has complied with this section.

- H.4.2.2 One (1) FTE climate coach;
 - H.4.2.3 One (1) FTE social worker, Qualified Mental Health Professionals (QMHP), school psychologist or counselor; and
 - H.4.2.4 Two (2) therapeutic intervention coaches or other coaches whose focus is on providing supports to “high needs” schools.
- H.4.3 In the 2019-20 school year, the Rapid Response Team (RRT) will maintain the staffing level and structure of the team to ensure support for students, professional educators, and building administrators.
- H.4.4 The District will continue the current budget commitment 2019-20 school year for these efforts. This will include the expansion and evolution of the RRT, staff time to participate in BCT, support recommendations of the BCT, professional development investments associated with these efforts, and additional SPED staffing and services.

APPENDIX I

BILINGUAL OR MULTILINGUAL ABILITY

- I.1 In the application of the bilingual or multilingual exception to seniority in Section 18.6.2.4 the following interpretations shall apply:
 - I.1.1 Bilingual or multilingual shall mean proficiency in reading, writing, speaking and listening equivalent to Advanced Mid using the American Council on the Teaching of Foreign Languages (ACTFL) proficiency guidelines aligned rubric. If an alternate exam, such as the Standards-Based Assessment and Measurement of Proficiency (STAMP), is selected, the level of proficiency under that alternate exam will be the equivalent to the ACTFL Advanced Mid.
 - I.1.2 Proficiency shall be established prior to the posting of vacancies in the annual internal transfer process.
 - I.1.3 Professional educators shall be informed of dates and times during the school year that they are able to demonstrate proficiency.
 - I.1.4 In order to be considered “relevant to the assignment”, a minimum of 5% of the students in a school must have in common a language other than English according to the October 1 enrollment report using the “Student’s Language at Home” report from Synergy, and the professional educator receiving the exception must directly support, on a daily basis, one or more students within this category and be proficient as determined by I.1.1 in the same language.
 - I.1.5 Prior to December 1 of each year, the District shall notify professional educators in schools that meet the 5% threshold of the opportunity to demonstrate proficiency in the applicable language or languages.

APPENDIX J

SCHOOL PSYCHOLOGIST TRANSFER AND ASSIGNMENT PROCESS

School Psychologists do not participate in the internal transfer and assignment process covering other professional educators set forth in Sections 18.3 and 18.5, of the PAT/PPS collective bargaining agreement. This Appendix sets forth the internal transfer and assignment process for School Psychologists. The terms of this Appendix do not in any other way modify or amend the provisions of the PAT/PPS collective bargaining agreement or its application to School Psychologists.

J.1 School Psychologist FTE Committee

- J.1.1 A School Psychologist FTE Committee shall be established. The committee shall consist of five school psychologists selected by the Association, and the Director of Special Education or designee. The School Psychologist FTE Committee ("FTE Committee") shall work with the Special Education Director or designee to implement the School Psychologist staffing process.
- J.1.2 School Psychologist assignments will be adjusted once every three years. School Psychologists will be given the opportunity to drop a present school assignment and select a new school. To be eligible to participate in the site selection, a School Psychologist must have dropped at least one of their schools or be required to make a change because of FTE adjustment.
 - J.1.2.1 An exception to the 3-year stable FTE count for a building will be made in the event of a notable workload change for a site (e.g., increased caseload created by the new housing development, substantial enrollment increases). This includes a situation where there is an increase in psychologist staffing.

J.2 Rules for Site Changes

- J.2.1 Site reassignment is by seniority (i.e., if two people want the same site, the person with the higher seniority gets it), with exceptions granted to buildings shared by two School Psychologists, as outlined below:
 - J.2.1.1 Buildings with a 1.0 FTE assignment or less should be filled by only one School Psychologist. On rare occasion, exception may be made by agreement between the School Psychologists and administration;
 - J.2.1.2 If the building FTE increases, and there are two School Psychologists in the building, the person with the most FTE in the building shall have the choice to increase FTE. If that School Psychologist declines, the second School Psychologist in the building gets the choice;
 - J.2.1.3 If a building is split between two School Psychologists and one of them is retiring/leaving, the other School Psychologist has the choice to change their FTE in the building to take that position.
- J.2.2 A School Psychologist may only participate in site selection if their site assignment no longer equals their FTE. (This includes if they have dropped all or part of their site assignment.)
- J.2.3 A School Psychologist may drop as many of their sites as they like, but shall only have three (3) site choices in the selection process.
- J.2.4 If a School Psychologist does not get their 1st, 2nd, or 3rd choice in the selection process, or if they have FTE that remains unassigned, a site will be assigned to the School Psychologist at the end of the selection process by the FTE Committee.
- J.2.5 School Psychologists are encouraged to fill their FTE with one or two sites when possible (e.g., for a 1.0 FTE position, a School Psychologist should select: a 1.0; a 0.8 and a 0.2; or a 0.6 and a 0.4).
- J.2.6 A School Psychologist on a Plan of Assistance (POA) shall generally not be allowed to transfer. Exceptions may be made by the Special Education Department.

- J.2.7 School psychologist assignments that become vacant after this selection/placement process (e.g., at the end of year, summer, mid-year, etc.) are to be considered interim placements for that school year and will be posted in the following school year staffing process.

J.3 The process will be completed as follows:

- J.3.1 School Psychologist assignment adjustments shall be in alignment with adjustments to each building's School Psychologist FTE.
- J.3.2 The Special Education Department shall send out information regarding building FTE and vacancies, along with staff seniority lists, to all School Psychologists prior to the selection event described in Section J.6.
- J.3.3 School Psychologists shall have five (5) workdays to review the vacancy list and changes to their current assignment caseload based on the FTE formula. School Psychologists shall email the Special Education Department to state which part of their assignment they are dropping if necessary due to FTE changes (e.g. if a School Psychologist has a 0.6 and a 0.4, but the 0.6 increased count to 0.8 while the 0.4 remained 0.4, the School Psychologist must drop at least one of those schools). School Psychologists may also drop a school or schools based upon their desire to change sites.
- J.3.4 Within five (5) workdays the Special Education Department shall email an updated building vacancy list to all School Psychologists. The updated list shall include the vacancies plus the schools that have been dropped by School Psychologists due to want or need to change assignments.
- J.3.5 School Psychologists shall be provided five (5) additional workdays to review the updated list and submit a school to drop by emailing the Special Education Department. If a School Psychologist does not submit a site to drop prior to the end of this period, they are electing to keep that assignment for the following school year. If a School Psychologist must submit a site to drop (due to the count now totaling more than the School Psychologist's FTE) and fails to do so, a choice will be made for them by the FTE Committee.
- J.3.6 A Final List (comprised of vacancies and dropped sites) shall be compiled by the Special Education Department and reviewed by the FTE Committee. The Special Education Department will email the Final List to all School Psychologists to review.
- J.3.7 After at least 5 workdays of review time, the School Psychologists' assignment Selection Event will occur. This event will be coordinated by the FTE Committee in collaboration with the Special Education Department.

J.4 The Selection Event for School Psychologists in need of additional FTE to complete their assignment shall be run as follows:

- J.4.1 An index card or equivalent will be made for each available school site indicating the school's FTE.
- J.4.2 A School Psychologist can select up to three (3) school sites by writing on the school/s index card their name, seniority number, and whether the school is their first, second, or third choice.
- J.4.3 At the end of the event, the index cards will be used by the FTE Committee to make assignments based on seniority and in accordance with the rules (see above).

J.5 Transfer Process for School Psychologists on Off Years (when no building FTE adjustments are made):

- J.5.1 The Special Education Department shall email vacancies to all School Psychologists in the spring at the same time as the PPS internal transfer process. Third-year probationary and contract School Psychologists interested in the vacant sites shall respond by email to the Special Education Department with their preference.

J.5.2 The Special Education Department shall then email an updated list of vacancies to School Psychologists. School Psychologists shall be provided five (5) workdays to review the updated list and to respond by email to the Special Education Department with their preference.

J.5.3 If more than one School Psychologist is interested in a vacant site, reassignment will be granted by seniority. The Special Education Department shall make the assignments based on seniority and in accordance with the rules (see above); which shall be reviewed by the FTE Committee.

J.5.4 This will constitute the internal process for filling these vacancies before moving to an external process.

J.6 Other Information Regarding School Psychologist Transfers and Workload

J.6.1 School Psychologists will not participate in fall balancing.

J.6.2 Workload fluctuations shall generally be handled within PLC's and through floater support.



APPENDIX K

Template for Letter of Expectation

Persistently focused on creating a culture of equitable student growth and achievement

VIA [DELIVERY METHOD]

[DATE]

[EMPLOYEE NAME]
[EMPLOYEE ADDRESS]
[CITY, ST ZIP]

RE: Letter of Expectation

Dear [EMPLOYEE NAME]:

The purpose of this letter is to confirm our discussion on [MEETING DATE], at which I communicated the expectation, standard, or policy stated below. This letter is to clarify my expectations. It is not a finding of fault or misconduct and is not a disciplinary action.

It is expected that you will adhere to the professional standards and expectations of the District including, but not limited to:

- [STATE SPECIFIC EXPECTATION, POLICY, PROCEDURE OR PROFESSIONAL STANDARD. Letters of Expectation will not include standards stated in the evaluation rubric.]

Please feel free to contact me if you have any questions about these expectations or if you would like to discuss whether there may be any training or learning opportunities related to them. Failure to comply with these expectations may lead to discipline, up to and including termination.

Sincerely,

[NAME], Principal

Copy: Official District Personnel File

APPENDIX L ADMINISTRATIVE LEAVE LETTER TEMPLATE

[Date]

By hand delivery/email

[Employee Name]
[Address City]

Dear [NAME],

Effective immediately you are placed on paid administrative leave of absence, pending the outcome of a personnel investigation. The reason you are being placed on paid leave is [REASONS – must be specific enough to inform the employee of why they are off.]

You will remain on paid administrative leave until you are notified otherwise by me. You have the right to union representation at any investigatory meeting. You will need to remain available to be contacted or to meet during your regularly scheduled working hours, either virtually or in person at the discretion of the District.

Effective [DATE], you are hereby relieved of any and all duties, responsibilities and authority as a [POSITION], except to respond to assignments given to you by [SUPERVISOR] while on leave.

1. You will remain available for contact by Supervisors as needed. Contact is not required on holidays, after school hours, or on weekends.
2. You must remain available to receive and communicate by phone on your assigned workdays.
3. If such permission is granted, vacation, or comp time may be used during your absence. Sick time may be used if needed in compliance with District policy.
4. You are required to respond to interviews associated with this investigation and be available during regular contract hours [DAY AND TIME] to cooperate as needed.
5. Do not perform any duties on behalf of the District unless directed to do so by [SUPERVISOR].
6. You are still required to abide by applicable District Personnel Policies.

You will not have access to the District's computer systems and District communication systems. Violating any provision of this letter will constitute insubordination and may result in disciplinary action. For any events (virtual or in-person) during non-school hours, you are expected to conduct yourself professionally and are subject to all District policies.

While you are on administrative leave, you are not to come on any District property during work hours or after, unless prior arrangements have been made. However, if you are a parent/legal guardian of a child who is a PPS student, you may transport your child to and from school and participate as a parent in your child's school-related activities such as parent-teacher conferences, performances and sporting events. You may also access the District's outdoor property in the same manner as other members of the public during non-school hours and when no after-school activities are taking place.

If you have any questions regarding your administrative leave status or want to make arrangements to return to school while on leave, please contact your building principal at [PHONE NUMBER].

Sincerely,
[NAME]

Sr. Partner, Employee and Labor Relations or OSP Leadership Copy:

Building Administrator
OSP Leadership
PAT Representative
Investigation file(s)

APPENDIX M

MENTAL HEALTH & WELLNESS SUPPORTS FOR STUDENTS: DEFINITIONS

- M.1 The District and the Association agree that supporting student mental health in Portland Public Schools is a critical step to addressing the predictability of disparities by race, socioeconomic status, and disability, and will accelerate learning and achievement for all students. Student mental health needs are best served when the school community is supported by a team of trained professional educators and support staff including Licensed School Social Workers, Licensed School Counselors, Licensed School Psychologists, Qualified Mental Health Professionals (QMHPs), and educational support professional staff.
- M.2 Licensed School Social Workers: Trained mental health professionals who provide services that strengthen home, school, and community partnerships that assist with mental health concerns, behavior concerns, positive behavioral support, academic and classroom support, consultation with teachers, parents and administrators as well as provide individual and group counseling. Licensed School Social workers serve as a liaison between families, school, and community agencies. Licensed School Social Workers have special expertise in conducting multi-tiered school needs assessments, coordinating on site services and supplies for students and families such as food, clothing, hygiene items, and food pantry, supporting staff development on trauma informed/equity professional development that impacts students, families, supports crisis intervention services including suicide assessments and safety plans, supports the development of programs to address parent/guardian participation in school engagement and student educational process and the environmental factors that impact learning, understanding family and community systems and linking students and their families with community services essential to promote student success. School Social Workers' training includes specialized preparation in cultural diversity, systems theory, social justice, school law, risk assessment and intervention, consultation and collaboration and clinical intervention strategies to address the social emotional and mental health needs of students. School social workers are hired by districts to recognize and remove barriers that limit a student's ability to access their education. Additionally, school social workers work within the MTSS framework to enhance the district's ability to meet its academic mission, especially where home, school and community collaboration is the key to achieving student success.
- M.3 Licensed School Counselors: are certified Pk-12 licensed professional educators who are uniquely qualified to address all students' transitions, academic, college/career, postsecondary, and social/emotional development needs by designing, evaluating, implementing, and enhancing a comprehensive school counseling program that proactively promotes and enhances student success. The Licensed School Counselor works directly with students, families, administrators and all professional educators proactively to support mental wellness through classroom lessons for all students, evidence based small group counseling and individual counseling support. In addition, Licensed school counselors have expertise to support the development of crisis intervention, including safety planning, implementing and completing suicide assessments, and the coordination of post-treatment plans for students and/or refer students for school or community based mental health supports. School Counselors work in partnership with classroom teachers and other school staff, families, students, school administrators, and other professionals to help cultivate safe, healthy, and supportive learning environments for all students.
- M.4 Licensed School Psychologists: Licensed School psychologists are school based mental health professionals who specialize in the provision of Multi-Tiered Systems of Support (MTSS) and collaborate with school teams, teachers, students, families, and community partners to provide culturally and linguistically responsive academic, social/emotional and mental health services. School psychologists are highly qualified members of school teams who support students' ability to learn and collaborate with teachers to problem solve and support instruction. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. Further, they support MTSS teams in identifying school and student strengths and

needs and promoting equitable outcomes through academic and social/emotional Tier I practices, Tier II & III interventions and data based decision making. This may include, but is not limited to, conducting the assessments that support educational programming, planning and developing interventions, and determining/evaluating program eligibility and placement for students. School psychologists also specialize in access and support for students with disabilities. School psychologists apply their training in all tiers of MTSS in partnership with administrators and educators to help create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community and ensure that student supports, programs, learning strategies and educational decisions prepare students to realize a more socially just world.

- M.5 Qualified Mental Health Professional: Qualified Mental Health professionals (QMHPs) primarily work to provide therapeutic support to students and may work to provide support for students with complex mental health, behavioral, and educational needs who are in PPS. Additionally, QMHPs may work collaboratively with families and community organizations, agencies, hospitals, and other school district programs to support all students. In collaboration with school counselors, school social workers, school psychologists, and community based providers, QMHPs may also provide consultation to school teams, families and community members, with a focus on systems navigation, systems change, and suicide prevention in order to support students and families who are experiencing mental health crises and other significant or complex mental health challenges. QMHPs may be a Licensed Clinical Social Worker (LCSW), School Counselor, School Psychologist, or Licensed Counselor or Therapist.
- M.6 Definitions listed above are subject to change due to agreements the parties reach during the work required under MOA Metal Health Teams.

APPENDIX N

MEMORANDUM OF AGREEMENT - MENTAL HEALTH SUPPORT AND RRT

- N.1 The District and the Association agree that supporting student mental health in Portland Public Schools is a critical step to addressing the predictability of disparities by race, socioeconomic status, and disability, and will accelerate learning and achievement for all students. Student mental health needs are best served when the school community is supported by a team of trained professional educators, support staff, and educational support professional staff.

- N.2 Toward that end, the District agrees to increase the number of full-time equivalency (FTE) staff as identified in the Tier III Mental Health and Rapid Response Team tentative agreement signed and dated by the parties on November 20, 2023, see below.

- N.3 The parties agree to make a good faith effort to reach an agreement on how the expansion will occur, particularly in light of the agreement on student discipline that will make additional staff support part of providing meaningful and restorative alternatives to discipline.

- N.4 The parties further agree that this MOA is an initial step and will serve as a foundation to establish a more robust mental health support system for our students.

- N.5 In addition to working together to determine the structure of the expanded team(s), the District will share with the Association relevant data to determine the impact and effect of the expanded team and to identify additional unmet needs that may need additional, responsive student supports.

Tier III Mental Health and Rapid Response Team PPS Commitment

Portland Public Schools, School District No. 1J, Multnomah County, Oregon (District) agrees to increase the number of full-time equivalency (FTE) staff in the Rapid Response Team to twelve (12) to be allocated upon ratification.

APPENDIX O METHODOLOGY FOR CALCULATING OVERLOAD PAY

The primary methodology for calculating PAT member overload pay can be found in Article 8 of the PAT contract.

The table below is the District's methodology and how methodologies will be calculated. References to charts A, B, and C can be found in Article 8 of the contract.

Topic	Methodology	Example
Staff working less than 1.0	For chart A, the stipends will be prorated. The Pioneer and Focus Classrooms in chart C will also have the stipends prorated. These are self-contained or homeroom classrooms	A 0.5 Kindergarten teacher who is job sharing will have the stipend prorated. If the class size was 25, then the stipend would be calculated and then multiplied by 0.5.
	For chart B (MS and HS) and anyone with a caseload in chart C, the thresholds will be weighted to the employee's FTE.	A 0.5 HS math teacher would have a student-teacher load threshold of 80 instead of 160.
High School staff assigned administrative duties during one or more release periods.	For high school staff released from teaching for one or more periods to perform District assigned administrative duties, the teaching load overage threshold will be prorated according to the number of periods taught out of 6, and the overage payment amount per five students over that threshold will be according to Article 8.3.3.2.b of the CBA. No proration will apply if the educator receives Extended Responsibility pay for duties performed during the release period(s). High school staff who receive Extended Responsibility pay for duties unrelated to any release period will receive proration of the teaching load overage threshold.	A 1.0 HS teacher is released from teaching 1 of the ordinary 6 classes to perform 1 period of PPS assigned administrative duties such as Instructional Leader. Because the teacher instructs only 5 classes not 6 classes as usual, their teaching load overage threshold is prorated at 5/6 the threshold listed in Article 8.3.3.2.b ($5/6 \times 160 = 133$). The teacher receives an increase of 3% of base salary per five students over the prorated teaching load overage threshold of 133. This teacher's teaching load overage threshold will be prorated if the teacher also has an extended responsibility assignment unrelated to the release period (such as sports coaching, etc.)
	For high school staff released from teaching for one or more periods to serve on a Freshman Success Team (or Student Success Team), the teaching load overage threshold will be prorated according to the number of periods taught out of 6 and the overage payment amount per five students over that threshold will be 2/3 the amount identified in Article 8.3.3.2.b of the CBA.	A 1.0 HS teacher is released from teaching 1 of 6 classes to perform administrative duties as a curriculum coordinator, but also receives contractual Extended Responsibility (ER) pay for those curriculum coordinator duties. This teacher's teaching load overage threshold will not be prorated and will remain at 160.
		A 1.0 HS teacher is released from teaching 1 of the ordinary 6 classes to serve on a Freshman (or Sophomore) Success Team. Because the teacher instructs only 5 classes not 6 classes as usual, their teaching load overage threshold is prorated at 5/6 the threshold

		listed in Article 8.3.3.2.b ($5/6 \times 160 = 133$). The teacher receives an increase of 2% of base salary per five students over the prorated teaching load overage threshold of 133 (i.e. $2/3$ the overage amount identified in Article 8.3.3.2.b)
Elementary 50:50 Immersion	For chart A, Non- departmentalized K-5 teachers with two distinct groups of students, overage calculations will be based on each half of the day and added together.	A 1st grade Japanese Immersion teacher sees 26 in the AM and 29 in the PM. The threshold is 26. For the morning there would be no overload payment. And for the afternoon, the educator would get 50% of the overload payment.
Topic	Methodology	Example
Grades 6-12 teaching performance & non-performance courses	For chart B teachers who teach both performance and non-performance classes, the calculation will be made by weighting the thresholds by the proportionate number of periods spent in core and performance classes. Those are added to get the proportionate threshold.	<p>This is a HS example:</p> <p>2 of 6 classes are performance with a total of 78 students.</p> <p>4 of 6 classes are non-performance with a total of 126 students.</p> <p>This teacher's total count is 204 students. The teaching load thresholds are prorated to 75 for 2 of 6 performance classes (<i>0.33 of 225</i>) and 106 for 4 of 6 non-performance classes (<i>0.67 of 160</i>). The total prorated threshold in this example is 181 ($75+106$). As this educator teaches 204 students, they would receive 5 payments. (First payment for student 182, second for 187, third for 192, etc.)</p>
Teachers teaching at a K-8 or K-12 school teaching across different levels (K-5, 6-8, 9-12)	Teachers in both chart A and B will have each methodology applied and then added together. In chart A, the payment is prorated and in chart B, the students are prorated.	At a K-8, the PE teacher teaches 0.4 MS and 0.6 K-5. For the 0.4 MS, the student-load is prorated to 0.4 of 220 which is a threshold of 88. For the 0.6 K-5, the elementary specialist average overload payment is prorated to 0.6. These two portions are added together. These are calculated separately; any overage will be combined in one payment.
K-5 Blended Grade Classrooms	Using lower grade to determine threshold for determining payments.	A classroom with both 3rd and 4th grade students would use the threshold for 3rd grade to determine threshold overage pay.
6-8 Focus Options Schools Sunnyside, Odyssey	Focus Options in grades 6-8 that function like elementary homerooms will be treated like 6th grade self-contained.	Sunnyside and Odyssey have Homerooms in grades 6-8. The teachers with homerooms will have a class size threshold of 28 and the non-homeroom teachers will be treated like elementary specialists. See Article 8 on self-contained 6th grade. For blended classes they will be class size threshold of 28, if these educators also teach subject specific classes, they will receive the appropriate threshold for the grade. Sunnyside

		teachers who teach multiple grade blends MWF and single grade classes TR will receive overages based on appropriate prorated threshold.
Middle School A/B Schedule	Middle School A/B Schedule Students in middle school A/B schedules will count toward overage thresholds in the same manner as students on conventional schedules.	
Working at more than one school	Teachers working at more than one school shall have their unique preps calculated across schools.	A HS PE teacher split .5 at one school and .5 at another will have unique preps counted across both schools.
Unique Preps and teachers less than 1.0	The threshold for unique preps is more than 2 preps for teachers that are less than 0.67 FTE and more than 0.33. Teachers 0.33 or less would have a threshold of 1 unique prep.	
6-12 SPED Focus Classroom and Learning Center Teachers and Unique Preps	Unique Preparations is for teachers in chart B who are departmentalized	A 6-12 Focus ISC classroom will be considered for the chart C threshold in the contract, but not for unique preparations. Unique preparations are for departmentalized teachers.
K-5 SPED Focus Classrooms	Teachers will get credit for students from self-contained classrooms who push into their classrooms.	A student from a self-contained classroom pushes in to a class for part of the day. This student will be included in the class size count for both educators.
SPED Push-in Services	At all levels, every effort will be made for special education teachers to serve students for which they case manage. At times when this is unachievable, IEP teams will balance the workload collaboratively. Special Education teachers working with the student will decide on which caseload list the student is captured. <u>Students will only be counted on a single special education teachers' caseload.</u>	
Speech Language Pathologists, Learning Center Teachers, and School Psychologists	See Article 30.5	
IEPs In Process	Beginning in the 2023/2024 school year, all SPED case managers who do not currently receive a case management period will receive a case management period each day for due process paperwork, evaluation work, and IEP work. At the elementary level, the case management period will be at least 40 minutes per day, and no less than 320 minutes total per week. At the middle school and high school levels, the case management period will be not less than the equivalent of one standard class period per day. High school SPED educators will receive a substantially equivalent amount of case management time as other SPED educators. School Psychologists and Speech Language Pathologists are also entitled to self-schedule a period of time each day equivalent to a standard class period (or at least 40 minutes per day, and no less than 320 minutes total per week, for those at the elementary level) for due process paperwork, evaluation work, and IEP work. These periods of time for SPED case managers, School Psychologists and Speech Language Pathologists reserved for SPED paperwork will be in addition to planning time already guaranteed under Article 7.10.	
Speech-Modification Only IEPs for School Psych	For school psychologists, speech-modification only IEPs will not count towards caseloads.	
Topic	Methodology	Example
6-12 ESL Teachers	ESL classes in synergy will be treated as ESL 1-2 or ESL 3-4 for counting unique preparations.	There are many courses in synergy that are ESL or ELD courses. There is one middle school curriculum and one high school curriculum. The standard courses are ESL or ELD 1-2 and ESL or ELD 3-4

		so all ESL courses for counting unique preparations will fall under one of the above courses.
K-5 Media Specialists	K-5 Media Specialists to be treated like elementary specialists.	See Article 8 for how elementary specialists overload pay is calculated If a K-5 media specialist is in two elementary schools the overage will be determined at each school then added together for the total overload pay.
6-12 Media Specialists	6-12 Media Specialists will have any classes they teach prorated for the part of the day that they teach classes.	A Middle School Media Specialist teaches two classes per day. Those classes would be prorated. A typical teacher at that school teaches five classes. So $\frac{2}{5}$ would be applied to the student-teacher load of 150 in calculating the overload pay, which would be a threshold of 60.
Media Specialist in two classifications	Teachers in two classifications in Article 8 will have each part of their job prorated and then added together.	A Media Specialist who is 0.5 at a MS and 0.5 at an elementary will have each part of their day calculated separately as half a day and then added together for the total overload pay.
A single period with multiple courses taught by one teacher	These courses are being reviewed to determine if they are eligible for consideration for unique preparations.	When a teacher has two or more courses listed in the same period, these situations are reviewed individually to determine eligibility for consideration for unique preparations. If one of the courses is determined to be an independent study, it does not count. Independent study courses are not easily identifiable in our data system.
HS Double-Upped Courses that are over two periods with more than 1 teacher	Each teacher gets credit for all students over two periods.	Two HS teachers teach 60 students at a HS in a geometry/art course over two periods . All 60 students to be counted toward each teacher's student teacher load in the period they are in charge of grading. Note: The High School Fit To Live course (or its substantial equivalent) will be treated as a Double-Upped/Double Block course per Article 8.3.9.d starting in the 2023/2024 school year.
Advisory/Homeroom	Advisory, homeroom, or other similar periods that require attendance-taking, delivery of content, and tracking student performance and/or participation, count for the purposes of student load and unique preparation in a prorated relationship (based on minutes per week as described in the example) to a standard class period.	For example, if an advisory period meets this description and occurs 50 minutes per week, and a standard class period occurs 250 minutes per week, each advisory student in that course counts as 20% of a student towards student load, and the advisory course counts as 20% of a preparation (i.e. \$200 per semester if over the 3-unique-preparation limit).
Independent Study/Teaching Assistants/Peer Mentors	Educators do not "voluntarily agree" to accept Independent Study students, Teaching Assistants, or Peer Mentors in their classes unless they are offered the option in writing to decline the student(s) and affirmatively volunteer to accept them. If no option is given to decline the student, then it is presumed the educator has not voluntarily agreed to the student, and the student will count towards the educator's load.	

Topic	Methodology	Example
Grades 6-8 courses that do not meet daily	The student-teacher loads will be prorated to the frequency of the standard grades 6-8 class period.	A Spanish class meets every other day with a group of 30 students. Because the teacher meets with students half as frequently, the students in this class are prorated and counted as 15 students toward the student-teacher load.
Speech Language Pathologists who support all buildings with special programs Feeding team Assistive technology team	See Article 30.5.4	
Educational Assistants / Paraeducator assigned to classrooms for reason other than “due to threshold estimates”	EA or paraeducators assigned to classrooms for any reason other than “due to threshold estimates” (i.e. for programmatic staffing or IEP requirements) do not count as a remedy for overloads. Educators with these EAs or paraeducators assigned to their classrooms still receive an overload stipend if eligible.	A kindergarten educator with a student count over the overload threshold is still entitled to an overload stipend, even though a single EA is assigned to the classroom, because an EA is typically provided for any kindergarten classroom irrespective of class size. If one EA is assigned to a classroom for baseline staffing and the District then assigns an additional EA “due to threshold estimates”, no overload stipend is owed.

APPENDIX P
MEMORANDUM OF AGREEMENT
SOCIAL WORKER THRESHOLD/OVERAGE STANDARD

In the final stages of negotiations, the parties recognized that the establishment of a threshold/overage for School Social Worker, which will be included in Article 8.3.6.2, sections (a) through (c)--was a more complicated discussion than anticipated and required additional discussion between the parties. In order to address this issue, the parties hereby agree:

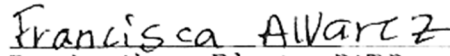
- P.1 Within thirty (30) days of the final approval of this agreement, the parties will meet to negotiate over the establishment of a threshold/overage for School Social Workers;
- P.2 The parties will make every effort to reach an agreement within ninety (90) days of the final approval of this agreement.
- P.3 If an agreement is reached, the new threshold/overage for school social workers shall be implemented. If no agreement is reached, the Employer's final position on the threshold shall become the status quo school social worker threshold/overage and shall be implemented.


APPENDIX Q
MEMORANDUM OF AGREEMENT
HEALTH AND SAFETY IMPROVEMENT INVESTMENTS

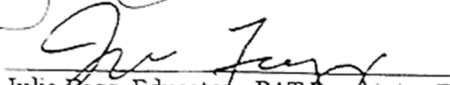
- Q.1 Portland Public Schools (PPS) is set to be awarded grant funds from the City of Portland Clean Energy Benefits Fund (PCEF) to be used on clean energy projects at up to thirty-one (31) identified schools. PPS proposes to use up to \$10 million in PCEF funds to address temperature mitigation at PCEF-qualified PPS buildings.
- Q.2 As part of the award process, PPS will submit, in accordance with PCEF grant procedures, a project plan proposing to use the PCEF funds to invest in our buildings and Heating Ventilation Air Conditioning (HVAC) systems with the goal of increasing student and educator comfort and, as required by PCEF, improve climate resiliency and reduce greenhouse gas emissions.
- Q.3 PPS will comply with PCEF terms and conditions associated with the award and project plan approvals.
- Q.4 In addition, PPS will invest an additional \$10 million in capital/bond funds (not general fund) to address priority environmental health and safety and deferred maintenance building concerns in school buildings.
- Q.5 Portland Association of Teachers (PAT) will appoint one educator to participate in reviewing and providing input on the list of prioritized projects as part of the PCEF application.
- Q.6 PPS will review its integrated pest management program for opportunities to increase efficacy and safety and report to PAT on the results of the review and any changes prior to the end of the 2023-24 school year.


SIGNATURE PAGE**FOR PORTLAND ASSOCIATION OF TEACHERS (PAT), by:**

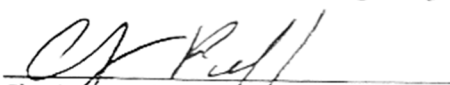
 Angela Bonilla, PAT President


 Francisca Alvarez, Educator - PAT Bargaining Team

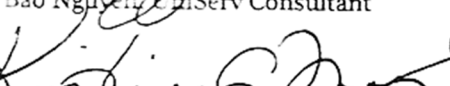


 Samara Bockelman, Educator - PAT Bargaining Team


 Julia Fogg, Educator - PAT Bargaining Team


 Thea Kerth, Educator - PAT Bargaining Team


 Charity Powell, Educator - PAT Bargaining Team


 Bao Nguyen, UniServ Consultant


 Kristine Mayle, UniServ Consultant
FOR PORTLAND SCHOOL DISTRICT NO. 1, MULTNOMAH COUNTY, OREGON by:

 Genevieve Rough, Senior Director – Employee & Labor Relations

 Dated this 5 (day) of April 2024

INDEX

SUBJECT	ARTICLE	PAGE
504 PLANS	8.9.1	34
ACADEMIC FREEDOM AND INSTRUCTION	10	45
... Controversial materials, Instructional presentations and discussions	10.1.1	45
... Decisions regarding selection of district-wide textbooks, supporting materials	10.1.2	45
... Faculty discussions	10.1.1	45
... Student Grades	10.2	45
ADMINISTRATION OF AGREEMENT	29	96
... Amendment of contract	29.3	96
... Contract Administration meetings	29.1	96
... Joint contract trainings	29.2	96
... Monthly meeting with building or program administrator and PAT reps	29.5	96
ADMINISTRATIVE LEAVE (PAID)	23.10	86
ADMINISTRATIVE LEAVE LETTER TEMPLATE	Appendix L	111
ADOPTIONS, instructional materials and in-service	8.10	34
ALTERNATIVE ASSIGNMENT	23.10	86
ASSOCIATION BUILDING REPRESENTATIVES		
... General meetings	2.6.2	5
... Inclusion on building level faculty or faculty/administration committees	2.7	5
... Inclusion in meetings at which evaluation/performance to be discussed	2.7	5
... Meeting on Monday preceding beginning of school year	2.6.1	5
... Monthly meetings - building or program administrator and PAT reps	29.5	96
ASSOCIATION LEAVE	17.4.8	67
ASSOCIATION RIGHTS	2	5-6
... Association bulletin board, mailbox	2.2	5
... Building level committees	2.7	5
... District email, facilities, equipment and PONY	2.2	5
... Faculty staff meetings, right to be on agenda	2.4	5
... General meetings of PAT representatives during school time	2.6.2	5
... Information necessary to role as exclusive representative	2.3	5
... Layoffs, notice of layoffs and relevant data from PPS	20.1	77
... Monday preceding the beginning of the work year	2.6.1	5
... Newly hired and separated PAT unit employees - monthly report from PPS	2.8.2	6
... Orientation programs, newly-hired educators, time on agenda	2.8.1, 6.3.5.1	6, 18
... Professional Educator mailboxes, right to use	2.2	5
... Proposed changes in Board policy or Administrative Directives, notice	1.6	3
... School Board agenda, materials, Board meeting packet	2.10.3	6
... School Board meetings, time on agenda	2.10.1, 2.10.2	6
... Staffing process, meeting with District to review	20.1.2.	77
... Transacting official Association business on PPS property	2.2	5
BARGAINING UNIT DEFINED	1.1.1, 1.1.2	2
BARGAINING UNIT MEMBER INFORMATION	4.2	9
BEHAVIOR COLLABORATION TEAM (BCT)	Appendix H	104-105
BEREAVEMENT LEAVE	17.3.1	63
BILINGUAL OR MULTILINGUAL ABILITY	Appendix I	106
BUILDING AND CLASSROOM MOVES (Also see "Moves")	19	75-76
BULLETIN BOARDS, ASSOCIATION USE OF	2.2	5

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

COACHES		
... Training – compensation for	16.12	59
COLLECTIVE BARGAINING AGREEMENT		
... Contract Exception Process	1.9	4
... Copies	1.4	3
... Duration	30	92
... Maintenance of standards/working conditions	1.5	3
... Modifies, and incorporated in, District practices, policies	1.3	3
... Modification only through parties' voluntary written mutual consent	1.4	3
... Precedence over contract between District and individual educator	1.8	4
... Provision declared illegal, effect of	1.7	3
... Signature page		114
COMMITTEES		
... Association representatives on District committees to be appointed by Association	2.7	5
... Building / Program Area Committees	2.7	5
... Evaluation Committee	27.7	93
... Extended Responsibilities Committees	16.13	60
... Instructional Program Council (IPC)	2.10	6
COMPENSATION	12	47-51
... Doctorate degree	12.1.3	47
... Fingerprinting and criminal check – District to pay cost	12.6	51
... Materials and supplies stipend	12.7	51
... National Board Certification	12.1.4	47
... Pay Checks	12.4	50
..... 10 or 12 equal monthly payments, annual election	12.4.1	50
..... Extended contracts – work beyond standard work year	12.4.7.2	50
..... Extended responsibility payments of a seasonal nature – options	12.4.6	50
..... Part-time educator contracts	12.4.7.1	50
... Reduction in compensation – just cause required	23.1	85
... Salary Advancement	12.3	49-50
..... Accordance with Article on Professional Growth and <i>Inservice Guidelines</i>	12.3.1	49
..... Coursework at accredited colleges or universities	12.3.2	50
..... Effective date of advancement to next column (lane)(October 31 for retro pay)	12.3.3	50
..... Step increase annually effective July 1	12.3.4	50
..... Step increase for educators working half-time or more and 50% of work year	12.3.5	50
..... Paid leave days count as days worked	12.3.5	50
... Salary Placement	12.2	47
..... Educational credit	12.2.1	47
..... Master's degree earned prior to licensure	12.2.1.4	47
..... Effective date of salary adjustment (October 31 for retro pay)	12.2.1.3	47
..... Vocational technical coursework	12.2.1.2	47
..... Experience credit	12.2.2	48
..... Central staff professional librarian, other central office educators	12.2.2.2	48
..... Child development, behavior management, student services specialists	12.2.2.13	49
..... Higher education administrative and teaching experience	12.2.2.5	48
..... Kindergarten or nursery school teaching experience	12.2.2.4	48
..... Military leave	17.4.7	67
..... PK-12 experience	12.2.2.1	48
..... Rehire after resignation from PPS	12.2.2.3	48
..... Sabbatical leave of absence for study during previous PPS employment	12.2.2.6	48
..... Verification Required, effective date of salary adjustment	12.2.2.7	48
..... Vocational experience	12.2.2.9	49

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... School Psychologists	12.2.2.10	49
..... Social Workers	12.2.2.12	49
..... Speech and Language Pathologists	12.2.2.11	49
..... Study Leave	17.4.6	66
..... Guidelines for Professional Growth / Inservice	12.2, 21.2	47, 82
..... Return from leave – placement on salary schedule	17.5.3	68
... Salary schedules	12.1	47
.....Salary schedule July 1, 2023 – June 30, 2024, July 1, 2024 – June 30, 2025, July 1, 2025 – June 30, 2026	12.1.2 Appendix A-1	47, 102
... Special Salary Provisions	12.5	50
..... Base salary daily rate	12.5.2.1	51
..... Hourly employees (regular day school, evening high school, home instruction)	12.5.2.2	51
..... In-service classes, instructors of	12.5.2.5	51
..... Outdoor School	12.5.2.6	51
..... Posting rates of pay for special salary provisions annually by HR Department	12.5.3	51
..... Student supervision outside the workday and Student Activity Advisors	12.5.2.3	51
..... Substitute in an administrative or supervisory position	12.5.2.4	51
..... Summer school	12.5.2.7	51
..... Work beyond workday/year paid at per diem hourly rate	12.5.1	51
... Speech and Language Pathologists- district paid licensure/license renewal costs	22.4	83
COMPLAINT PROCEDURE	25	90
COMPUTER, ACCESS TO	8.13	34
CONTRACT ADMINISTRATION MEETINGS	29.1	95
CONTRACT EXCEPTIONS	1.9	4
CONTRACT TRAININGS	29.2	95
COPY MACHINE AND PAPER	8.13	34
CRIMINAL BACKGROUND CHECK – District pays cost	12.6, 22.3	50, 82
DAMAGE TO, OR LOSS OF, EDUCATOR'S PERSONAL PROPERTY	9.7.3 - 9.7.5	40, 41
DEFINITIONS	1.2	2-4
... Agreement	1.2.3	2
... Association	1.2.2	2
... Contract Educator	1.2.8	2
... Day	1.2.4	2
... District	1.2.1	2
... Educator or Professional Educator	1.2.5	2
... Probationary Educator	1.2.7	2
... Professionally or Academically Licensed	1.2.9	2
... Substitute	1.2.10	3
... Supervisory Employees	1.2.6	2
... Temporary	1.2.11	3
... Workday	1.2.4	2
DISTRICT EMAIL	2.2	5
DOMESTIC PARTNER	Appendix C	98
DUAL LANGUAGE IMMERSION PROGRAMS	8.11	34
DUES	4.1	8-9
DURATION OF AGREEMENT	31	100
DUTY	8.5	31
... Good faith consideration of fairness and balance in assigning	8.5	31
... Not more than 7.5 minutes in each of the 15 minutes before/after student day	7.6	22

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

... SLPS, School psychologists, counselors, QMHPs, other specialists	8.5	31
EMERGENCY PROTOCOLS	9.12.3	42
EMPLOYEE ASSISTANCE PROGRAM (“EAP”)	13.6	52
EVALUATION, TEACHER PERFORMANCE	27	90
... Direct evidence, written in evaluation report, required to support a rating	27.3	90
... Evaluation by licensed administrators only	27.5	90
... Evaluation cycle	27.6	90
... Evaluation Committee	27.7	91
... Grievances relating to an evaluation	27.12, 27.14	92
... <i>Handbook for Professional Growth and Evaluation</i>	27.1, 27.2	90
... Observations and Conferences	27.8	91
... Program of Assistance for Improvement	27.11	91
... Rebuttal to evaluation	27.10.	91
... Student performance on tests – comparison not basis for educator evaluation	27.4	90
... Summative evaluation	27.8.2	91
EVENING EVENTS	6.7.1	19
EXCLUSIVE COLLECTIVE BARGAINING REPRESENTATIVE	1.1, 1.10	2, 4
EXPRESSING BREAST MILK (Lactation Friendly Workplace)	8.8	33
EXTENDED RESPONSIBILITY (“ER”)	16	58
... Activities/responsibilities that are an extension of the classroom/job assignment	16.3	58
... Activities/responsibilities performed primarily outside the standard workday/year	16.2	58
... Coaches’ training – compensation for	16.11	58
... Compensation - Base rate is BA+0, Step 1, rate	16.7	58
... Experience credit	16.8, 16.9	58
... Expectations for the assignment	16.6	58
... Part-time educator holding an extended responsibility	16.4	58
... Priority to current bargaining unit members for assignment	16.10	58
... Schedule of ER assignments/positions and compensation	Appendix B	94-97
... Removal from assignment	23.6	83
... Voluntary (unless an extension of the classroom or job assignment)	16.10	58
EXTENDED RESPONSIBILITY SCHEDULE (List of positions, compensation)	Appendix B	94-97
FIELD TRIPS	9.8	40
FINGERPRINTING AND CRIMINAL BACKGROUND CHECK – District pays cost	12.6, 22.3	50, 81
FLEXIBLE BENEFIT PLAN, INTERNAL REVENUE CODE SECTION 125	13.4	52
GRADE REPORTS (Also see, “Progress /Grade Reports”)	8.6	31
GRADES	10.2	44
GRIEVANCE PROCEDURE	5	11
... Arbitration	5.5	14
... Content of grievances	5.3.7	13
... Definitions, time limitations	5.1	11
... No Reprisals	5.3.11	13
GUIDELINES FOR PROFESSIONAL GROWTH / INSERVICE	12.2, 12.3.1	46, 48
HEALTH AND WELFARE TRUST	13.1	51
HEALTH INSURANCE BENEFITS (See, “Insurance Protection”)	13	51
HOLIDAYS	6.4	19
... Must work or be on paid leave on day immediately preceding or following	6.4.2	19
IEPS	30.9	97
... General and special educators required to conference regarding IEPs	30.9.1	97
... Special educators case management time	30.6	96
INCLEMENT WEATHER MAKE-UP DAYS	6.8.4	20
INDIVIDUAL PLANNING TIME	7.10	23

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

INTELLECTUAL PROPERTY	10.3	44
INSTRUCTIONAL MATERIALS		
... Adoptions, District to supply and maintain current instructional materials	8.10	34
... Core instructional materials/training before implementing new curricula	8.10	34
... Dual language instructional materials in language of instruction	8.11	34
... Materials and supplies stipend	12.7	50
... Special education instructional, curriculum, social/emotional skills materials	30.10.2, 30.10.3	98
INSTRUCTIONAL PROGRAM COUNCIL (“IPC”)	2.10	6
INSURANCE BENEFIT MODIFICATION LIST	Appendix F	102
INSURANCE “OPT OUT”	13.1.4	51
INSURANCE PROTECTION	13	51
... Benefit Modification List	Appendix F	102
... Domestic partners	13.5. Appendix C	52 98
... Employee Assistance Program (EAP)	13.6	52
... Flexible benefit plan, Internal Revenue Code Section 125	13.4	52
... Group term life insurance	13.1.2.3	51
... Health and Welfare Trust	13.1	51
... Health Insurance Benefits, defined	13.1.2	51
... Employer contribution to cost of composite premium	13.1.2	51
..... For educators with work schedule of 75% or more of full-time – full contribution	13.1.6	51
..... For educators with work schedule of 50% up to 75% -- 50% contribution	13.1.6	51
..... For temporary educators	13.1.7	52
... Employee contribution to cost of premium	13.1.2.2	51
... Insurance coverage	13.1.4	51
... Long term disability (LTD) coverage	13.1.3	51
... Liability insurance – use of automobile in normal course of duties	13.2	52
... Maintenance of insurance benefits	13.1.5 Appendix E	51 101
... “Opt-out” of insurance benefits	13.1.4	51
... Professional Association Insurance Program	13.3	52
... Unpaid leave of absence, educators on	13.1.8	52
... Tobacco abatement program	13.1.9	52
... Winter, spring and/or summer recess periods	13.1.8	52
ITINERANTS	7.14	24
... Covered by work year / workday / workload provisions	6, 7, 8	17,22,26
... Disagreements over schedule/workload	7.14.4	24
... Parking, reserved staff parking spot	14.2.1.2	53
... Planning time	7.14.1	24
... Travel time	7.14.2, 7.14.3	24
... Work day	7.14.1	24
JOB FAIR	18.6.4	73
JOB SHARING / PART-TIME WORK	18.9	73
JUST CAUSE (<i>Also see, “Rights and Just Cause”</i>)	23.1	83
JURY DUTY	17.3.4	63
LAYOFF, REDUCTION IN STAFF	20	75
... Assert right to be retained; development of retraining plan	20.2.4	76
... Benefits while on layoff	20.3	76
... Competence	20.2.2	76
..... Educational attainments	20.2.2	75
..... Experience, within last five years	20.2.2, Appendix D	75 99
..... Educators who work primarily with adults (e.g., TOSAs, mentor teachers)	20.2.3	76

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... PAT released-time officers	20.2.3	76
..... Training, within last 5 years	20.2.3	76
..... Willingness to undergo additional training, pursue additional education	20.2.2	75
... Combining positions to avoid layoffs	20.1.3.1	75
... "Grade level" defined	20.2.2	75
... Meeting between PPS and PAT re: staffing process	20.1.2	75
... Notification of layoff to Association and affected professional educators	20.1.1	75
... Recall rights	20.2.6, 20.4.2	76, 77
... Reduction of amount of FTE that does not result in layoff	20.2.6	76
... Seniority - layoff by seniority, licensure, competence, or will qualify as competent	20.2.1	75
... "Seniority" defined	20.2.1	75
... "Subject" defined	20.2.2	75
... Substitute teaching – does not affect recall rights	20.3.2	76
... Technology, positions eliminated due to	20.1.4	75
... Transferring educators to avoid layoffs	20.2.5	76
... Voluntary leaves to be solicited by District to avoid layoffs	20.1.3.1	75
LEAVES OF ABSENCE	17	60
... Birth or adoption of child (use of sick leave, other paid and unpaid leave)	17.2.1.2.d.	61
... General provisions	17.1	60
..... Applications	17.1.1	60
..... Leave day equals eight (8) hours of leave time	17.1.1.4	60
... Paid leaves	17.2, 17.3	60-62
..... Bereavement leave	17.3.1	62
..... Friend	17.3.1.1	62
..... Immediate family member	17.3.1.2	62
..... Person regularly living in home for whom educator responsible	17.3.1.2	62
..... Relative	17.3.1.1	62
..... Travel required	17.3.1.1	62
..... Use of accrued other paid or unpaid leave if bereavement leave exhausted	17.3.1.3	62
..... Count as days worked	12.3.5	49
..... Family illness leave	17.2.2	61
..... 40 (forty) hours, or five and one third (5.33) days	17.2.2.1	61
..... Care or attention of immediate family member by educator is needed	17.2.2.2	62
..... Emergency conditions, potential leave extension	17.2.2.2	62
..... "Immediate family" defined	17.2.2.3	62
..... Use of accumulated sick leave if family leave exhausted	17.2.2.4	62
..... Injury on duty	17.2.3	62
..... Jury duty	17.3.4	63
..... Mandatory court appearance	17.3.3	63
..... Personal leave (Also see " <i>Unpaid Leaves - Personal Leave</i> ")	17.3.2	63
..... 3 (three) paid days granted annually	17.3.2.1	63
..... Notice for use required – 1 week in advance, in writing, except in emergency	17.3.2.2	63
..... Not for recreational purposes or vacation	17.3.2.5	63
..... Personal business	17.3.2.1	63
..... Religious observances when attendance mandatory during workday	17.3.2.4	63
..... Situations which cannot be addressed except during workday	17.3.2.3	63
..... Professional leave	17.3.5	63
..... 2 (two) days granted annually, accumulate without limit	17.3.5.1	63
..... Attend work-related conventions, conferences, workshops, seminars	17.3.5.1	63
..... Notice required one (1) week in advance	17.3.5.2	63
..... Observe/visit instructional practices, programs	17.3.5.1	63
..... Use of personal leave if length/location of conference requires	17.3.5.5	64

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... Quarantine	17.2.4	62
..... Service to education–related state agencies	17.3.6	64
..... Sick leave	17.2.1.	60
..... Accumulation	17.2.1.1	60
..... Accumulation of unused days without limit	17.2.1.1.d	60
..... Number of days granted and when credited to employee	17.2.1.1.a., 17.2.1.1.c.	60
..... Exhaustion of sick leave, additional leave based on length of service	17.2.1.1.f.	61
..... Resignation prior to completing work year	17.2.1.1.b.	60
..... Transfer of unused days earned in another Oregon district	17.2.1.1.e.	61
..... Utilization	17.2.1.2	61
..... Absence directed by District – no charge against sick leave	17.2.1.2.e.	61
..... Birth or adoption of a child	17.2.1.2.d.	61
..... During extended leave (more than 1 month)	17.2.1.2.c.	61
..... During work beyond standard school year or summer school	17.2.1.2.b.	61
..... Injury on duty – no charge against sick leave	17.2.3	62
..... Paid holiday – no charge against sick leave	17.2.1.2.e.	61
..... Personal illness or medical /dental appointments	17.2.1.2.a.	61
..... Quarantine – no charge against sick leave	17.2.4	62
..... Use in one (1) hour increments or per-day units	17.2.1.2.g.	61
... Sick Leave Bank	17.2.1.2.f.	61
... Replacement by temporary employee during leave	1.2.11.1	3
... Return from leave	17.5	67
..... Accumulated, unused leave and accrued benefits restored	17.5.4	67
..... Return to previous position - leave for up to one (1) school year	17.5.1	67
..... Reassignment, may be subject to – leave for more than one (1) school year	17.5.2	67
..... Salary schedule – placement on upon return	17.5.3	67
... Unpaid Leaves	17.4	64
..... Application deadline full-year unpaid Personal, Career Development, or Exchange leave – March 1 st	17.4.1	64
..... Association leave	17.4.8	66
..... Career development leave	17.4.5	65
..... Application deadline: March 1 st	17.4.2.3	64
..... Child care leave	17.4.3	64
..... 30 days written notice required, unless extenuating circumstances	17.4.3.1	64
..... April 15 deadline to request full year leave beyond 1 st full year	17.4.3.1	64
..... Exchange and other teaching leaves	17.4.4	65
..... Application deadline: March 1 st	17.4.2.3	64
..... Military leave	17.4.7	66
..... Other leaves	17.4.10	67
..... Personal leave (<i>Also see “Paid Leaves – Personal Leave”</i>)	17.4.2	64
..... 3 (three) unpaid days per year for personal reasons	17.4.2.1	64
..... Notice required – 1 week in advance, in writing, except in emergency	17.4.2.1	64
..... Full-year Unpaid Personal Leave	17.4.2.3	64
..... Application deadline: March 1 st	17.4.2.3	64
..... Unassigned upon return, participate in internal transfer process	17.4.2.3	64
..... Work in other Portland metro districts during leave prohibited	17.4.2.3	64
..... Probationary educators eligible	17.4.2.4	64
..... Political leave	17.4.9	67
..... Study leave	17.4.6	65
..... Application deadlines	17.4.6.2.d	65
..... Not a break in consecutive service	17.4.6.2.g	65
..... Requirements and procedures	17.4.6.2	65
..... Selection criteria	17.4.6.4	66

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... Status while on study leave	17.4.6.3	66
..... Status upon return from study leave	17.4.6.4	66
LEGAL DEFENSE AND INDEMNIFICATION	9.10	41
LETTER OF EXPECTATION	23.9	84
LETTER OF EXPECTATION TEMPLATE	Appendix K	110
LETTERS OF INTENT	18.4.4	69
LIBRARIANS WORK YEAR	6.3.7	18
LIFE INSURANCE	13.1.2.3	51
LONG TERM DISABILITY (LTD) COVERAGE	13.1.3	51
LOSS OF, OR DAMAGE TO, EDUCATOR'S PERSONAL PROPERTY	9.7.3 - 9.7.5	40
LUNCH, DUTY-FREE	7.9	22
... Passing time (if supervising students) is not part of the duty-free lunch	7.9.2	23
MAILBOXES	2.2	5
MAINTENANCE OF INSURANCE BENEFITS	Appendix E	101
MAINTENANCE OF STANDARDS/WORKING CONDITIONS	1.5	3
MANAGEMENT RIGHTS	3	7
MANDATORY ON-LINE TRAINING	7.13.3	24
MANDATORY REPORTS TO DEPARTMENT OF HUMAN SERVICES	9.11	41
MATERIALS AND SUPPLIES STIPEND	12.7	50
MASTER'S DEGREE EARNED PRIOR TO LICENSURE	12.2.1.4	46
MEDICAL OR HEALTH CARE PROCEDURES	23.13	86
MEETINGS/ TRAININGS	7.13	24
... 10 Tuesday staff meetings up to 1 hour	7.13.1, 7.13.2	23
... Part-time educators' attendance not required unless contiguous with work day	7.10.5	24
... Meet with students/parents as necessary at reasonable times outside work day	8.6.2	32
MENTAL HEALTH SUPPORTS		
.....Rapid Response Team	9.5.3	39
.....Mental Health Teams	9.5.3	39
.....Definitions	Appendix M	114
MENTOR PROGRAM	21	78
MILEAGE	14	53
... Auto, regular use of personal auto for on-the-job travel	14.1.1	53
... Car rental - approved daily-use	14.1.2	53
... Public transportation - use for on-the-job travel	14.1.2	53
... Reimbursement, procedure for	14.1.2	53
MILITARY LEAVE	17.4.7	66
MOVES, BUILDING AND CLASSROOM	19	74
... Access to work space to pack, unpack, organize	19.1	74
... After the school year has started	19.3	74
... Boxes and packing materials	19.6	74
... Classroom moves or disassembling/reassembling classroom	19.3	74
... Extraordinary moves	19.4	74
... Rate of pay for packing, moving	19.7	74
... Transfer to a new school campus due to reconfiguration, relocation, etc.	19.1	74
... Two school years in a row	19.3	74
... Unassigned due to reconfiguration, relocation, etc.	19.2	74
NEGOTIATION PROCEDURES	28	93
NEWLY HIRED PROFESSIONAL EDUCATORS	6.3.5	18
... Orientation	6.3.5.1	18
... Training	6.3.5.2	18
NONDISCRIMINATION	24	87
ORIENTATION, NEWLY HIRED EDUCATORS	6.3.5.1	18
OVERLOAD PAY	8.3	26
OUTDOOR SCHOOL	12.5.2.6	50
PAPER, ACCESS TO	8.13	34

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

PARENT-TEACHER CONFERENCES	6.7.2 – 6.7.6	19-20
PARKING/COMMUTING	14.2	53
PART-TIME EDUCATORS	7.16	24
... Disputes over part-time schedule or workload	7.16.4	25
... Evening events – attendance is pro-rated	7.13.5	24
... Extended responsibility	16.4	58
... FTE may fluctuate within ranges; when a reduction is considered a layoff	7.16.3	25
... Parent/teacher conferences – attendance is pro-rated	7.13.5	24
... Salary – pro-rated portion of full-time salary	12.4.7.1	49
... Staff meetings – attendance required only if contiguous to workday; pro-rated	7.13.5	24
... Workday and workload proportional to that of full-time educators	7.16.1	24
... Workday as a percentage of full-time – CHART	7.16.2	25
PAYCHECKS (Also see, “Compensation”)	12.4	49
... 10 or 12 equal monthly payments, annual election	12.4.1	49
... Itemization of pay, deductions, accumulated sick leave, retirement contributions	4.3	9
PAYROLL DEDUCTIONS	4	9
... Dues	4.1	9
... Other Payroll Deductions	4.3	9
PERFORMANCE CLASSES	8.3.5	30
PERS BUBBLE (Also see, “Re-employment of Retirees”)	15.4	56
PERSONAL LEAVE, PAID	17.3.2	63
PERSONAL LEAVE, UNPAID	17.4.2	64
PERSONAL LIFE	23.5	83
PERSONAL PROPERTY, LOSS OF OR DAMAGE TO	9.7	40
PERSONNEL FILE	26	89
... Letters of Expectation, removal from file	26.7	89
... Receive copy of materials prior to inclusion in file	26.6	89
... Respond to items in file	26.7	89
... Review district and building files, receive copy	26.3	89
PLAN OF ASSISTANCE	27.11	91
PLANNING DAYS	6.5	19
... Prior to the first student day	6.5.1	19
... At end of each quarterly grading period	6.5.2	19
... At end of school year	6.5.2	19
PLANNING TIME, INDIVIDUAL	7.10	23
POLYGRAPH EXAMINATIONS PROHIBITED	23.17	86
PROCUREMENT CARDS (P-Cards)	14.3	54
PREAMBLE		1
PROFESSIONAL DEVELOPMENT DAYS	6.6	19
PROFESSIONAL GROWTH	22	80
... Advances on professional improvement funds	22.8.1	81
... Conferences	22.8	81
... District-directed in-service/training outside contract time - per diem hourly rate	22.2.1	80
... Exams (e.g., Praxis, ORELA) “State-Approved Professional Exams”	22.2.4	80-81
... Fingerprinting costs for licensure/certification renewal	22.3	80
... Guidelines for Professional Growth/In-service	22.2	80
... Guidelines for use of Professional Improvement Fund	22.10	82
... National Board Teacher Examination	22.2.3	80
... Professional Exams, state-approved (e.g., ORELA, Praxis, HOUSSE)	22.2.4	80
... Speech & Language Pathologists licensure costs/fees	22.4	81
... Student teachers/interns	22.4	81
... Tuition reimbursement	22.2.2	80

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

... Professional Growth Fund	22.7	81
... Reimbursement of expenses	22.3.1- 22.2.3	80, 81
... Temporary professional educators	22.10.3	82
PROGRESS / GRADE REPORTS	8.6	31
PERSONAL LIFE, EDUCATOR'S	23.5	83
PERSONAL PROPERTY LOSS/DAMAGE	9.7	40
RAPID RESPONSE TEAM (RRT)	9.5.4 Appendix H	39 104-105
RECOGNITION OF EXCLUSIVE REPRESENTATIVE	1.1	2
REDUCTION IN STAFF (<i>Also see, "Layoff"</i>)	20	75
RE-EMPLOYMENT OF RETIREES (PERS Bubble)	15.4	56
... Eligibility	15.4.1, 15.4.3	56
... Pay and benefits	15.4.4.2	56
REFERRALS , Educators' authority to write referrals and to know disposition	9.4.1.6	36
RELEASE TO WORK ON JOINTLY SPONSORED PAT AND PPS ACTIVITIES	2.11	6
RELIGIOUS OBSERVANCES	17.3.2.4	63
REMODELING / PAINTING IN CLASSROOM	19.4.2	74
RESPECTFUL WORKING ENVIRONMENT	23.16	86
RESTROOM BREAKS	7.12	23
RETIREMENT	15	55
... Early notice incentives	15.3, 18.2	56, 68
... Early retirement incentive - insurance	15.2.1	55
... Early retirement incentive – monthly stipend	15.2.2	55
... Notice of retirement – in writing 60 days prior to effective date of retirement	15.2.3	56
... Re-employment of retirees ("PERS Bubble")	15.4	56
... Unused sick leave	15.1	55
... Workgroup to explore incentive alternatives for PERS Tier 3 educators	15.2.4	56
RIGHTS AND JUST CAUSE	23	83
... Administrative leave with pay	23.10	84
..... Access to PPS email, materials, work site while on leave	23.10.7	85
..... Disclosure of fact of, or reasons for, administrative leave	23.10.8	85
..... Used in limited situations	23.10.4	85
..... Leave letter template	23.10.5, Appendix L	85 111
... Bodily fluids, involuntary testing directed by District	23.12	86
..... Substantive reason to believe health and safety of others is at risk required	23.12	86
... Dismissal from employment, appeal	23.4	83
... Due process	23.3	83
... Examination by physician - directed by District	23.11	85
... Extended Responsibility - removal from assignment	23.6	83
... Investigations	23.8	84
..... Interview/questioning shall not occur at time of giving meeting notice	23.8.4	84
..... Meeting notice to be kept in investigation file, not building or personnel file	23.8.9	84
..... Unit members shall not investigate other unit members	23.8.6	84
... Just cause for discipline or reduction in compensation	23.1	83
... Keys – educator's responsibility for lost keys	23.14	86
... Letter of Expectation	23.1, 23.9	83, 84
... Letter of Expectation template	23.9.2, Appendix K	84, 110
... Meeting with administrator which could result in discipline, nonrenewal, or layoff	23.8	84
..... Notice required – prior, written, description of issue, right to representation	23.8.1, 23.8.2	84

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... Additional notice and time if new issues emerge	23.8.3	84
... Meeting with parent	23.7	83
..... Notice – a workday’s notice required	23.7	83
..... Right to administrative support in meeting	23.7	83
..... Right to representation if complaints made that could result in discipline	23.7	83
..... Tape recording not allowed without educator’s consent	23.7	83
... Personal life, educator’s	23.5	83
... Privacy – for reprimands	23.1	83
... Plans of Assistance - shall not be issued for misconduct	23.1	83
... Polygraph examinations prohibited	23.17	86
... Probationary and temporary educator right to appeal dismissal to arbitration	23.4, 6.2	83, 112
... Reduction in compensation – just cause required	23.1	83
... Respectful working environment	23.16	86
... Social media account – educator not required to provide access to personal	23.17	86
... Student exceptional medical or health care needs	23.13	86
... Testing - student performance on tests not a basis for employment actions	23.15	86
SAFETY (Also see “Student Discipline / Safety”)	9.12	41
... Emergency protocols required at each worksite	9.12.3	42
... Field trips – additional supports to insure safety generally	9.8	40
..... Additional supports shall be provided to special education students	9.8	40
... Immediate danger/significant health hazard due to unsafe working condition	9.12.1	41
... Memorandum of Agreement – Safety 2019	Appendix H	104-105
... Notice of use of non-routine chemicals, cleaners	9.12.1	41
... Rapid Response Team (RRT)	9.5.3, 9.5.4 Appendix N	39 116
... Refusal to expose self to immediate danger or unsafe working condition	9.12.1	41
... Reports from law enforcement and courts re potential student safety issues	9.4.1.11	37
... Reports to Department of Human Services (DHS)	9.11	41
... Safe, healthful employment and places of employment (“Environmental Safety”)	9.13.1	42
... Security of buildings and grounds	9.12.1	41
... Student behavioral records, access to	9.9.1	40
... Safety Committee	9.2.2	41
.....Safety Investments	Appendix R	123
SAFETY2019 MEMORANDUM OF AGREEMENT	Appendix H	104-105
SALARY (See, “Compensation”)	12	46
SALARY SCHEDULES	12.1, Appendix A1	46, 100
SCHOOL CALENDAR	6.8	20
... Days on which work cannot be scheduled	6.8.3.1	20
SCHOOL IMPROVEMENT COUNCILS	11	45
SCHOOL PSYCHOLOGISTS TRANSFER PROCESS	Appendix J	107
SCHOOL SOCIAL WORKERS OVERTIME	Appendix P	122
SENIORITY	20.2.1	75
SICK LEAVE (Also see, “Leaves of Absence, Sick Leave”)	17.2.1	60
SICK LEAVE BANK	17.2.1.2.f	61
SITE SUPPORT INSTRUCTORS (SSIs)	8.7.3	32
SPECIAL EDUCATION		
... Case management time	30.5.2	102
... Full Continuum of Special Education Services	30.2	102
... Spaces and Materials	30.10	105
SPECIALISTS (Specifically: Child Development Specialists, Social Workers, School Psychologists, Audiologists, Student Services Specialists only)		

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

... Duty-free lunch	7.9	22
... Staff meetings/trainings – attendance required only if within workday/workweek	7.3	23

... Rest periods	7.5.1	22
... Use of ½ of planning day time for meetings with administrator	6.5.4	19
... Work day (8 hours)	7.3	22
STAFF MEETINGS, on 10 Tuesdays	7.13.1, 7.13.2	23
STANDARDIZED OR DISTRICT-WIDE TESTS, STUDENT PERFORMANCE ON		
... Not a basis for educator performance evaluation	27.4	90
... Not a basis for transfer, layoff, recall, salary placement, or disciplinary action	23.15	86
... Use to modify instruction	27.4	90
STATUS AND EFFECT OF AGREEMENT	1	2-4
STRIKES AND LOCKOUT	28.5	93
STUDY LEAVE	17.4.6	65
STUDENT BEHAVIORAL RECORDS	9.9	40
STUDENT COUNT RULES, SPECIAL, FOR WORKLOAD	8.3.9	31
STUDENT DISCIPLINE / SAFETY	9	35
... Behavioral supports and strategies	9.5	39
... Building plan to be posted on website, distributed to students and families	9.12.2.4	42
... Definitions	9.3	35
..... Threat/Causing Fear of Harm	9.3.2	36
..... Physical Attack/Harm	9.3.1	36
... Culturally Responsive Tiered Fidelity Inventory (CR-TFI)	9.4.2	37
... Educator authority and protection, resources to be provided in building	9.1	35
... Loss of, or damage to, educator's personal property	9.7.3	40
... Notice of students with records of violence and weapons violations	9.9.2	40
... Professional development for staff before start of school year	9.4.2.2, 9.4.2.5	38
... Rapid Response Team (RRT)	9.5.3, 9.5.4	39
... Reports from law enforcement, courts re potential student safety issues	9.4.1.11	37
... School Climate Team	9.4.2.4	38
... Student Discipline/Climate plan – required minimum procedures in building:	9.4.1	36
..... Behavior correction plan	9.4.1.7	36
..... Communication with educator prior to returning student to class	9.4.1.4	36
..... Consistency with Students' Rights/Responsibilities Handbook/Guide	9.4.1.8	37
..... Educator's in-class expectations, rules and plans for student management	9.4.1.1	36
..... Educator's authority to remove student from class	9.4.1.2	36
..... Procedure for students removed from class when administrator absent	9.4.1.5	36
..... Physical Attack/Harm		
..... Emergency protocols to support educator	9.12.3	42
..... Removal of student from educator's responsibility pending investigation	9.4.1.9	37
..... Upon finding that the student committed Physical Attack/Harm:		
..... Temporary removal from the educator's responsibility	9.4.1.9	37
..... If the attack/harm was upon an educator	9.4.1.10	33
..... Packet of information re benefit materials to be provided to educator	9.7.2	40
..... Reimbursement for personal property lost or damaged as result of	9.7.3	40
..... Report in writing to Superintendent	9.7.1	40
... Referrals, educators' authority to write and to know disposition	9.4.1.8	37

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

... Reports from law enforcement, courts re potential student safety issues	9.9.3	41
... Threat/Causing Fear of Harm		
..... Emergency protocols to support educator	9.12.3	42
..... Removal of student from educator's responsibility pending investigation	9.4.1.9	37
..... Upon finding that the student committed Threat/Causing Fear of Harm:		
..... Report in writing to Superintendent	9.4.1.11	37
... Threat of harm to educator's person, property or family members	9.4.1.10.1	337
STUDENT EXCEPTIONAL MEDICAL OR HEALTH CARE NEEDS	23.13	86
STUDENT GRADES	10.2	44
STUDENT PLANS OTHER THAN IEPS (TAG, 504, etc.)	8.9.2	34
STUDENT TEACHERS / INTERNS	22.5	81
SUBJECT, DEFINED	Appendix D	99-100
SUBSTITUTING, SUBSTITUTE TEACHERS		
... Educators allowed to recommend their preferred substitutes	8.7.2	32
... Substituting for other professional educators not required unless true emergency	8.7.1	32
... Site Support Instructors (SSIs)	8.7.3	32
TABLE OF CONTENTS	Preface	ii – iii
TAG PLANS	8.9.2	34
TELEPHONE ACCESS	8.13	34
TEMPORARY EDUCATOR	1.2.11	3
... Temporary professional educators are probationary professional educators	1.2.12	3
TESTING (Also see, "Standardized Testing")	23.15, 27.4	86, 90
TORT CLAIMS AGAINST EDUCATOR	9.10	41
TRANSFERS	18	68
... Administration-initiated transfers	18.6	70
..... Bilingual or Multilingual Ability relevant to assignment	18.6.2.4 Appendix I	71 107
..... "Closure" of school, classes or program	18.6.9	73
..... Consideration of educator's preference	18.6.1	70
..... Extended responsibility that is an extension of classroom subject	18.6.2.5	71
..... Fair and objective re-assignment	18.6.1	70
..... "Follow the student" concept	18.6.8	73
..... Gender presentation/Gender identity balance	18.6.2.2	73
..... Irresolvable differences between educator and supervisor	18.6.10	73
..... Job fair	18.6.4	72
..... Job share	18.9	73
..... "Merger" of classes or programs from 2 or more schools	18.6.8	72
..... Middle Schools – formation of	18.6.8.1	72
..... Notice of transfer to educator – at least seven (7) calendar days	18.6.1	70
..... Planning days, substitute time, or pay to prepare for new assignment	18.6.1.1-7	70-71
..... "Protected" extended responsibility assignments (high school level)	18.6.2.6	71
..... Reduction of staff in building or program area	18.6.2	71
..... Classification of employees for purpose of Article 18	18.6.2, 18.6.3	71
..... Seniority – educator with least district wide seniority generally transferred	18.6.2	71
..... Exceptions to seniority	18.6.2.1-6	71
..... Volunteers must be requested within grade level or subject matter areas	18.6.2	71
..... Return to original site if vacancy arises	18.6.7	72
..... Unassignment – transfer shall not result in (except in annual staffing process)	18.6.1	70
... Assignment, defined	18.1.1	68
... Assignment Notices	18.1	68
..... Assignments out of licensure or competence - educator agreement required	18.1.4	68
..... Notice of assignment prior to internal phase	18.1.5	68

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... Notice of assignment change during summer recess	18.1.5	68
... Competence, defined	18.1.3, 20.2.2 Appendix D	68, 75 99-100
... Early Notice Incentive for retirement/resignation	18.2.1	68
... Educator-initiated transfers	18.5	69
..... Interviews – right to interview if five or more years of service in district	18.5.5	70
..... One (1) voluntary transfer per year	18.5.3	70
..... Notification by educator if no longer interested in posted position	18.5.2	69
..... Notification to educator if educator is no longer under consideration	18.5.5	70
..... Part-time assignment increasing to full-time for subsequent school year	18.5.6	70
..... Program of Assistance for Improvement, effect regarding transfer	18.5.7	70
..... Trading assignments	18.5.8	70
..... Voluntary unassignment with rights	18.5.4	70
... External transfer process	18.6.6	72
..... Eligibility to apply	18.6.6	72
..... Outside applicants - considered only after all unassigned are assigned	18.6.6	72
... Internal transfer process	18.6.4	72
..... Eligibility to apply	18.6.4	72
..... Part-time increased to full-time – incumbent may apply after internal process	18.5.6	70
..... Placement of remaining unassigned educators at end of internal process	18.6.5	72
..... Temporary educator in position for 45 days may apply only for their position	18.3.7	69
... Interviews – right to interview if five or more years of service in district	18.5.5	70
... Job Sharing / Part-time work	18.9	73
... Notice by educator when no longer interested in position	18.5.2	69
... Letters of Intent	18.4.4	69
... Posting Procedures	18.3	68
..... Content of posting	18.3.3	68
..... Posting period	18.3.2, 18.3.4, 18.3.5	68
..... Posting positions filled temporarily during the year	18.3.7	69
..... Posting required prior to the consideration of outside applicants	18.3.1	68
..... Posting – when not required	18.3.2, 18.3.5, 18.3.6	68
... Part-time increased to full-time – incumbent may apply after internal process	18.5.6	70
... Priority to unit members over outside applicants if qualifications are equal	18.4.3	69
... Racial balance	18.6.2.3	71
... Resignation or retirement – incentive for giving early notice	18.2.1	68
... School Psychologists transfer process	18.6.3 Appendix J	71 107-109
... Subject, defined	18.1.3. Appendix D	68 99-100
... Transfer, defined	18.1.2	68
... Unique licensure for specific existing assignment	18.6.2.1	71
... Voluntary unassignment with rights	18.5.4	70
TUITION REIMBURSEMENT (<i>Also see, “Professional Growth”</i>)	22.2.2	80
UNIQUE PREPARATIONS	8.4	31
UNSAFE WORKING CONDITIONS	9.12.1	41
VACANCY / VACANCIES		
... Existing position that will continue for subsequent year	18.2.2	68
... Filling vacancies	18.4	69
..... Non-extended administrator, filling position with	20.2.7	76
..... Priority to unit members over outside applicants if qualifications equal	18.4.3	69

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... Vacancies due to long-term absence of the incumbent educator	18.4.2	69
..... Vacancies occurring near beginning of school year	18.4.1. 1.2.11.2	69 3
..... Vacancies occurring after October 15	18.4.1.3	69
... New position created by District	18.2.2	68
WELL-ROUNDED PUBLIC EDUCATION	Preamble	1
WHOLE CHILD CURRICULUM	Preamble	1
WORKDAY	7	22
... Fifteen minutes immediately before and immediately after student day	7.6	22
..... Duty for not more than 7.5 minutes of each	7.6	22
... Individual planning time	7.10	23
... Instruction (administrator requested) outside of workday, voluntary and paid	7.8	22
... Itinerants	7.14	24
... Lunch, duty-free	7.9.2	23
..... Passing time (if supervising) excluded from thirty-minute duty-free lunch	7.9.2	23
... Mandatory on-line trainings	7.13.3	24
... Mondays through Fridays only	7.2	22
... Part-Time Educators – proportional workday and workload	7.16	24
... Per diem hourly rate for instruction outside of work day – must be voluntary	7.8	22
... Report and end times	7.6	22
... Restroom breaks	7.12	23
... Specialists workday (designated job categories only)	7.5	22
... Standard workday	7.3	22
WORKING ENVIRONMENT, RESPECTFUL	23.16	86
WORKING CONDITIONS		
... Computer access	8.13	34
... Copy machine and adequate amount of paper	8.13	34
... Expressing breast milk (Lactation Friendly Workplace)	8.8	33
... Materials and supplies stipend	12.7	50
... Telephone access	8.12	34
... Respectful working environment	23.16	86
... Restroom breaks	7.12	23
WORK LOAD	8	26
... Generally comparable to 2017-2018 school year	8.2	26
... Duties	8.5	31
... IEPs	30.9	97
... Overload Pay	8.3	26
..... Overload Pay Threshold and Percentage Charts	8.3.3	27
..... Overload Relief for Exceeding Number of Unique Preparations	8.4	31
... Part-Time Educators: proportional workday and workload	7.16.1	24
... Performance Classes	8.3.3	27
... Progress/Grade Reports	8.6	31
... Site Support Instructors (SSIs)	8.7.3	32
... Special Education Spaces and Materials	30.10	98
... Special Student Count Rules	8.3.9	31
... Student plans - TAG plans, 504 plans, student plans other than IEPs	8.9.2	34
... Substituting for other professional educators not required unless true emergency	8.7.1	32
WORK YEAR	6	18
... Counselors	6.3.8	17
... Extended/Reduced work year	6.3	17

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.

..... In schools with a comprehensive/targeted support designation	6.3.1	17
..... In schools with grade level changes	6.3.3	17
... Evening Events	6.7.1	19
... Holidays	6.4	19
... Inclement weather make-up days	6.8.4	20
... Monday preceding beginning of work year – no scheduled PPS activities	2.6.1	5
... Newly hired Professional Educator Orientation	6.3.5	18
... Parent - Teacher Conferences	6.7.2 - 6.7.5	19-20
... Planning and Grading days	6.5	19
... Professional development days	6.6	19
... School Calendar	6.8	20
..... Days on which work (e.g., instruction, PD) cannot be scheduled	6.8.3.1	20
... Standard work year	6.2	17
... Teacher Librarians	6.3.7	18
... Work beyond standard work year	6.3.6	18
WORKER'S COMPENSATION	17.2.3	62
ZIPPER CLAUSE	1.4	3

This index is intended solely as a tool for locating subjects in the contract. The language and/or physical arrangement of the descriptions and references in this Index are not intended to be, and should not be considered, an interpretation of any of its provisions.