

# **Collective Bargaining Agreement**

**Stanfield Education Association  
AND  
Stanfield School District No. 61-R**

**2023-2025**

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### **PREAMBLE**

This Agreement is entered into between the Board of Education on behalf of the Stanfield School District No. 61-R, Umatilla County, Stanfield, Oregon and the Stanfield Education Association.

The intent of this Agreement is to treat all members of the bargaining unit in a fair and equitable manner, and to set forth and record herein the basic and full agreement between the parties on those matters delineated as follows for teaching personnel included in the bargaining unit.

The District recognizes the Stanfield Education Association as the sole and exclusive representative of all regular full-time and part-time (0.5 FTE or more) licensed teachers, except as provided herein. Employees not subject to the terms and conditions of this Agreement include substitute and per diem teachers, all supervisors and confidential employees as assigned by the District.

## **ARTICLE 1. FRINGE BENEFITS/INSURANCE**

Effective on the appropriate insurance anniversary date, the District will pay the amount specified below toward the premiums for insurance benefits for each eligible teacher in the bargaining unit:

**MEDICAL, DENTAL, VISION:** The District will provide \$1,600 (for the OEBC Medical, Dental, Vision and Group Term Life Plans available to the District).

**LIFE ANNUITY:** The District will provide \$10,000 Life Insurance.

**HEALTH SAVINGS ACCOUNT:** Subject to the rules and regulations of the insurance carrier, OEBC, and the IRS, active employees who maintain and provide proof of another medical benefit plan may opt-out of District sponsored health insurance coverage. Employees who opt-out of health insurance coverage, and who are otherwise eligible for a District contribution towards insurance premiums, may receive 50% of the employee's maximum District insurance contribution as a contribution toward a District Sponsored HSA, Health Reimbursement Account, Health Retirement Account, or another Section 125 Plan of the employee's choosing as long as such contribution would not create disadvantageous tax consequences for the District or the employee. Opt-out decisions must be made during the open enrollment period. Eligible employees who do not maintain and provide proof annually of another employer-sponsored group medical plan will not be permitted to opt-out of District sponsored group insurance coverage. Employees must notify the District Office in writing of their decision for these funds before October 1st or within 30 days of hire for those hired after the start of the school year.

For staff members who elect a health plan that costs less than the monthly district insurance cap, 100% of the difference between the cost of the insurance plan and the district cap will be put into a District Sponsors HSA, Health Reimbursement Account, Health Retirement Account, or another Section 125 Plan of the employee's choosing.

Employees newly hired by the District shall be eligible for District-paid insurance upon acceptance of a written application by the insurance carriers on the first day of October or after a month of employment. Insurance benefits shall be in effect for twelve (12) months. Teachers leaving the District before completing the school year shall have insurance benefits prorated.

In addition to the above Payroll deductions as requested by the teachers will be as follows:

- A. Tax Sheltered Annuities
- B. Other deductions properly authorized by the employee, such as Association dues, etc.

## **ARTICLE 2. LEAVE: SICK**

Leave benefits with full pay will be granted for absence due to illness or injury. A maximum of ten (10) days per year of sick leave will be granted to each employee with no limit on the number of accumulated days. To be granted sick leave in excess of five (5) days for a single illness or injury, a physician's certification that the absence was necessary may be required. Employees who have exhausted available sick leave and who are eligible may make a request to the Board to institute a temporary sick leave donation program, in accordance with Board policy and rules. Sick leave may be used for parties other than the employee as specified in Policy [GCBDA/GDBDA](#) (Spouse; Child of employee (biological, adopted, foster or step child, a legal ward, or child of the employee standing in loco parentis) ; Custodial parent; Noncustodial parent; Biological parent; Adoptive parent; Step or foster parent; or Individual who was in loco parentis to the employee when the employee was a child; Same-gender domestic partner; Child of same-gender domestic partner, Grandparent; Grandchild, Parent-in-law; or Parent of same-gender domestic partner. The parties acknowledge that this section constitutes

a substantially equivalent program for purposes of the Oregon Sick Time Law. See Board Policy [GCBDD-Sick Time](#). An employee who receives a benefit under Workers' Compensation Insurance or Paid Family and Medical Leave Insurance may elect to use accrued sick leave to make up the difference between their benefits and their normal salary. Upon receiving written notice of such an election, the District shall deduct and apply the number of accrued sick leave hours necessary to ensure that the employee receives their normal salary.

### **ARTICLE 3. LEAVE: PERSONAL (With Pay)**

Each employee shall be entitled, each year during their regular employment period, to be absent without loss of pay or other benefits from scheduled work for two (2) days. These days are to be taken in increments of full or half days only for the purpose of taking care of personal or family emergencies or responsibilities that cannot be taken care of at any time except during school hours. Personal leave may not be used immediately before or after a holiday weekend or break. When the employee plans to use a personal leave day, they shall request the leave from their principal two (2) full working days prior to the absence, except in case of an emergency. Personal leave does not accumulate and is subject to the availability of substitutes. All unused personal leave will be paid on the final check of the fiscal year at the employee's per diem daily rate of pay.

### **ARTICLE 4. LEAVE: BEREAVEMENT**

Each teacher shall have available for their use when necessary, five (5) days of bereavement leave. This leave shall be used only in the event of a death in the immediate family. The immediate family shall include spouse, children, parents, mother or father-in-law, brother or sister, grandparents, grandchildren or a permanent member (relative) of the household. One day of the five (5) days of bereavement leave may be used for others not listed. Bereavement leave does not accumulate.

### **ARTICLE 5. LEAVE: PROFESSIONAL**

Professional leave requests must be made in writing to the District Office and approved by the building administrator and the Superintendent. Requests must be approved in writing before absences are entered into the online employee absence system. Requests will be approved or denied within 3 working days.

### **ARTICLE 6. LEAVE: LEGAL**

Board Policy GCBDD will be followed relating to Jury Duty. School employees who are called for jury duty may serve without loss of pay provided that any money paid to the employee for this service is turned over to the district. Any money paid to the employee for mileage and/or similar or related expenses may be retained by the employee. Under Oregon law a person may be excused by the court from jury duty if it is shown that there is undue hardship or extreme inconvenience to the person or employer. If a lengthy trial was to be expected or grand jury duty contemplated, the Board may ask for the employee to be excused. Employees under subpoena to testify as a witness in a school-related situation before a court or other bonafide judicial body will be paid their regular salary. Payments received for service as a witness will be forwarded to the District.

### **ARTICLE 7. PAID HOLIDAYS**

The Board has agreed to provide the following paid holidays:

New Year's Day	Thanksgiving Day	Memorial Day	Christmas Day
	Labor Day	Veterans' Day	

## **ARTICLE 8. PERSONNEL POLICIES**

The Board has agreed to include teacher input regarding any change in personnel policies.

## **ARTICLE 9. REDUCTION IN STAFF**

The District Agrees to follow the layoff requirements set forth in the Oregon Revised Statutes. Recall shall be in reverse order of layoff unless the District determines that recall out of reverse order is necessary based on competence as this term is defined in [ORS 342.934](#) and Board Policy [GCPA](#).

## **ARTICLE 10. SCHOOL CALENDAR**

Before submitting a proposed calendar to the school board for adoption, the Superintendent will submit proposals to the Association for input. The final decision of the calendar will be left to the Administration and the School Board. Except as specified in Article 25-D of this Agreement, no changes will be made to the teacher work calendar after the last teacher work day of the subsequent school year without the approval of the Association.

## **ARTICLE 11. CLASS ASSIGNMENT**

- A. All employed teachers will be given written notice of their class and/or subject assignment, building assignments, and room assignments for the forthcoming year not later than the last **work** day of the preceding year. Such written notice will be the best information available at the time with the understanding that the master schedule could change during summer months. Teachers will not be assigned outside the scope of their teaching licenses and/or their major or minor fields of study without prior consultation.
- B. In the event conditions require changes in assignments after the last work day of the preceding year, the District agrees to notify the teacher affected in writing within ten (10) days of the known assignment change. If this reassignment takes place after the first day of school for students in the new school year, the District agrees to provide such teacher with a substitute for up to four (4) consecutive days in which to prepare for the new assignment exclusive of any scheduled in-service prior to the teacher assuming the new assignment.
- C. Grade level meetings, which include the building principal, shall be held at the end of each school year for the purpose of determining student placement for the following year.

## **ARTICLE 12. SCHOOL ADMISSION OF DEVIANT, DANGEROUS, OR VIOLENT STUDENTS**

Upon formal notification of the enrollment of a potentially violent or dangerous student, administration will hold a meeting with staff members involved to discuss and plan for the needs of the student.

## **ARTICLE 13. STRIKE CLAUSE**

In consideration of this Agreement and its terms and conditions, the Association, its officers, representatives and members shall not, during the term of this Agreement, engage in or condone any strike, slowdown, work stoppage, or other concerted refusal to perform any assignment on the part of any teacher(s) represented hereunder. Violation of the above shall be consideration for full and just cause grounds for disciplinary action, including discharge, against any employee or employees engaged in such activities.

#### **ARTICLE 14. PERSONNEL FILES**

- A. The official personnel files on all teachers shall be kept in a central location. Such files are confidential. Teachers will have the right, upon request, to review the contents of their personnel files and to receive a copy, at District expense, of any documents contained therein. However, teachers shall not have the right to view confidential letters of reference received by the District prior to the teacher being hired. A teacher will be entitled to have a representative accompany them during such review of the teacher's personnel file.
- B. Documents required by Oregon Archival statutes will not be removed from personnel files.
- C. Evaluations and written disciplinary actions or complaints shall be placed in the file only if they have been previously shown to the teacher. Only personnel materials which have been placed in the personnel file shall be used by the District in any disciplinary action.
- D. Complaints shall be placed in the file only if the complaint led to written disciplinary action.
- E. The teacher will have the right to attach a written statement to any written material placed in the teacher's personnel file.

#### **ARTICLE 15. TEACHER EVALUATION**

- A. Teacher evaluations shall be conducted in accordance with ORS 342.850.
- B. The District shall be responsible for the development of evaluation instruments and procedures. The District shall adhere to the evaluation procedures.
- C. The Board agrees that, prior to the adoption of new forms or procedures; it will consult with teachers employed in the District who are selected by the Association for this purpose.
- D. Teachers will be permitted to attach a rebuttal to any observation or evaluation report.

#### **ARTICLE 16. GRIEVANCE PROCEDURE**

##### **A. DEFINITION**

- 1. A "grievance" is an alleged violation by an employee or group of employees over the meaning, interpretation or implementation of a specific provision of this Agreement.
- 2. The term "days" in this article means actual calendar days. During vacation periods, the parties may mutually agree to process the grievance or extend the time lines.

##### **B. GRIEVANCE PROCEDURE**

- 1. Step One – Informal: In the event an employee or employees believe they have a grievance, they shall discuss the matter with the immediate supervisor within ten (10) work days of the occurrence of the event, or within ten (10) work days of when they should have reasonable knowledge that such an event occurred, with the objective of resolving the matter informally. (If the immediate supervisor is the principal, see Step Two.) If agreement is made then the contents shall be reduced to writing and signed by both parties. If not both sides shall sign, date and deliver to the other a statement of their position regarding the matter.
- 2. Step Two – Principal: If not satisfied with the supervisor's informal response, the grievant(s) may file a written grievance with the Principal within ten (10) work days of the date of the grievant's written statement citing the contractual provisions alleged to have been violated and the requested remedy. The Principal shall respond in writing within ten (10) work days. If the Principal and Superintendent are the same person, the grievance may proceed directly to step three.
- 3. Step Three – Superintendent: If the grievant(s) is not satisfied with the disposition of the grievance at Step Two, the written grievance may be submitted to the superintendent

within ten (10) work days of receipt of the Step Two response. The Superintendent shall respond in writing within ten (10) work days after receipt of the written grievance.

4. Step Four – Board:
  - a. If the grievant (s) is not satisfied with the disposition of the grievance at Step Three, the written grievance may be submitted to the Board through the Superintendent within ten (10) work days of the receipt of the Superintendent's response from Step Three. The Superintendent shall also attach all related papers and forward them to the Board.
  - b. The Board shall review the grievance and shall hold a conference with the grievant(s), Superintendent, building Principal, and if requested a witness/witnesses.
  - c. The Board, or its designee, shall file a written decision within ten (10) work days of the first regular Board meeting following the submission of the grievance.
5. Step Five – Arbitration: Within twenty (20) days of receipt of the decision of the Board, the Association may request in writing that the grievance be submitted to arbitration. When a timely request for arbitration has been made, the parties to this Agreement or their representatives shall attempt to select an impartial arbitrator. Failing to do so the parties shall, within ten (10) days of the request for arbitration, jointly request a list of seven (7) arbitrators who maintain offices in Oregon from the Oregon Employment Relations Board. Upon receipt of the list, the parties or their designated representatives shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list, and the seventh and remaining name shall act as the arbitrator. The arbitrator so selected shall confer with the representative of the Board and the Association and hold hearings promptly, and shall issue a decision not later than thirty (30) calendar days from the date of the hearing; or, if post hearing briefs are submitted, then from the date other final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set for his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement.

The decision of the arbitrator shall be final and binding on both parties.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual travel, subsistence expenses, and cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring those expenses.

- C. **NON-REPRISAL:** Neither the Association nor the District shall take any reprisal against any person or agency as a result of the exercise of the rights under this article.
- D. **RIGHTS OF EMPLOYEES TO REPRESENTATION:** Upon request of the grievant(s), a representative of the Association may be present at any stage of the grievance procedure. The Association may be present and state its views at any stage of the grievance procedure.
- E. **MEETINGS AND HEARINGS:** Subject to requirements of the public meeting law, meetings and hearings under this procedure shall not be conducted in public and shall include only the parties and their designated or selected representatives.
- F. **DISMISSALS:** Dismissal or non-renewal of licensed employees is grievable to the Board level only.

### **ARTICLE 17. TEACHER DISCIPLINE**

Employee discipline shall be fair and equitable. No employee shall be disciplined or terminated without due process. All levels of discipline may be imposed on any employee and should be appropriate to the situation. For any actions involving a potential suspension or termination, written notice of the pending action must be given to the employee. The notice shall contain the specific facts alleged and a list of the alleged violations. This notice must be provided in a timely manner prior to any pre-disciplinary meeting. An employee has the right to Association representation at all meetings concerning disciplinary actions. Any disciplinary action, other than an oral warning, shall be in written form. A copy of the written statement of discipline shall be presented to the employee and the Association within five (5) working days of the disciplinary action and a signed copy shall also be placed in the employee's personnel file. If the District has reason to discipline an employee, it shall attempt to do so in a manner that will not unduly embarrass the employee before other employees or the public.

### **ARTICLE 18. MANAGEMENT RIGHTS CLAUSE**

The District shall have all the authority customarily, traditionally and lawfully exercised by management, except as that authority is expressly and specifically limited by the provisions of this Agreement. Nothing in the Agreement shall be construed to impair the right of the District to conduct any or all aspects of its affairs and activities in any and all particulars, except as expressly and specifically modified within the terms and provisions of this working Agreement. Without limiting the generality of the foregoing (paragraph one), it is expressly recognized that the Board's operational and managerial responsibilities include, but are not limited to:

- The right to determine the location and number of schools and other facilities of the school system.
- The determination of the financial policies and practices of the District including the general accounting procedures, methods of inventory of supplies and equipment, management of bids and purchasing of materials and services and other spending.
- The determination of management, supervisory or administrative organization and staffing of each school or facility in the system;
- Selection or promotion of employees to supervisory, management or administrative positions.
- The maintenance, control and use of the school system properties and facilities.
- The determination of safety, health and property protection policies and practices.
- The right to enforce policies, rules and regulations now in effect and to establish new policies, rules and regulations.
- The management, direction, arrangement and evaluation of the workforce in the school system, including the right to hire, transfer, promote, demote, evaluate, suspend, discharge or discipline employees.
- The creation, combination, modification or elimination of any teaching or other positions.
- The determination of the size of the workforce, the allocation and assignment of work and positions to employees, the determination of policies and practices affecting the selection of employees, the establishment of selection standards and criteria, work performance standards, training requirements and the right to judge employee performance and conduct. The right to schedule and assign all work and to approve and authorize textbooks, teaching aides and other materials.

## ARTICLE 19. EMPLOYEE RIGHTS

- A. **REPRESENTATION:** Whenever a supervisor requests a meeting with a teacher, the supervisor will notify the teacher of the purpose of the meeting and/or the agenda topics to be discussed. Likewise, when a teacher requests a meeting with a supervisor, the teacher will notify the supervisor of the purpose and/or the agenda topics to be discussed. Whenever a teacher requests a meeting with a supervisor where a significant purpose of that meeting is to obtain information that may lead to disciplinary action or where the teacher reasonably believes that the interview may result in disciplinary action, the teacher may bring an Association representative of their choice. The availability of the chosen representative shall not be cause to delay the meeting by more than forty-eight (48) hours. No teacher will be required to attend such a meeting without a representative. The administration will assist in making a representative available.
- B. **GRADING:** Within the framework of statewide and District standards, the teacher shall maintain the right and responsibility to determine grades and other evaluations of students relating to their classroom performance. No grade or evaluation given by a teacher shall be changed by the District unless the grade or evaluation is called into question and the teacher is not able to substantiate the grade.
- C. **CRITICISM:** Teachers shall not be given negative criticism or feedback regarding their work performance by any administrator or Board member in the presence of students, parents, the public or other teachers, excluding Association representatives. Likewise, administrators and Board members shall not be given personal, negative criticism or feedback regarding their work performance by any teacher in the presence of students, parents, or the public.
- D. **COMPLAINT PROCEDURE:**
1. If a complaint is made against a teacher to the administration, a Board member or the Board, the administration will first attempt to resolve the complaint at an informal level. If the complaint remains unresolved, the complaint shall be processed as follows:
    - a. If the administration intends to make a record in the evaluation report of a complaint received concerning the teacher; or
    - b. If the administration intends to place a record of such complaint in the teacher's personnel file; or
    - c. In the administrator's judgment, such complaint is sufficiently relevant to the teacher's performance as to indicate the desirability of a conference, then a conference shall be held with the teacher within five (5) working days after the complaint is made to the administration. At the conference, the teacher will have a right to be represented and will be apprised of the nature of the complaint.
  2. A complaint shall be placed in the teacher's personnel file only if the complaint led to written disciplinary action.
  3. If the teacher believes it necessary, they shall have the right to meet with the complainant, except in cases where a meeting would be harmful to the complainant.
- E. **MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE**
1. When, in the judgment of a teacher, a student's behavior is seriously disrupting the instructional program to the detriment of other students, the teacher may temporarily exclude the student from the classroom and send the student to the office. The teacher must contact the office and inform them that the student is coming and will provide a written report to the administrator including a statement of facts, a summary of conditions which led to the student's removal, the steps taken by the teacher to remedy the problem and to motivate the student, and any other steps taken by the teacher prior to referral within 24 hours.
  2. The teacher will make written or verbal contact with the student's guardian(s) within 24 hours of the incident notifying them of the issue that caused the student to be sent to the office. Contact must be verifiable, meaning that the guardian acknowledged contact in writing or verbally.

3. The Principal shall assess the situation and, if the student is readmitted to the class, the teacher shall be informed about the resolution of the problem.
4. At the request of the teacher, the Principal shall schedule a conference with the teacher to discuss the problem and review appropriate steps for resolution.
5. The Principal will meet with teachers annually to discuss and/or review building disciplinary standards and procedures.

**F. NON-DISCRIMINATION**

The Association and District will abide by state and federal statutes and guidelines pertaining to non-discriminatory practices and conduct. This clause shall not be subject to grievance procedure, arbitration, or unfair labor practice complaint. See Board Policy [AC-Nondiscrimination](#).

**ARTICLE 20. ASSOCIATION RIGHTS**

- A. The Association may have the use of a bulletin board in each faculty lounge for use within legal bounds of such a privilege.
- B. Upon request with advance notice, the Association's building representative shall be allowed to make brief announcements and reports at faculty meetings.
- C. Upon request, the District shall place on the agenda of a regular Board meeting an opportunity for an Association representative to comment or make suggestions on matters discussed. The Association shall have the opportunity to ask that items be placed on the Board agenda if said items are made known to the Superintendent's office at least one (1) week prior to the regularly scheduled Board meeting.
- D. The Association shall have the right to conduct meetings at employee work locations before or after regular work hours, during meal periods, and during any other break periods. The Association shall have the right to select the time and place of meetings, provided that the meetings do not interfere with the District's operations. The Association shall have the right to conduct meetings without undue interference to student instruction or supervision.
- E. The Association President will provide the District with a list of Designated Association Representatives at the beginning of each school year. Designated Association Representatives shall be granted time during the contract workday that does not interfere with student instruction, student supervision, or District operations to perform Association duties during regular scheduled work hours without loss in pay, benefits, leave accrual, or seniority.
- F. The Association shall have the right to use the District's computers and email system to communicate with bargaining unit members regarding Association business.
- G. The Association shall have the right to meet with current employees during regular work hours at the employees' worksite to address grievances, complaints, and matters related to employment relations so long as there is no interference or disruption to student instruction, student supervision or District operations.
- H. The Association shall have the right to meet with new employees for up to one hour during the work day within 30 days after hire without loss of pay or benefits.

**ARTICLE 21. VACANCIES - TRANSFERS**

Requests for Position Consideration (posted vacancies) or Transfer:

- A. All openings, teaching, extra-duty or administrative, shall be published and emailed to staff using the district email system. Each position shall be posted within five (5) days after the administration has knowledge that the position will be open. Full consideration for posted vacancies shall be given to present District personnel. Requests for consideration for vacancies or transfer requests that are not associated with vacancies shall be made in writing to the

Superintendent. In case a teacher would like an instructional position transfer, this request must be submitted to the Superintendent by March 15th for consideration for the next year. All requests for transfer must be satisfied before new personnel from outside the district are hired.

- B. Transfer requests shall be made by written notice to the Superintendent. The Superintendent, after consultation with the building Principals, will determine the request for transfer. Consideration will be given to the general welfare of the District as a whole, and special attention will be given to the individual desires of teachers.
- C. If a transfer request is denied, the Superintendent or designee will provide the teacher with reasons for that denial, in writing, prior to a general announcement of who was awarded the position.

#### **ARTICLE 22. PROFESSIONAL DEVELOPMENT**

- A. The District may grant tuition reimbursement to all licensed employees required to gain additional college credit hours to renew their license to teach, and/or may grant tuition reimbursement to those licensed employees seeking self improvement or additional endorsements as it pertains to their role in the district and District improvement, by enrolling in a course directly related to the individual's classroom instruction. The District must approve courses to be reimbursed in advance of the start of the course. Licensed employees should submit an explanatory statement outlining how the course(s) will benefit the employee in his or her role in the district.
- B. A maximum of \$200 per quarter hour earned and/or a maximum of \$2,000 per annum (academic year) per individual shall be established. The total annual reimbursement by the District for all licensed employees shall not exceed \$12,000.
- C. Teachers who are granted tuition reimbursement must remain in the district for 5 years beyond the date of reimbursement. Teachers who use tuition reimbursement and leave within 5 years must pay back the reimbursed amount on a prorated basis.
- D. Dispensation of funds shall be based on a priority to those needing the credit hours towards licensure. Those employees seeking credits toward licensure should submit a plan to the district that includes the timeline and courses needed to obtain renewed or different licensure.
- E. All reimbursement is subject to District requirements for disbursement according to Oregon Statutes and audit requirements.

#### **ARTICLE 23. TRAVEL REIMBURSEMENT**

Members of the bargaining unit who use their personal vehicles for District-approved travel will be reimbursed at the IRS allowable rate in effect June 30 of the prior year. Reimbursement requests **must** be submitted in a timely fashion (within 30 days) so that prompt reimbursement can occur.

#### **ARTICLE 24. PAYDAY**

Payday will be on the 20th of each month. If the 20th is a Friday, Saturday, or Sunday, payday will be the immediately preceding Thursday. Balance of contract checks for June, July, and August will be paid on June 20th of each year.

## **ARTICLE 25. WORK DAY/WORK YEAR**

- A. Work Hours
  - 1. Included in the building hours is a thirty (30) minute continuous duty-free lunch period, during which the teacher may leave the building.
  - 2. Regular starting and dismissal times for teachers, which may vary from school to school, shall be established by the Board and shared with teachers at the start of the school year. No changes to a teacher's start and/or end time shall be made, except in rare cases of emergency or through mutual agreement between the District and the Association.
  - 3. Professional responsibility may not be limited to a specific time period and may extend beyond the contract workday. These include, but are not limited to, class advisor duties including supervision during student performances, parent-teacher conferences, back-to-school night, IEP meetings, Family Nights, and commencement as these are considered part of professional responsibility. Times beyond the eight and three-quarters (8  $\frac{3}{4}$ ) hour day for these extra responsibilities will be limited as much as professionally possible.
  - 4. All licensed staff are required to attend SSS graduation.
  - 5. Assignments for curriculum development outside the regular workday shall be at the direction of the District through an extended contract or release time.
- B. The contract for teachers for 2023-25 shall have 174 paid days.
- C. Teacher Preparation Time
  - 1. Teacher preparation time will be scheduled during the regular day at the discretion of the District.
  - 2. Each licensed employee shall receive no less than 225 minutes (in minimum increments of 30 minutes) (Prorated by FTE) in a work week. For secondary licensed staff, the prep time each day shall be the equivalent of one full instructional class period per day.
  - 3. When a regular week is lessened by vacation days, etc. preparation time shall be prorated accordingly.
  - 4. Staff will be informed on Friday of each week how the schedule for the coming week will run to accommodate for prep time.
- D. Teacher attendance shall not be required, nor pay reduced, when student attendance is not required due to inclement weather. The District shall have the option of extending the school year to make up the time.
- E. Teacher Grading Days
  - 1. Included in each year's calendar will be a grading day following each quarter (4 times per year). The district will permit working from home on the first 3 grading days of the year so long as grades are complete and submitted by the deadline established by the building principals.
  - 2. In addition to this, two (2) other days will be established by the District for teachers to work in their classrooms.

## **ARTICLE 26. ADDITIONAL CLASS ASSIGNMENTS**

- A. A teacher shall be paid at their hourly per diem rate per class period for teaching an additional class that is assigned beyond the normal class load. Should the district determine that this is a need, the additional class will only be assigned if the affected teacher is agreeable to the additional load.
- B. When teachers are asked to cover a class during their prep period, the teacher will be paid \$30 per hour. Except in an emergency, the acceptance or rejection of such an assignment shall be at the option of the teacher.

**ARTICLE 27. SALARY SCHEDULE**  
**5% increase over 22-23**

**2023-24 Salary Schedule**

yrs	BA	BA+15	BA+30	BA+45	BA+60	BA+75	MA	MA+15	MA+30
0	\$41,639	\$42,680	\$43,747	\$44,840	\$45,961	\$47,110	\$48,759	\$50,466	\$52,232
1	\$42,680	\$43,747	\$44,840	\$45,961	\$47,110	\$48,288	\$50,222	\$51,980	\$53,799
2	\$43,747	\$44,840	\$45,961	\$47,110	\$48,288	\$49,495	\$51,729	\$53,539	\$55,413
3	\$44,840	\$45,961	\$47,110	\$48,288	\$49,495	\$50,733	\$53,281	\$55,145	\$57,076
4	\$45,961	\$47,110	\$48,288	\$49,495	\$50,733	\$52,001	\$54,879	\$56,800	\$58,788
5	\$47,110	\$48,288	\$49,495	\$50,733	\$52,001	\$53,301	\$56,525	\$58,504	\$60,551
6	\$48,288	\$49,495	\$50,733	\$52,001	\$53,301	\$54,634	\$58,221	\$60,259	\$62,368
7	\$49,495	\$50,733	\$52,001	\$53,301	\$54,634	\$56,000	\$59,968	\$62,067	\$64,239
8	\$50,733	\$52,001	\$53,301	\$54,634	\$56,000	\$57,400	\$61,767	\$63,929	\$66,166
9	\$52,001	\$53,301	\$54,634	\$56,000	\$57,400	\$58,835	\$63,620	\$65,847	\$68,151
10				\$57,400	\$58,835	\$60,305	\$65,528	\$67,822	\$70,196
11				\$58,835	\$60,305	\$61,813	\$67,494	\$69,857	\$72,302
12				\$60,305	\$61,813	\$63,358	\$69,519	\$71,952	\$74,471
13				\$61,813	\$63,358	\$64,942	\$71,605	\$74,111	\$76,705
14						\$66,566	\$73,753	\$76,334	\$79,006
15							\$75,965	\$78,624	\$81,376

**2024-25 Salary Schedule (5% over 2023-24)**

yrs	BA	BA+15	BA+30	BA+45	BA+60	BA+75	MA	MA+15	MA+30
0	\$43,622	\$44,712	\$45,830	\$46,976	\$48,150	\$49,354	\$51,081	\$52,869	\$54,719
1	\$44,712	\$45,830	\$46,976	\$48,150	\$49,354	\$50,588	\$52,614	\$54,455	\$56,361
2	\$45,830	\$46,976	\$48,150	\$49,354	\$50,588	\$51,852	\$54,192	\$56,089	\$58,052
3	\$46,976	\$48,150	\$49,354	\$50,588	\$51,852	\$53,149	\$55,818	\$57,771	\$59,793
4	\$48,150	\$49,354	\$50,588	\$51,852	\$53,149	\$54,477	\$57,492	\$59,505	\$61,587
5	\$49,354	\$50,588	\$51,852	\$53,149	\$54,477	\$55,839	\$59,217	\$61,290	\$63,435
6	\$50,588	\$51,852	\$53,149	\$54,477	\$55,839	\$57,235	\$60,994	\$63,128	\$65,338
7	\$51,852	\$53,149	\$54,477	\$55,839	\$57,235	\$58,666	\$62,823	\$65,022	\$67,298
8	\$53,149	\$54,477	\$55,839	\$57,235	\$58,666	\$60,133	\$64,708	\$66,973	\$69,317
9	\$54,477	\$55,839	\$57,235	\$58,666	\$60,133	\$61,636	\$66,649	\$68,982	\$71,397
10				\$60,133	\$61,636	\$63,177	\$68,649	\$71,052	\$73,538
11				\$61,636	\$63,177	\$64,757	\$70,708	\$73,183	\$75,745
12				\$63,177	\$64,757	\$66,375	\$72,830	\$75,379	\$78,017
13				\$64,757	\$66,375	\$68,035	\$75,014	\$77,640	\$80,357
14						\$69,736	\$77,265	\$79,969	\$82,768
15							\$79,583	\$82,368	\$85,251

1. Teachers new to the system shall be permitted all previous experience credit for placement on the salary schedule.
2. The Board, at the recommendation of the Superintendent, may evaluate experience in allied fields of endeavor as applicable on the salary schedule where the experience is in an area which contributes to the teacher's effectiveness in their assignment . Such experience credit will be granted a maximum of one year for two and a total of two steps on the salary schedule.
3. Verification of college coursework for movement from one column to another will occur upon District receipt of official college transcripts. Transcripts must be received by the Superintendent not later than September 15th of each school year.
4. The District will contribute 6% of the PERS employee contribution of 6%. In the event that the District anticipates and/or experiences a financial hardship(s) due to funding reductions that are beyond the District's control, the District reserves the right to reopen the agreement for negotiations of Article 26, section 4 only.
5. Longevity Pay: 20-24 years paid experience in \$1,200 per year; 25+ years paid \$2,500 per year.

#### **ARTICLE 28. EXTRA DUTY SALARY SCHEDULE**

- A. The percentage shall apply to the current year's base salary.
- B. Increments will be based on years of paid experience per sport for extra-duty positions. Teachers new to the District will receive paid previous experience, year for year, to a maximum of four years
- C. Pay for extra duty will be based on hours approved by the administration that are outside the teaching contract day hours.
  - Ticket Takers
    - 2 People at \$15/hr for Varsity contests
    - 1 person at \$15/hr Varsity Volleyball and Varsity Basketball
  - Announcers
    - 1 person at \$15/hr for Varsity contests
  - Volleyball Lines (Varsity)
    - 2 People at \$15/hr each
  - Football Score Clock (Varsity)
    - 1 person at \$15/hr
  - Basketball Score Clock (Varsity)
    - 1 person at \$15/hr
  - Football Chain Crew (Varsity)
    - 3 people at \$15/hr
- D. All extra-duty positions are subject to a minimum number of participants, established by the School Board, before a contract is offered. Coaching pay for any activity terminated prior to the end of the season will be determined on a prorated basis.
- E. Coaches within a sport area may divide the total of a contract stipend between two individuals on the approved coaching staff as approved by the Superintendent. In these instances, the stipend will be divided equally in half.
- F. All Extra-duty contracts shall be for one-year. All extra-duty contracts shall be issued at the discretion of the School Board and shall not be subject to notification of non-renewal.
- G. An additional \$3,000 shall be budgeted annually for stipends for clubs and activities as approved by the Building Principal and Superintendent.

- H. Contract teachers who are assigned by Administration and agree to mentor a Probationary teacher in Year 1 or Year 2 will be paid \$750 each year and one additional paid work day added to their work calendar. The additional day will be agreed upon by the contract teacher, probationary teacher, and principal. Administration will create a job description. Contract teachers, with at least four (4) years of teaching experience in the /District who are assigned and agree to serve as a Cooperating Teacher for a Student Teacher with Eastern Oregon University, will be paid \$175 per term. Teachers who are assigned and teach Early College Credit classes will be paid \$250 per credit hour. These stipends will be paid on the final balance of contract payroll for the year. It is the responsibility of the teacher to submit an Early College Credit Stipend form prior to teacher check-out in June.
- I. Extended contract time for special projects related to instruction, as preapproved by the Superintendent other than the employee's regular contract, will be paid at \$24 per hour.
- J. Extended contracts for added days on the employee's regular assignment shall be paid at the daily rate of the employee's regular annual salary. A calendar of work days will be submitted to the Principal and Superintendent by the end of the preceding school year for the next school year. Agriculture Teacher – 20 days, Dean of Students – (20) days, Special Education Teacher – up to 15 (fifteen) days, ELD Teacher – up to five (5) days, Student Transition Meetings – up to eight (8) (split among multiple staff members as determined by student needs and building principal), Contract Mentor Teacher – one (1) day, Probationary Teacher in Year 1 or 2 – two (2) days, Secondary School Counselor – eight (8) days.
- K. Coaches will earn 1.5% of the base salary for head coaches and 1.0% for assistants each week that their team qualifies for playoffs.
- L. The MS/HS Athletic Director position will be split into two separate positions, one for MS and one for HS in lieu of Game Managers. The HS AD will retain the wage listed in this agreement on the Extra Duty Salary Schedule and will retain a prep period for athletics in addition to the prep period for instruction. The MS AD shall receive a prep period for instruction but shall not be entitled to a full prep period the length of an instructional period for athletics. The MS AD wage shall be that as listed under LEVEL 4 on the Extra Duty Salary Schedule in this agreement.

### 2023-2024 EXTRA DUTY SCHEDULE

5% increase over 2022-2023 schedule

BASE		\$41,639					
		Years of Paid Experience					
LEVEL ONE:		0	1	2	3	4	5
HEAD HS/MS	Athletic Director	\$4,372	\$4,497	\$4,622	\$4,747	\$4,872	\$4,997
HEAD HS	Football	\$4,372	\$4,497	\$4,622	\$4,747	\$4,872	\$4,997
HEAD HS	Basketball	\$4,372	\$4,497	\$4,622	\$4,747	\$4,872	\$4,997
HEAD HS	Volleyball	\$4,372	\$4,497	\$4,622	\$4,747	\$4,872	\$4,997
HEAD HS	Baseball	\$4,372	\$4,497	\$4,622	\$4,747	\$4,872	\$4,997
HEAD HS	Softball	\$4,372	\$4,497	\$4,622	\$4,747	\$4,872	\$4,997
LEVEL TWO:							
HEAD HS	Track	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164

HEAD HS	Tennis	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164
HEAD HS	Cheerleader Adv.	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164
HEAD HS	Music	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164
HEAD HS	Cross Country	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164
ASST HS	Football	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164
ASST HS	Basketball	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164
ASST HS	Volleyball	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164
ASST HS	Baseball	\$3,623	\$3,706	\$3,831	\$3,914	\$4,039	\$4,164

<b>LEVEL THREE:</b>							
ASST HS	Track	\$3,206	\$3,289	\$3,414	\$3,498	\$3,623	\$3,706
ASST HS	Tennis	\$3,206	\$3,289	\$3,414	\$3,498	\$3,623	\$3,706

<b>LEVEL FOUR:</b>							
ELEM	Intramural Adv.	\$2,790	\$2,873	\$2,998	\$3,081	\$3,206	\$3,289
HS	Jr. Class Concession	\$2,790	\$2,873	\$2,998	\$3,081	\$3,206	\$3,289
HS	Yearbook Advisor	\$2,790	\$2,873	\$2,998	\$3,081	\$3,206	\$3,289
MS	Athletic Director	\$2,790	\$2,873	\$2,998	\$3,081	\$3,206	\$3,289
HS	FFA Advisor	\$2,790	\$2,873	\$2,998	\$3,081	\$3,206	\$3,289

<b>LEVEL FIVE:</b>							
HEAD MS	Football	\$1,874	\$1,957	\$2,082	\$2,165	\$2,290	\$2,373
HEAD MS	Basketball	\$1,874	\$1,957	\$2,082	\$2,165	\$2,290	\$2,373
HEAD MS	Volleyball	\$1,874	\$1,957	\$2,082	\$2,165	\$2,290	\$2,373
HEAD MS	Cross Country	\$1,874	\$1,957	\$2,082	\$2,165	\$2,290	\$2,373
HEAD MS	Track	\$1,874	\$1,957	\$2,082	\$2,165	\$2,290	\$2,373

<b>LEVEL SIX</b>							
ASST MS	Football	\$1,541	\$1,624	\$1,749	\$1,874	\$1,957	\$2,040
ASST MS	Basketball	\$1,541	\$1,624	\$1,749	\$1,874	\$1,957	\$2,040
ASST MS	Volleyball	\$1,541	\$1,624	\$1,749	\$1,874	\$1,957	\$2,040
ASST MS	Track	\$1,541	\$1,624	\$1,749	\$1,874	\$1,957	\$2,040

<b>LEVEL SEVEN:</b>							
HS	ASB Advisor	\$1,000					

HS	Honor Society	\$500	
MS	ASB Advisor	\$500	
HS	Generation College	\$500	
DIST	Test Coordinator	\$1,200	
ELEM	Outdoor School Coord.	\$200	
ELEM	Outdoor School	\$75	per night

### ARTICLE 29 - TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2023, and shall be binding upon the Board of Education, the Stanfield Education Association, and their members and shall remain in full force and effect through June 30, 2025.

Executed this day 11th of May 2023 by the undersigned officers by the authority of and on behalf of the Stanfield Board of Education and the Stanfield Education Association.

For the Stanfield Education Association:

Beauve Garza

SEA President (PRINT)

[Signature]

SEA President (SIGNATURE)

For the District:

Beth Burton

SSD Superintendent (PRINT)

[Signature]

SSD Superintendent (SIGNATURE)